

2026/27 - NFAS Declaration of Competence for Archers

This checklist is a training record for all archers new to the NFAS, in addition to those returning after a lapse in membership of 2 years or more and should be fully completed before they are 'signed off'. This record will be discussed with the archer by the coach or SOA, and then signed by both the coach/SOA and the archer at the time of formal sign off. This signed competency checklist (all three pages) will accompany the application for full membership and be stored securely while the archer is a full member of the NFAS and for three years after membership ends. The archer and coach will also retain copies.

In the event of an incident, the document may be made available to insurers and/or external authorities to confirm the detailed instruction the archer has received. Coach/SOAs are advised that they should also keep their contemporaneous coaching notes about the individual and training sessions for future reference, if required.

The NFAS training course leads to the formal 'sign off' assessment of the archer which enables them to become a full member, if successful. Full sign off permits the archer to take part in all NFAS activities because they have been assessed as competent and safe but does not become active until the archer is in possession for their full membership card.

The coach or SOA will introduce ideas from the checklist at a rate appropriate for each individual archer. It is good practice for the session to be reviewed by the coach and then for the archer to be informed of the plan for the next session.

The final assessment rests on the archer's knowledge and the practical application of what has been learned, together with the coach/SOAs judgement regarding their commitment, performance, and general competence. During the assessment, the coach/SOA will observe the archer applying their knowledge and experience, including responsibility for scoring, as they shoot a course with other club members. The archer will be asked questions relevant to situations encountered. After the shoot, there will be a short question and answer session testing knowledge of NFAS rules, safety, and etiquette.

Name of trainee archer NFAS number (if any).....

Subjects covered in the training sessions

- | | | |
|---|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Health and safety | <input type="checkbox"/> Know your bow |
| <input type="checkbox"/> Shot Execution | <input type="checkbox"/> Aiming | <input type="checkbox"/> Scoring and shooting rules |
| <input type="checkbox"/> In the woods | <input type="checkbox"/> Etiquette | <input type="checkbox"/> Equipment |

By signing this Declaration of Competence both coach/SOA and the new NFAS archer acknowledge that they have fully explained, demonstrated and understood all nine subjects covered in the training sessions.

Sign off completion and acknowledgement

Signature of trainee archer Print name Date

Countersign by parent or guardian if applicable.....

Signature of Coach/SOA Print name.....

Coach/SOA membership number..... Date

This document forms a record of the syllabus covered with the archer by the named NFAS Coach/SOA. Following sign off, this application form for full NFAS membership must be sent to the NFAS Membership Secretary accompanied by the original provisional membership document if any.

Essential subjects that must be covered by the coach before sign off

ADMINISTRATION

Prior to starting the course obtain contact details, complete application form, and next of kin (NOK) form and parental/guardian consent form if applicable.

Welcome trainee.

Club shooting book - visitors' book - a register of archers using club facilities, who sign in and out for each visit.

Orientation walk of club course, premises and facilities, and introductory chat which includes emergency procedures. Record if there are any changes to the forms (application, NOK etc) at the start of each session. Health details and medication.

HEALTH AND SAFETY

Check and note personal health and safety awareness - CHIMPS (**C**lothes, **H**air, **I**njuries, **M**edication **P**iercings and **S**hoes)

Safety awareness on the shooting ground. Risk assessment awareness.

Explain and carry out eye dominance check. Explain and carry out arrow length check.

Appropriate equipment selection for student - bow, arrows, tab, bracer.

Explain range commands - emphasis on 'STOP' and 'COME DOWN' (also 'FAST' with explanation).

Consider warm up exercises and recommend using ones to suit their own situation.

Archers must not shoot under the influence of alcohol or drugs.

KNOW THEIR BOW

Demonstrate inspection of bow for damage, including checks of limb bolts and/or ILF fittings.

Explain the bow's suitability for the archer.

Demonstrate and practice assembly and disassembly of the bow including stringing, unstringing and bracing height (using bracing height gauge).

Identify the components of the archer's bow and arrows.

SHOT EXECUTION

Explain, demonstrate, and practice the following:

- Stance (lining body up with target, leading foot touching line or peg). Nocking the arrow (nock click).
- Grip (Bow arm rotation & relaxation of bow hand).
- Hook (three fingers under/Mediterranean as appropriate). Preparation line and raise (correct elbow position before draw).
- Draw (set and pull, low shoulder, use of back muscles, elbow in line/draw force line). Anchor point (nock/string in line with eye, consequences of moving anchor point). Aiming (sighting along arrow, using point as front sight).
- Loose and follow through (keeping bow up).
- A safe method of approaching the target and arrow retrieval - safe withdrawal while supporting the target. The method of carrying arrows safely and securely.

AIMING

Explain, demonstrate, and practice the following:

- Point-on distance.
- How to aim for targets nearer or further than point on.
- Finding, measuring (calculating) and recording gaps (no written notes in competition for some classes). How to relate gaps to set distances.
- Cross referencing techniques for aiming in varying circumstances and terrain (uphill, downhill, cross slopes). Shooting, on the course, at various distances.

Coach/SOA initials.....

Archer's initials.....

ARRANGEMENTS, SCORING RULES, PAPER FACES AND 3DS

Explain the following:

- Marking arrows with archer's name and initial (club recommended) - a safety requirement.
- Coloured pegs, shooting sequence along with age groups and how arrows marked as 1st, 2nd, 3rd relate to them. Responsibilities of each archer as referee/umpire/rule enforcer while shooting.
- Scoring zones of different types of targets (paper faces, 3Ds and 2Ds). Big Game scoring zones and be aware of other rounds (see NFAS Shooting Handbook). Use of scorecards (which may vary) and double scoring.
- Scoring of arrows including touching lines, pass throughs, bounce backs and bounce offs.
- The avoidance of touching arrows before they have been scored (archer points at arrow and declares score, check scores every five targets).

OUT IN THE WOODS

Discuss:

- Climate/weather conditions and advise what is suitable protective clothing and footwear to wear. Use of sunscreen, insect repellent when required, and carrying a drink and snack.
- Physical hazards such as holes, logs, branches, brambles and slopes along with wildlife hazards such as wasps, ticks, hornets, midges and snakes.
- Distance judgement. Discuss strategies and cross-referencing, if gap or sight shooting (not used by instinctive shooters).
- Looking for clearest and safest shot by placement of leading foot or knee against the peg. Upper body alignment and the retention of form when shooting up, down and across slopes. Drawing in line with the target and avoiding a 'high draw'.
- The need to move as a group, with emphasis on persons at risk walking in the centre of the group. Always follow the course, never return to a previous target.
- Demonstrate and practice arrow pulling from 3Ds. Take special care, using an arrow puller, particularly with wooden and carbon arrows.
- Searching for arrows practising safety protocol, leaving an adult archer in front of target, and beware of arrows underfoot.
- Importance of a safety briefing, paying attention and listening carefully to instructions. NFAS emergency whistle and restart protocols.

ETIQUETTE

It is strongly recommended that new archers are accompanied by a coach, SOA, or experienced archer at their first open shoots.

It is important to demonstrate your support and show appreciation to the hosts and fellow competitors by staying to the end of the event, including prizes giving etc.

Refer to the rule book for more on etiquette.

EQUIPMENT

Advice from the coach on the purchase of suitable equipment.

All NFAS membership application forms must be completed in accordance with the instructions on that form. Failure to follow these instructions will result in refusal of the application.

Document completed at which NFAS Compliant Venue:

Coach/SOA initials.....

Archer's initials.....