

PENRHIWPAL SHOOTING CLUB BYE-LAWS

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BYE LAWS

1 MEMBERSHIP

1.1 Applications

All membership application forms will be copied to the police by the Police Liaison Officer for checks to be carried out. After a reasonable period has expired following the submission of an application form to the police the applicant may be required to pay a joining fee and undergo the relevant training and safety assessment prior to being admitted as a Probationary Member See 2.1 below.

1.2 Signing Of Declarations

Applicants must sign all declarations as may be required by the Home Office and/or UK Firearms legislation.

1.3 Probationary Period

Save at the absolute discretion of the Committee, all applicants will be subject to a Probationary Period.

1.4 Granting of Full Membership

Full Membership is not granted automatically at the end of the Probationary Period. It will depend on the applicant's attendance, conduct, safety record and general suitability during regular shooting attendance. See also 2.2 below.

2 CLASSES OF MEMBERSHIP & MEMBERSHIP SUBSCRIPTIONS ETC

2.1 Probationary Member

To qualify as a Probationary Member the applicant shall normally have to have received police clearance and commence the Probationary Period. All applicants for membership shall pay a non-refundable fee set by the last AGM ("the joining fee") to cover administrative costs and the new applicants safety/coaching course. The safety/coaching course comprises a number of sessions and is compulsory for all applicants. All sessions must be signed off as acceptable before applicants may be offered Probationary Membership.

2.2 Full Member

A Full Member needs to have been a Probationary Member at least 6 months, subject to 1.3 and 1.4 above.

2.3 Subscriptions

Full Members must pay the relevant subscriptions before Full Membership takes effect and in accordance with the following classes:-

2.3.1 **Adult**

Those over 18 on the date the subscription is due.

2.3.2 **Junior**

Those under 18 on the date the subscription is due.

2.3.3 **Partnership/Family**

A couple or two people in a recognized partnership living at the same address and up to 2 of their children aged under 18 on the date the subscription is due.

2.3.4 **Probationary Members Attendance Fees etc.**

2.3.4.1 A Probationary Member shall pay a fee on each attendance. However, he may at his option pay a single payment (equivalent to 50% of the annual subscription appropriate to his class of application in 2.3 above) at any point during his Probationary Period. Such payment is not refundable.

2.3.4.2 Paying such a single payment will remove his obligation to pay attendance fees thereafter until a six month period shall have elapsed (the single payment expiry date), but if he is offered Full Membership effective from the single payment expiry date or earlier and that the offer is made before the 1st October he is then obliged to pay a Full Member's subscription.

2.3.4.3 If however, the offer of Full Membership referred to in 2.3.4.2 is made on or after 1st October he may, at his option, make a second single payment the same as the first one and on the same terms referred to in 2.3.4.1 or revert to paying for each attendance until his Full Member's subscription falls due on the 1st February.

2.4 **Due Date**

Full Membership subscriptions are non-refundable and are payable annually falling due on 1st February each year.

2.5 **Setting Of Subscriptions**

The annual subscription for each class of membership, attendance fees for Probationary Members and the joining fee payable by new members for the subsequent year, shall be set by the membership at the AGM and decided by a quorate majority vote of the Members present and entitled to vote.

2.6 **Failure to Pay**

2.6.1 Subscriptions are due on the 1st February each year and shall be paid no later than 31st March each calendar year. Anyone failing to pay the subscription by that date shall be assumed to have resigned their membership unless alternative arrangements for making payment have previously been agreed by the committee.

2.6.2 Should anyone assumed to have resigned under 2.6.1 of these byelaws subsequently wish to re-join they shall make application in writing to the committee, who will consider such applications at their next regular meeting following the AGM. If approved a £30 fine will be payable in addition to the full year's subscription.

- 2.6.3 Anyone not re-joining when annual subscriptions are due is prohibited from entering the club premises or using any club facilities or ranges for a period of two years from 31st March of the year they fail to renew membership. At their sole discretion in individual exceptional cases the committee may waive all or part of this rule.

2.7 **Transition From Probationary To Full Membership**

An offer of Full Membership is valid for 2 months and the required annual subscription must be paid within this period or the offer is null and void except that near the end of the Club's financial year the Committee may extend the notice period so as to avoid the Members concerned having to pay an annual subscription for a short time.

2.8 **FAC Applications**

Club officials will not endorse FAC applications by Probationary Members.

2.9 **Failure To Attend**

Any Probationary Member who fails to visit the Club within any 6 month period without due prior explanation and good reason may have their Membership terminated.

3 **REGISTER OF MEMBERS**

A Register of Members' names and addresses will be kept by the Secretary and any Member changing their address shall notify the Secretary forthwith. The Club shall not be liable for failure to post notices of an EGM, an AGM or other correspondence to Members if those Members fail to notify the Secretary of their address details. EGM and AGM notices shall be published on the Club website.

4 **REFUSAL OF AND CESSATION OF MEMBERSHIP**

4.1 **Good Cause**

The Committee may refuse or revoke membership but only for good cause such as, (but not limited to) conduct or character likely to bring the Club or sport into disrepute. It may also refuse or revoke membership, on non-discriminatory grounds, where the membership, or continued membership of the person concerned would be likely to be contrary to the best interests of the sport or the good conduct and interests of the Club or for non-payment of membership fees.

4.2 **Notice By Secretary**

Any decision to revoke, refuse or otherwise terminate Full or Probationary Membership (other than as a result of non-payment of subscriptions see 2.6 above) will be in a notice sent by the Secretary to the person concerned in accordance with the Constitution and this Section 4.

4.3 **Notices Of Appeal**

Notice of appeal under 4.3.1 or 4.3.2 below must be given to the Secretary within 14 days of the date of the notice in Section 4.2 above.

4.3.1 **Revocation Or Expulsion**

Appeal against revocation of or expulsion from Full Membership may be made to the Club's Full Members at an EGM chaired by the Chairman and specifically called for the purpose during which normal quorum rules will apply.

4.3.2 **Termination Of Probationary Membership Etc**

Appeal against termination of Probationary Membership or refusal to grant Full Membership may be made to a panel of not less than three and not more than 5 Full (Adult) Members who did not take part in the original decision and who may be appointed by the Committee for the purpose.

4.4 **Cessation Of Membership**

Members shall cease to be Members by virtue of them being refused membership, failure to pay membership subscriptions, expulsion from the Club, resignation or death.

4.5 **Failure To Follow Appeals Procedure**

Any Member who resigns from the Club following notice of expulsion but without pursuing the appeals procedure shall not be permitted to re-join the Club or to set foot on its land or its premises.

5 **SUSPENSION, EXPULSION & MISCONDUCT OF MEMBERS**

5.1 **Attendance On Formal Club Days**

Each Member must attend the Club a minimum of 12 times in each year, 6 of which must be on Wednesdays and Sundays ("Formal Club Days") and failure to do so may mean a notice is issued by the Secretary for the Member to appear before the Committee to explain that failure. A Probationary Member is required to attend a minimum of 12 times during his Probationary Period.

5.2 **Explanation Of Failure To Attend**

If no satisfactory explanation is forthcoming a Member may render himself liable to reprimand, suspension or expulsion. Members' attendance solely on other than Formal Club Days will not constitute a satisfactory explanation.

5.3 **Suspended Members**

A suspended Member is not entitled to attend on Club premises nor to attend any AGM EGM nor vote at any election nor hold any office during the period of suspension but shall nonetheless remain liable to pay subscription fees if due

5.4 **Improper Conduct By Members**

The Chairman, Secretary or other Officer present shall have the power to order the immediate withdrawal from the Club's land and premises and the suspension of any Member whom they deem to have conducted themselves improperly and such Member shall have no right of re-entry until the date given in the notice summoning them to appear before the Committee to explain their conduct as provided in 4 above.

6 **DISPUTES BETWEEN MEMBERS & BETWEEN MEMBERS & OFFICERS**

Except as otherwise provided for in Clause 10 of the Constitution and Section 5 above all disputes between Members or between Members and Officers on matters concerning the Club (other than those arising directly from decisions taken by the Membership at a duly constituted AGM) which are reported to the Committee shall be heard by the Committee who shall attempt to resolve the dispute. If the dispute cannot be resolved by the Committee, then the dispute shall be referred for resolution to an EGM called specifically for that purpose.

7 MANAGEMENT OF THE CLUB

7.1 Election Of A Committee

The Club shall be managed by a Committee of Full Members whose members and officers are elected annually at the AGM. Any Full Member of the Club except a suspended Member may stand for election to the Committee as provided for in Clause 4 of the Constitution. Subsequent to its election by the AGM the Committee may co-opt any Full Member(s), Adult or Junior to join the Committee or to sit in an advisory or consultative function. See also 7.2 below.

7.2 Co-Option Of Members

Any Member may be co-opted to the Committee as a non-voting member, but if (save for a Junior) the Member is co-opted to serve in place of a Committee Member the co-opted member shall have relevant voting rights.

7.3 Procedures For Nomination, Election & Removal Of Officers

One or more Officers or the Committee as a whole may be removed from office by vote of the members present at an Extraordinary General Meeting (EGM) held for that purpose. Procedures for calling such an EGM are set out in Clause 14 of the Constitution.

7.4 Responsibility Of Committee

The Committee is responsible for the management of the Club and carrying out specific duties for the benefit of the Club i.e. managing income and liaison with the police.

7.5 INDEMNITIES

Members of the Committee and ordinary Members working or acting properly on behalf of the Club, are hereby indemnified by the Club, to the extent of its assets, in respect of claims which may be made against them as a result of any injury, death, or damage to property, or any other form of disability, arising from their work in the proper running of the Club, on the Club's property, or on any other property used by the Club in connection with its activities. This would include (but not be limited to) Range Control Officers and Instructors or Coaches appointed by the Club or by the Duty Officer for the time being.

8 COLLECTIVE RESPONSIBILITY FOR COMMITTEE DECISIONS ETC

8.1 Support For Majority Decisions

Any decision made a simple majority of the Committee will be binding on all members of the Committee howsoever individual members voted.

8.2 Dissenting Votes

As all majority decisions by the Committee are binding on the whole, any Committee Member dissenting from and wishing to solicit or organize opposition by Club Members to any decision properly taken by the Committee, shall first resign from the Committee by submitting their resignation to the Chairman.

8.3 Disclosure Of Confidential Information

Nothing disclosed to Committee Members by other Committee Members at Committee meetings shall be received and treated in confidence unless the disclosing member first requests that the information to be disclosed is to be treated as confidential and all members present first agree that it shall be disclosed and received in confidence.

8.4 **Exceptions To Confidence**

A Committee Member receiving information in accordance with 8.3 above shall not be bound to keep confidential such information as was disclosed to him if the information concerned was already known to him prior to the disclosure (other than as a result of a breach of confidence) or was otherwise, or becomes, in the public domain except as a result of a breach of confidence by him.

9 **DUTY OFFICER & CLUB OFFICERS**

9.1 **Officers Of The Club**

The duties of the Officers of the Club are set out in Appendix 1 to these Bye-Laws. The Officers of the Club are elected by the Full Members at the AGM but in special circumstances may be co-opted by the Committee see 7.1 and 7.2 above.

9.2 **Duty Officer**

The Duty Officer is not specifically elected to fulfill that position. The title is accorded to the Member who is responsible for the practical running of the Club on any one meeting day. The Duty Officer is responsible for opening and closing the Club on a designated day (normally but not always on a Formal Club Day) and the name of the day's Duty Officer shall be prominently displayed. All Visitors and Guests shall be directed towards the Duty Officer on arrival. The Duty Officer shall arrange Range Officer duties and shall be responsible for closing Club ranges if, in his opinion they require remedial measures to be taken before they are used, or if not enough Range Officers are available to conduct them safely.

9.3 **Access To Club Firearms Etc**

Only members of the Committee who hold a personal Firearms Certificate (FAC) and Full Members with a FAC and who are acting as Duty Officer shall have access to the firearms or ammunition cabinets unless otherwise agreed by the Police Authority. Duty Officers are responsible for the issue and logging of Club firearms, the logging of and the sale and return of ammunition held by the Club and the collection and safekeeping of monies paid into the Club.

9.4 **Committee expenses**

The Club relies heavily upon voluntary effort to undertake most works and maintenance following the general principle that voluntary expenditure incurred in pursuit of voluntary activity should not be reimbursed. However, Officers, Committee Members and Members may claim expenses for materials and consumables purchased with the prior authority of the Committee subject to the purchaser providing appropriate receipts. Claims for travel or fuel costs will only be entertained in exceptional circumstances, approved and the amounts agreed in advance by the Committee. Individuals may choose not to make claims for expenses if they so wish.

10 **MAKING, AMENDING & RESCINDING BYE-LAWS**

The Committee is responsible for the making, amending and rescinding of Bye-Laws. Any Full Member, except a suspended Member, may at any time put forward a motion to the Committee proposing the making of a new Bye-Law or the amending or rescinding of an existing one. Any motion to make, amend or rescind a Bye-law shall be carried or defeated in Committee by a simple majority of Officers entitled to vote.

11 **AGM**

The Committee shall present its report for the year ended to the AGM. The Treasurer shall present the accounts and balance sheet, the Club's Officers will give individual reports and the Club shall consider such other business as may be submitted by the Committee or any motion proposed by a Full Member. Further details concerning the procedures for the AGM are set out in Clauses 14 and 16 of the Constitution.

12 SAFETY, ACCIDENTS & FIRE PRECAUTIONS

12.1 Safe Conduct By Members

It is incumbent on Members and Visitors to conduct themselves in an orderly and safe manner whilst on Club premises and any Member who acts in an unsafe manner may face expulsion from membership. Also, any Member who is or becomes aware of any safety hazard shall take such steps as he may reasonably be able to do to reduce such hazard and shall report the steps taken to reduce it to the Duty Officer without delay.

12.2 Safety Notices & Procedures

From time to time the Committee may issue notices dealing with safety related issues. These notices shall be posted on the notice boards at the Club and shall have the same force as if they were part of these Bye-Laws.

12.3 Accident Book

An Accident Book is maintained by the Club and if there is an accident on the premises then the Duty Officer must be informed and details entered into the Accident Book as soon as practicable. An Accident Sheet is also held on the Quarry range for use when the Clubhouse is not open.

12.4 First Aid, Fire Precautions & General Safety

Every Member must sign the Fire Attendance Register on Formal Club Days – see Appendix 2.

12.5 Third Party Insurers

Ministry of Justice procedures which came into effect on 31st July 2013 require the Club to disclose insurance details within 24 hours of contact by Third Party solicitors following an injury where we may be liable.

12.6 General Range Safety

General requirements on range safety shall be posted in the Clubhouse and specific requirements for each range shall be posted in the ranges and observed by all Members. Failure to do so may result in immediate expulsion or suspension from the Club. Further requirements regarding range safety are contained in Appendix 3.

12.7 Making Safe Of Firearms Etc

All firearms brought into the Clubhouse or Club premises shall have previously been made safe and shall be suitably contained in a slip or some other suitable case or container and taken directly into the Club's designated Preparation Area. All firearms carried out of the Preparation Area into the main Clubhouse whether or not in transit to one of the ranges shall be made safe and shall be shown to be so upon challenge by any Member.

12.8 Firearms Declared To Duty Officer

Each centrefire firearm brought onto the Club's premises for the first time (and such other firearms as may be directed by and Officer of the Club) shall be declared to the Duty Officer together with the name and type of any factory ammunition intended for use with it. Provided the Duty Officer is satisfied that use of that firearm with that ammunition will not exceed range safety limits as set out in the Range Safety Certificate on muzzle energy and/or muzzle

velocity, they may be used. Changes to declared ammunition must be registered with the Duty Officer.

12.9 Ammunition & Re-Loading

12.9.1 Use Of Reloaded Ammunition in Club Firearms

The use of re-loaded ammunition in Club firearms is prohibited unless the person constructing the ammunition is either an experienced re-loader with a proven record of safe re-loads and who has been approved by the Committee to re-load ammunition for use in Club firearms or has successfully attended a re-loading course approved by the Committee.

12.9.2 Use Of Reloaded Ammunition (General)

If the shooter is an approved re-loader he shall record the caliber, load recipe and other details in the register provided and either gain the Duty Officer's permission for its use or submit the ammunition for test using the Club's chronograph. The Duty Officer may refuse permission to re-loaded ammunition to be used at his absolute discretion. This procedure applies to each recipe change made by the Member for that firearm calibre. For the avoidance of doubt if reloaded ammunition using the same powder but different loads are to be used only the load with the proposed maximum powder load need be assessed.

12.9.3 Indemnity

In all cases a shooter using reloaded ammunition shall indemnify the Club and save it harmless from any claims, costs or damages arising from the shooter's use of such ammunition.

12.9.4 Ammunition Sold By The Club

Ammunition sold to a shooter by the Club shall be recorded by the Duty Officer by number sold and re-issued where appropriate, and if unused, be entered on the shooter's FAC or be returned to the Duty Officer and recorded on the ammunition sales log and stored in the armoury in the cabinets provided.

12.9.5 Testing Of Ammunition

The Duty Officer may at any time require a random sample of centrefire ammunition to be tested over the chronograph.

13 ALCOHOL ON CLUB PREMISES

Except as stated here no consumption of alcohol is permitted on Club premises. The Duty Officer has the authority to refuse entry to any person they believe to be unfit to shoot by reason of consumption of alcohol or drugs. Consumption of spirits or extra strong ales or beers are not permitted on Club premises at any time. During social events only and by prior agreement of the Committee on each occasion, Beer, Ale Cider, Perry and Wine in moderate amounts may be served and consumed on Club premises provided no shooting is taking place on any of the ranges either during or after such an event and in all cases where alcohol is allowed the armoury shall remain locked and no person may be permitted to bring a firearm (cased or not) onto Club premises.

14 KEY HOLDERS

14.1 Conditions For Issuing Keys

Full Adult Members with not less than 12 months Full Membership may as of right request the Secretary to issue them with a set of keys for access to either the Quarry Range only or to the Quarry Range, Clubhouse and other ranges in accordance with the terms & conditions for Key Holders, which are set out in Appendix 4. Such Key Holders are issued with keys subject to them paying a deposit and the deposit will be forfeit if keys are lost, misused or if the Member

concerned resigns or is suspended or is otherwise debarred from membership. Armoury keys are excluded from this provision.

14.2 **Committee Members' Keys**

Committee Members shall be issued with keys including armoury keys in order to discharge their offices.

15 **INTRODUCTION OF VISITORS & GUESTS**

15.1 **Distinguishing Between Visitors, Accompanying Adults & Guests.**

A Visitor is defined as a person who is not a Member but is personally known to a Full Member and who is vouched for by that Member and introduced to the Club by that Member on any Formal Club day or at an organized Club, Social or shotgun event. An Accompanying Adult is a person who is not a Member and whose purpose in attending the Club is solely to accompany a Key Holder on other than formal Club Days and is accordingly not permitted to shoot on Club ranges on those occasions. A Guest is a person who is not a Member and who may or may not be known to a Member but whom attends the Club on one of the 12 days ("Guest Days") specifically set aside by the Club each year (in accordance with Home Office Guidance) pursuant to his interest in obtaining membership of the Club.

15.2 **Number Of Visitors And Shooting By Visitors**

A Full Member (except Junior or suspended Members) may be accompanied by no more than 2 Visitors on Guest Days. See also 15.9 below. A Visitor with his own FAC may be permitted to shoot his own firearms under supervision by the Member responsible for his introduction and subject to these Bye-Laws, but not Club firearms.

15.3 **Guests & Guest Days**

The Club has set aside 12 days a year for Guest Days. There will be one Guest Day a month (on the final Sunday in the month) on which Guests may attend the Club in order to consider joining. All Guests must produce photographic identification e.g. driver's licence/passport /FAC and their details recorded and the Visitors Book completed.

15.4 **Prohibition On Visitors Accompanying Key Holders**

Visitors are not permitted to accompany Key Holders on other than Guest Days or Formal Club Days except as stated in 15.10 below.

15.5 **Visitors At Club Social Events**

At Club social events when no shooting is taking place, Adult Full or Probationary Members may be accompanied by a number of admissible Visitors.

15.6 **Responsibility For Visitors**

Members are responsible for the conduct of the Visitors they bring.

15.7 **Inadmissible Visitors**

The following shall not be admitted as Guest or Visitors:-

15.7.1 **Former Members**

Those who have ceased to be Members through non-payment of subs.

15.7.2 **Suspended Members**

Members who are under formal notice of suspension.

15.7.3 **Rejected Members**

Persons who have applied for and been rejected for Membership.

15.7.4 **Prohibited Persons**

Persons prohibited from being in possession of firearms by Section 21 of The Firearms Act.

15.8 Signing Of Visitors Book & Declarations Etc

All Visitors and Guests shall sign the Visitors Book. A Visitor with a personal FAC wishing to shoot his own firearms shall also note in the Visitors Book before shooting, details of his FAC (number & issuing Authority) and details of any firearms he intends to shoot (including serial numbers). Any Member introducing a Visitor in Accordance with Section 15.9 below shall ensure that the Visitor demonstrates to the Duty Officer that he has an NRA current certificate of competence and that factory or reloaded ammunition used is within the Range Safety Certificate limits regarding muzzle energy and velocity before allowing shooting to take place and shall ensure that the appropriate reloading record is completed accordingly. See Section 12.8 above.

15.9 Visitors Shooting On Club Ranges

If a Visitor is currently a member of the NRA or NSRA (or a member of a shooting club affiliated to either) he may shoot on Club Ranges on Formal Club Days. A Visitor Possessing a current NRA certificate of competence for shooting on Landmark ranges or Bisley may shoot on the Quarry Range. Visitors not possessing such a certificate may not shoot on the Quarry Range.

15.10 Range Fees For Visitors

Visitors who meet the criteria for shooting on Club Ranges may do so on payment of a fee. Fees are set by the Committee and may be subject to change from time to time. Fees for the use of the Quarry Range are higher than those for any or all other Ranges.

15.11 Limit Of Number Of Visits By Visitors

With the exception of Visitors who are members of the NRA, NSRA or a member of a Shooting club affiliated to either a Visitor can only attend no more than three times in any one calendar year and then only on Guest Days.

16 SUPERVISION OF JUNIORS AND PROBATIONARY MEMBERS

16.1 Supervision

No Junior Member, whether a Probationary Member or not, who is under the age of 18 shall be admitted to the Club unless he is under the supervision of and accompanied at all times by a parent or guardian or a responsible person appointed by his parent or guardian.

16.2 Number Of Juniors

One parent or guardian or responsible person as aforesaid may accompany 2 Juniors under 18 years of age.

16.3 Waiver By Duty Officer

The Duty Officer is able to waive the requirements as to age and as to numbers of Juniors admitted as set out in paragraphs 16.1 and 16.2 provided that he shall have first satisfied himself that adequate levels of supervision may be obtained.

16.4 Juniors Using Quarry Range

Junior Members using the Quarry Range (despite being assessed and approved for shooting on the Quarry Range) must be supervised by an adult Full Member who has himself been assessed and approved to shoot full bore rifles on the Quarry Range.

16.5 Probationary Members Firearms Handling Course

Each Probationary Member must undertake a course of instruction conducted by the Club in the safe handling of firearms. Until successfully completing a course of instruction in safe handling of firearms a Probationary Member may only shoot on the Club's ranges under supervision of a Full Member of the Club, a qualified RCO, RO or a qualified coach.

16.6 **Additional Firearms Handling Courses**

A Member may be required to undertake additional courses of instruction in the safe handling of black powder, pistol calibre, full bore or other types of firearms approved for discharge on the Club's Ranges if he should wish to use them there.

17 **ATTENDANCE LOGS & RANGE FEES**

17.1 **Probationary Members Attendance Card & Range Fees**

A Probationary Member is required to sign his Probationary Membership card, have it witnessed by a Full Member and pay the requisite attendance fee on each attendance at The Club. Attendance fees are not payable if a relevant single payment has been made - see Section 2.3.4 above.

17.2 **Full Members' Attendance Card**

Each Full Member shall be provided with an individual log which he shall sign on each occasion he attends the Club and which must be witnessed by another Full Member. The log provides room for the Member to enter details of Firearms used (if any) and of competitions taken part in.

17.3 **Full Members' Range Fees**

Nothing shall act to prevent the Committee from requiring range fees to be paid by Full Members if in its opinion the Club's financial circumstances warrant it.

17.4 **Members Badges Etc**

Members are to wear Members' badges issued to them, all Visitors and Guests must wear Visitors badges.

18 **FORMAL CLUB DAYS & OPENING HOURS ETC**

18.1 **Formal Club Days**

Formal Club Days are Wednesdays and Sundays together with such other days as may from time to time be put aside for shotgun or social events held by the Club.

18.2 **Opening Hours**

The Club will be open from 11 am to 4 pm but opening hours and times may be affected by adverse weather conditions or levels of attendance. Duty Officers may stay open longer or close earlier at their entire discretion.

18.3 **Working Parties**

Members may not be able to shoot on one or more ranges if a Working Party is in progress. Reasonable notice will be given and posted on the Club website whenever possible of dates and times of Working Parties except in the case of work needed urgently to restore any Range.

19 **PRESS RELEASES & PUBLICITY MATERIAL**

All press and public communications must be agreed by the Committee before being made or released for publication unless the Committee shall have waived that requirement in any specific instance. Other publicity material shall be reviewed and approved by the Committee before use

20 DISPOSAL OF ASSETS

20.1 Non-Fixed Assets

The Committee has the authority, as part of the day-to-day management of the Club, to dispose of non-fixed assets such as Club equipment or firearms that are no longer required.

20.2 Assets Disposed of

Such items as referred to in 24.1 shall be offered to Members and to the trade. The items shall be advertised prominently on the Club notice board for a minimum of 2 weeks. At the end of the 2-week period such items will be sold to either the highest bidder or to the trade, whichever generates the best price for the Club.

20.3 Exceptions

In exceptional cases the Committee may, by a unanimous decision of those present at a quorate meeting, choose to either vary the advertised time or to sell directly to the trade without advertising to members, where this may be necessary to procure a special deal, e.g. a trade price or to obtain a sale quickly in order to secure a price on new purchases etc.

20.4 Involvement Of Trustees

If either property, fixed assets or other assets where large sums of money (over £1000) are, or could be involved, the Trustees must be consulted and their agreement sought before disposal.

21 INTERPRETATION

In these Bye-laws unless the context requires otherwise the singular shall include the plural and the masculine the feminine and vice versa. Headings are for convenience only and shall not be used to construe the text. If these Bye-Laws conflict with the Club Constitution then the Constitution shall take precedence to the extent to which its provisions are applicable.

END OF BYE-LAWS

APPENDIX 1

RESPONSIBILITIES OF OFFICERS

1 The Chairman

The Chairman shall take the chair at all meetings of the Club and in the event of equality of voting shall have an additional or casting vote. In his absence the chair shall be taken by the Vice-chairman or in his absence by any member those present & entitled to vote shall appoint

2 The Vice Chairman

The Vice-chairman shall take the Chair at all meetings in the absence of the Chairman. If both the Chairman and Vice-chairman are absent the members present and entitled to vote shall appoint a Full member from amongst their number to chair the meeting.

3 **The Secretary**

The Secretary shall be responsible for the overall administration and running of the Club. The Secretary shall maintain a register of names, addresses and subscription records of all members and such other information as the Committee may require. The Secretary shall carry out the instructions of the Committee and shall attend all meetings of the Committee and any sub-committee or other meeting and take minutes of the proceedings. The Secretary is responsible for maintaining the required correspondence with the Home Office regarding Club Approval. The Secretary is also responsible for organizing any necessary certification of the Club's Ranges by the NRA, or such other authority as may be required. He is also responsible for providing the police with information on the frequency of members' visits to the Club in any year. The Secretary shall have due regard to the Home Office Guidelines on Firearms Law and the requirements for data protection under the Data Protection Act.

4 **The Treasurer**

The Treasurer shall receive all monies on account of the Club and shall pay them into the Club's bank account. He shall keep such accounts and pay such debts of the Club as the Committee shall direct and shall when required to do so, render to the Committee or an AGM or EGM an account of any monies received and expended by him. He shall also prepare accounts and balance sheets. Any Full Member or other person having an interest in the Club's funds may inspect all of the books and accounts upon demand at a reasonable time and it shall be the duty of the Treasurer to produce them for inspection.

5 **Police Liaison Officer PLO**

The PLO is responsible for liaison with the Police and is the formal channel for the day today exchange of appropriate information as is authorised by the Police and the Committee. This will include giving the Police details of all applications for Membership and the dates of the Club's Guest Days. The PLO shall at all times ensure he distinguishes between his personal views and those of the Committee in his dealings with the Police and he shall fully disclose those views to the Committee. The PLO may not accept information in confidence from the Police if such information may not be disclosed in confidence to the Committee. The PLO shall have due regard to the Home Office Guide on Firearms Law and the requirements for data protection under the Data Protection Act. The PLO shall also acquire and maintain the Club FAC.

6 **Competition Secretary**

The Competition Secretary is responsible for the organization and administration of all postal league and other external and internal shooting competitions entered into by members under the auspices of the Club with the exception of Shotgun events. The Competition Secretary shall monitor and organize target card stocks.

7 **Safety Officer**

The Safety Officer shall monitor safety both on the ranges and in the Clubhouse and elsewhere and receive reports from Members of any issues that may require attention and report these to the Committee. The Safety Officer shall also report any instances of unsafe behavior to the Committee. He shall also arrange risk assessments where required, keep COSHH records up to date, monitor the accident report book(s) and arrange for a regular review of the Club's safety policy document. The Safety Officer shall also make recommendations to the Committee for training and appointment of Range Control Officers and First Aiders as necessary. He shall also inspect and replace boundary safety/warning notices.

8 **Publicity Officer**

The Publicity Officer shall organize such publicity material as may be required from time to time, including information leaflets and press releases. All press releases and other information shall be approved by the Committee before issue.

9 **Committee Members**

The ordinary Committee Members shall assist the Officers in the execution of their duties.

END OF APPENDIX 1

APPENDIX 2

First Aid, Fire Precautions & Evacuation Of Premises

1 **Fire Attendance Register**

All persons attending the Club must sign and date the Fire Safety Register giving their time in and out if they are using the Clubhouse or its extension.

2 **First Aid**

First Aid boxes are deployed on all external ranges and in the Clubhouse.

3 **Fire Precautions**

There are a number of precautionary measures taken by the Club to minimize fire risk and give warning of other hazards. Smoke alarms and a carbon monoxide monitor are placed in the Clubhouse.

Hazardous/Inflammable Substances (e.g. red diesel) are clearly marked.

A fire extinguisher is mounted in the Clubhouse adjacent to the Preparation Area and one is in the Clubhouse Extension. These are subject to check by the Safety Officer annually and replaced every 5 years. A large manually operated fire bell is set on the wall above the extinguisher and will be sounded by the Duty Officer in the event of fire.

Every Member, Visitor and Guest must sign in the Fire Attendance Register and, on leaving, must sign out giving time of departure.

4 **Evacuation Of Premises**

Fire Exit notices are prominently displayed. The Fire Assembly Point is at the over spill car park adjacent to the Quarry Range.

When the Fire Alarm sounds everyone must leave the buildings and ranges immediately and report to the Fire Assembly Point. The Duty Officer will check the people present against the Fire Attendance Register and inform the Fire Service as required.

Nobody may re-enter the ranges or the buildings until the Duty Officer has given the all clear.

END OF APPENDIX 2

APPENDIX 3

GENERAL RANGE SAFETY ETC

1 **RANGE MANAGEMENT**

1.1 The Club Ranges are defined as follows:-

1.1.1 **The Quarry Range**

100 yds. in length, situated to the left frontage of the Clubhouse. For primarily centre fire, full bore rifle shooting in the prone, bench rest and standing supported positions. Standing unsupported shooting is prohibited. No long barrel pistols or muzzle loaded pistols or revolvers are to be used on this range.

1.1.2 **The 50 metre Range**

Situated at the left rear of the clubhouse used for standing, prone and bench rest Shooting.

1.1.3 **The Short Range**

Situated at the right rear of the Clubhouse and used for standing and bench rest shooting, for pistol calibre rifles, .22r/f rifles, muzzleloaders and air guns.

1.1.4 **The Indoor Range**

For low powered pellet firing target rifles and pistols only. No BBs permitted.

1.1.5 **The Practical Shotgun Range**

Which is situated at the rear of and behind the Quarry Range, the 50 metre Range and the Short Range.

1.2 **Range Safety Certificate**

On all ranges all firearms and ammunition must be within the limits of the Range Safety Certificate, which is prominently displayed in the main Clubhouse.

2 **RANGE REGULATIONS & GENERAL RULES**

2.1 **Quarry, 50 metre & Short Ranges**

The following regulations and guidance will apply to the Quarry Range, the 50 Metre Range and the Short Range. The Quarry Range may from time to time be subject to further regulations, which will be displayed in the Clubhouse. All Range regulations wherever displayed shall have the full force and effect as if they were included in these Bye-Laws.

2.2 **Forming Details**

Shooters shall form details to accord with the number of designated firing points within each of these ranges.

2.3 **Time Limitation**

In busy periods details may each be limited to a maximum of 30 minutes duration and may even end in less than 30 minutes if all shooters have finished. Except in an emergency no one will be permitted to enter the range while a detail is in progress. At the end of the detail the Range Officer (RO/RCO) will give permission for the door to the range to be opened.

2.4 **Start & Finish Times**

A chalk board will be provided for the RO/RCO to note the start time of the detail so everyone will know when the detail is due to end. At the end of the detail shooters must stand down if others are waiting to shoot.

2.5 **Range Officers**

All shooting will be under the control of a RO. This will be either a NRA or NSRA qualified Range Officer or a member who by virtue of long experience and proven competency has been approved by the Committee to, act as Range Officer. A list of Range Officers will be displayed on all ranges. In the rare case that there is no-one on

the list of range officers available, e.g. when shooting on a non-club day, any full member willing to accept the responsibility, may act as Range Officer on any range, but should hand over control to a Range Officer from the list without delay if one becomes available

2.6 **Centre Fire Or Full Bore Shooting**

All centrefire or fullbore shooting on the Quarry Range will be under the supervision of an NRA qualified full-bore Range Officer or a competent person appointed by the Committee to control full-bore shooting. Shooting shall be subject to the rules currently in force for full – bore shooting on the Quarry Range. When only small-bore rifles (.22rf) are being shot on the Quarry Range, at the discretion of the Duty Officer an NSRA qualified RCO may control the Range.

2.7 **Shooting By Range Officers**

Range Officers may shoot on the detail providing they are confident of retaining control of the range.

2.8 **Single Shooter**

If a detail consists of only one shooter he/she may, at the discretion of the Duty Officer, be the Range Officer for the detail. Single shooters must not leave firearms and ammunition unattended on the Range for any length of time.

2.9 **Probationary Members, Juniors & Visitors**

Probationary Members, Visitors and Accompanying Adults may not act as Range Officers unless they are NRA qualified RO's or NSRA qualified RCO's. Junior Members may not act as Range Officers.

2.10 **Checking Of Firearms**

The RO shall check all firearms to ensure they are empty and unloaded before anyone goes forward of the firing line. This does not remove the Member's responsibility for ensuring his firearm is empty and unloaded. No one may touch a firearm while people are in front of the firing line and no firearms are to be taken forward of the firing line.

2.11 **Failure to Observe Range Officer Instructions**

Failure to abide by a RO's instructions will render the shooter liable to disciplinary action. In particular, the RO may order the dismissal of a Member from the range and, in cases of sufficient seriousness in his opinion, from the premises.

2.12 **Indoor Range**

The Indoor Range will have a separate set of regulations which will be displayed in the Range.

2.13 **The Practical Shotgun Range**

This is under the control of the Practical Shotgun organizer who is appointed by the Committee and is responsible for setting the course of fire and briefing participants on range safety and commands accordingly.

2.14 **Clay Pigeon Shooting**

The Clay Pigeon organizer is appointed by the Committee and is responsible for ensuring that the Club adheres to its exemption from Section 11.6 of the Firearms Act and shall set the course of fire and brief participants accordingly. Clay pigeon

shooting is only allowed on the Quarry Range. By virtue of the Section 11.6 exemption Visitors attending a Clay Pigeon event may use shotguns owned by the Club.

2.15 **Tidying Firing Points**

Discarded targets and other litter must be removed from the firing point and put in the bins provided. Used .22 r/f brass should be tidied and put in the bin kept on the Range.

2.16 **Eye & Hearing protection**

Members, Visitors and Guests are to be urged to use adequate eye and hearing protection whilst on the Range. Eye and Hearing protectors are available on request to the Duty Officer. Members are responsible for making Visitors and Guests aware of this requirement.

2.17 **Dogs On Club Premises**

Although it is recommended that Members leave their dogs at home it is appreciated that this is not always possible. If a Member needs to bring his dog with him to the Club and finds it unsafe or likely to be injurious to the dog's well being to leave it in the car park, he may bring the dog into the Clubhouse provided it is on a lead, well behaved and under the owner's control. The dog's owner shall clean up any faecal matter and remove it from the Club premises.

2.18 **Permitted Targets Etc**

Targets indicated by the Competition Secretary and those that are recognized by the shooting bodies to which the Club is affiliated are permitted but no others. When shooting at his selected target in his lane, a Member must ensure that no other target or target frame is in his line of fire. Targets must be placed onto frames in the position indicated.

3 **RANGE COMMANDS**

3.1 **Preferred Commands**

The following are the preferred Range commands to be used by the RO on the Quarry Range, 50 metre Range and the Short Range.

3.2 **Stop Shooting**

On this command ALL firing will stop immediately.

3.3 **Unload and Show Clear**

On this command all firearms will be unloaded and proved safe.

3.4 **All Guns are Clear**

Confirms the Range Officer has checked all firearms are safe.

3.5 **Advance and Change Targets**

Gives permission to go in front of the firing line and prohibits firearms being further handled behind the firing line.

3.6 **Commence Fire**

Gives permission to load firearms and/or magazines and start shooting. (When the RO is confident no one is forward of the firing line).

4 **CONDUCT OF SHOOTING**

4.1 **Firing Line**

No one may go forward of the firing line until the RO gives permission to do so. The RO must satisfy himself that all firearms are unloaded and clear, laid down pointing towards the target and in a horizontal position before giving his permission.

4.2 **Standing Behind The Firing Line**

A yellow line is painted behind the firing points and shooters will be required to stand back behind this line while persons are forward of the firing point. If a wheelchair user cannot get completely behind the yellow line they should be as far back as possible.

In exceptional circumstances (such as a disabled shooter not in a wheelchair) the committee may, at their sole discretion, vary the above requirement for specific individuals. Such variation to be subject to the level and type of disability and the shooting experience of the individual. Any such variation shall be specific to the individual concerned. To obtain this variation the disabled shooter must make application to the committee and if successful will be issued with a document signed by the Chairman stating the nature of the variation and any conditions attached thereto.

4.3 **Loading Of Firearms**

No firearm or magazine may be chambered with bullets or pellets and no magazine may be inserted into a firearm until on the firing point and the command to start firing has been given. All firearms at the firing point must be pointed down range at ALL times.

4.4 **Unattended Firearms Etc.**

Firearms, ammunition and other equipment must not be left unattended on the Range. If shooters intend to leave the Range for a period, they must with the RO's permission remove their firearms ammunition and equipment from the bench and either encase their unloaded firearms or place them in the gun rack in the Preparation Area and put their ammunition away.

4.5 **Bringing Firearms On the Range**

No one may bring a firearm onto or remove an uncased gun from the range while people are forward of the firing point.

4.6 **Movement Of Firearms**

When being carried, firearms will be cased until taken into the preparation area, thereafter they shall (unless emptied, proved clear and being cleaned) be held with the barrel pointing straight up. On the ranges, uncased firearms at the firing points will at all times remain horizontally pointing downrange at the targets.

4.7 **Position Of Shooter & Targets**

Target frames and shooting benches will be numbered and shooters will shoot only at the frame directly in front of their shooting position with a line of sight that must not exceed the horizontal. On the Quarry Range only one target at a time may be affixed to the target frames in the centre of the target board.

4.8 **Misfires (General)**

If a stoppage or misfire occurs, the firearm is to be laid down horizontally and pointed towards the target whilst being attended to. If it cannot be cleared, the firearm should be left pointing forwards and horizontal and the RO notified. No one shall go forward until the firearm is declared safe and clear by the RO. If the firearm is not easily made safe the RO shall use his judgment in dealing with the situation.

5 **MUZZLE LOADING FIREARMS**

5.1 **Loading Priming Or Capping Off**

Muzzle loading firearms are not to be loaded with powder, ball, caps or priming until the shooter is on the firing point and the command to commence firing has been given. Only commercially made black powder or black powder substitute is to be used and no loading directly from powder flasks is allowed. No nitro loads or jacketed bullets are permitted.

5.2 **Revolvers**

Members using revolvers must always take precautions to reduce the risk of chain firing i.e. by using a suitable grease to seal the chambers.

5.3 **Misfires**

If a misfire occurs the firearm must be held on target for at least 30 seconds before placing it down in a safe position pointing down range and the Range Officer must be informed immediately.

5.4 **Range Officer Inspection**

Muzzle loading firearms will be proved safe by close inspections by the Range Officer. If necessary the Range Officer may ask another shooter more experience in shooting muzzle-loaders to assist.

5.5 **Proving Safe**

To be proved safe, muzzle-loading firearms must not contain powder or ball and percussion firearms must not be capped, while flintlocks must have the frizzen open.

END OF APPENDIX 3

APPENDIX 4

TERMS AND CONDITIONS FOR ISSUING KEYS

INTRODUCTION

Keys are issued to Full Members meeting the required criteria so that they may shoot on other than Formal Club Days. However, by special arrangement the ranges may be made available to other organisations and therefore not available to Key Holders on that day and Clay Pigeon shooting or social events may preclude a Key Holder from shooting from time to time.

1. Shotguns may be used for Practical Shotgun practice on Sundays and Wednesdays (days other than those designated for it) and all materials set out for such practice must be cleared away and stored safely when practice ends. Shotguns may not be used otherwise
2. Any full Adult Member who has had Full Membership for more than a year may have a set of keys for either the entry gates or for those gates plus the Clubhouse entry door but NOT the armoury. A charge will be made for keys and the following conditions will apply to their use.
3. Issued keys are personal to the holder and must not be copied or lent to any other person.
4. Key Holders issued keys to the entry gates only are restricted to using the 100 yard Range on safety grounds. Key holders using the Quarry Range must be NRA qualified ROs or have been formally assessed and have passed their assessment prior to their using it.

5. Key Holders issued with keys to the Clubhouse entry door may use all ranges, however the generator may only be used with prior permission.
6. Key Holders may only shoot between the hours of 11 am and 4 pm and, upon entry, **access gates must be locked behind them to help prevent others gaining entry.** No shooting is permitted on Christmas Day, Boxing Day or New Year's Day.
7. No Probationary Members or Visitors (other than an Accompanying Adult –see 8 below) may accompany Key Holders but, exceptionally, carers for disabled Key Holders are permitted to accompany them.
8. Preferably 2 full Adult Members should be in attendance when Key Holders are shooting, however, failing this the Key Holder may be accompanied by an Accompanying Adult who is not a 'prohibited person' under Section 21 of the Firearms Act or otherwise prohibited by the Bye-Laws.
9. Key Holders are reminded that an Accompanying Adult will not be allowed to shoot even if he holds a FAC or is a member of an NRA or NSRA affiliated club or possesses a certificate of competence (see also 4 above).
10. One member or the Key Holder must sign the Range Register accepting responsibility for range safety. One Register will be kept on the 100 yd. Range and another in the Clubhouse. Only one of these needs to be completed. Completing the Register removes any need for signing in on a member's attendance card. Members' attendance must be witnessed whether by another member when one is in attendance or by an Accompanying Adult.
11. Key Holders are responsible for range safety before and during shooting and must return club equipment they use to its proper place. Only approved targets may be used.
12. Ranges may be closed by order of the Committee at any time for maintenance purposes. The Committee will do its best to inform members in advance of this but cannot guarantee to do so.
13. If keys are lost, the Key Holder concerned must notify the Secretary immediately the loss is discovered.
14. Payments for keys are forfeit if keys are lost, otherwise keys surrendered by Key Holders on termination of membership or death will result in the Key Holder or next of kin having his deposit returned. Members who have lost keys may not be able to acquire a replacement set unless specifically approved by the Committee. Replacement keys, if issued, will be subject to further payment.
15. Key Holders are responsible for ensuring that their Club attendance/shooting record is maintained. For those without Clubhouse keys completion of the 100yd Range Register will do
16. In addition to the Accident Record Book kept in the Clubhouse a copy will be kept on the 100yd Range for gate Key Holders convenience only.
17. Key Holders breaching these conditions will be liable to disciplinary action.
18. Please note that these extended opening hours are being unilaterally introduced and our neighbours' views have not been sought. It remains possible that complaints might be made about noise. If made to them in person, a Key Holder should report all such complaints to the Secretary as soon as possible with full details of the complainant and the circumstances.

APPENDIX 5

CARE AND MAINTENANCE OF CLUB FIREARMS

1. Club Armourer Appointment

The committee shall appoint a suitably experienced and competent member as Club Armourer. Any number of assistant armourers may be appointed as required to assist in all aspects of his/her duties. The Club Armourer may delegate any of his/her duties to assistant armourers where necessary

2. Club Armourer Duties

The Club Armourer shall remind Duty Officers to ensure shooters clean club guns after use and shall regularly inspect all club firearms to ascertain their continued safety and fitness for purpose, reporting any defects to the committee for remedial action. The Armourer shall keep a log book recording when inspections are conducted and the results of such inspections. The Club Armourer shall have authority to remove from use any firearm considered dangerous or in need of repair by affixing a trigger lock to it and shall consult with the committee to have the gun taken to a gunsmith for repair or disposal.

3. Duty Officers duties regarding club guns

The Duty Officer already acts as an assistant armourer and will conduct a visual check of all firearms to ascertain their safety and fitness for use when issuing them for use and again when they are returned. Any faults shall be noted on the issuing sheet for that firearm and reported to the Club Armourer ASAP. The Duty Officer shall have the authority to remove from use any gun considered dangerous or in need of repair by affixing a trigger lock. Duty Officers will ensure that shooters clean all club firearms after use and where necessary arrange for an experienced member to show novices how to do so.

END OF APPENDICES