

CONSTITUTION OF THE BBS NATIONAL RIFLE AND PISTOL CLUB

Throughout this document, the use of the personal masculine pronoun “he”, “him” “his” should be taken to refer to both male and female members.

1. Name of Club

1.1 The Club shall be called: BBS National Rifle and Pistol Club

2. Status of the Constitution & Rules of the Club

2.1 The Club Constitution and Rules and any relevant Statutes of Law or other Instruments of Law relating to the use of Firearms shall form a binding agreement between each member of the Club whatever his status within the Club.

2.2 The Club and members of the Management Committee shall not be liable in respect of any loss or damage arising from any breach or non-observance of the above rule by any member, guest or visitor.

2.3 Every member, whatever their status, will be able to electronically access the Constitution and Rules of the Club in all their various parts and Appendices via the Club website.

3. Ethos of the Club

5.1 The object of the Club is to provide instruction and practice in the safe use of firearms to any of Her Majesty's subjects so that they will be better fitted to serve their country in the Armed Forces, Territorial Army or any other organisation in which their services may be required in the defence of the realm in times of peril, and in the pursuit of the sport of Competitive Target Shooting.

5.2 The Club is concerned to promote a positive viewpoint on all legitimate shooting sports, including the use of firearms for hunting, the importance of accurate shooting and the encouragement of the safe use of firearms.

5.3 The Club is concerned to promote the enjoyment of shooting sports throughout the UK and is concerned to develop the social aspects of shooting sports.

5.4 The Club upholds and promotes a positive Equal Opportunities Policy in all aspects of shooting sports.

4. Equal Opportunities Policy

6.1 The Club supports and adheres to a positive Equal Opportunities Policy in all areas of its activity.

- 6.2 The Club recognises that discrimination and oppression can occur in any field of life and that includes shooting sports.
- 6.3 We will operate from a perspective which facilitates anti-discriminatory and anti-oppressive practice in everything we undertake
- 6.4 The Club deplores any oppression, harassment, bullying or any other form of victimisation within shooting sports and will take active steps to challenge and defeat any such behaviour wherever it occurs.
- 6.5 We will ensure that the negative impact of oppression and discrimination with regard to race, gender, ethnicity, culture, religion, disability and sexuality is considered in everything we undertake and actively seek to nullify the effects of oppression and discrimination.
- 6.6 We value difference and diversity within the field of shooting sports and within the context of safe shooting practice.
- 6.7 We will be proactive in encouraging wherever possible Club membership regardless of disability, class, ethnicity, sexuality, poverty, and age.

7.0 Health & Safety Policy

- 7.1 The Club asserts that its entire Range Regulations is a key aspect of its Health & Safety Policy and which MUST be followed at all times by all members irrespective of age and status and when on the range.
- 7.1.1 From 1st January 2009, the Club will formally adopt an auditable Safety Certification scheme to meet NRA / MoD requirements. All shooting members of the Club will be required annually to meet the conditions of the scheme in terms of the classes of firearms they wish to use on the range.
- 7.1.2 Where a class of Firearm is intended to be used and may be outside the area of competence for Club assessment, the member will make such personal arrangements as is necessary (at his personal expense) to secure Safety Assessment for that class of firearm.
- 7.1.3 No member will be allowed to shoot any firearm on a Club range day unless he has Safety Certification for that class of Firearm or is a Guest under the supervision of a member with such Safety Certification.
- 7.2 All injuries or incidents sustained whilst in attendance at any Club event must be reported to the appropriate Officer of the Club. When on the range this will be the Range Officer. At other times, and when in conjunction with Club business, it may be the Hon Secretary or a Committee member.
- 7.3 An Accident / Incident Report Form should be completed as soon as possible following the occurrence of the accident / incident. A copy of the Club Accident / Incident Report Form is available via the Club website or upon request from the Hon Secretary.

- 7.4 It is the responsibility of members to ensure that any firearms owned and presented for use on the range are a) legal; and b) safe and free from hazardous fault.
- 7.5 In the event of the Club owning firearms, it will be the Club's responsibility to ensure that any firearms owned are maintained in good working order and the Club Armourer will be the designated Officer.
- 7.6 Ear Protection (either passive or active) should be worn on all firing and zero ranges whether or not a sound moderator is fitted to the member's rifle.
- 7.7 Appropriate Eye Protection should be worn and especially when firing muzzleloaders.
- 7.8 Members are expected to use suitable range equipment such as shooting mats, benches, and proper clothing wherever appropriate.
- 7.9 When at the firing point, under closed in covers, and especially anywhere on the range when shooting Blackpowder or its substitutes, a strict NO SMOKING policy should be observed.
- 7.10 All members are reminded about the dangers of lead ingestion whether or not they reload ammunition. Reloaders and Muzzleloaders should be particularly mindful of this.
- 7.11 All members carry a responsibility to bear Health and Safety issues uppermost in mind at all times. Any example of unsafe practice or behaviour on the range should be reported to the RCO at once. If emergency action is required (e.g. shouting "STOP, STOP, STOP") then this should be done immediately. Other matters bearing on Health & Safety should be reported to a Club Official as soon as is possible.
- 7.12 The driving and parking of motor vehicles when visiting ranges shall be accordance with the indicated traffic rules of the range visited. Due care and attention is expected of all members using motor vehicles when attending Club events.
- 7.13 The bringing of pets to Club events is not allowed unless special permission is obtained beforehand from the Committee and the range allows the presence of pets. The potential hazard of pets is acknowledged. All dogs should be kept on a lead at all times.
- 7.14 Anyone making any report on any Health & Safety matter should receive brief outline feedback from a Club Official on what is happening as soon as is possible or maximally within one week of making the report

8.0 Management Structure

- 8.1 Officers - The Officers of the Club shall be:
 - 8.1.1 President
 - 8.1.2 Chairman
 - 8.1.3 Hon. Secretary (also Police Liaison Officer (PLO))
 - 8.1.4 Hon. Treasurer
 - 8.1.5 Club Captain Rifle
 - 8.1.6 Armourer (vacant until Club obtains FAC)
 - 8.1.7 Membership Secretary
 - 8.1.8 Club Training Officers (*ex officio*)
 - 8.1.9 A Committee of Five Members which will not include the Hon Secretary, the Hon Treasurer or the President.
- 8.2 The role of President will be an essentially honorary position and will not normally carry voting rights. It will be the role of the President to uphold and promote the good name and ethos of the Club and to act as arbitrator in any internal or external disputes which the Committee finds itself (for whatever reason) embroiled and which otherwise cannot be resolved.
- 8.3 The Club Chairman will Chair meetings and have a casting vote (subject to 8.4 below). The Chairman will also act as the signatory for the Club's Safety Certification scheme and "sign off" members as "approved to shoot" following the satisfactory completion of their annual safety assessment with respect to those classes of firearms assessed.
 - 8.3.1 In the absence of the Club Chairman, another Committee member may act as Chairman for the purposes of convening and running a Club meeting.
- 8.4 If, in the event of a voting tie within Committee due to abstention or the presence of even numbers, the Committee may elect to either defer any decision to another time or to call upon the Chairman to offer a casting vote.
- 8.5 The Hon Secretary shall be the main administrator of the Club. He shall be responsible for the everyday affairs of running the Club in a way that is beneficial for the membership.
- 8.6 The Hon Secretary will also act in the role of Club Police Liaison Officer (PLO). The role of the PLO is to liaise with the Police in order to provide any information as they may legitimately require to ensure that the activities of the Club and its members are properly conducted and in accordance with Home Office requirements. The PLO is an *ex officio* post.
- 8.7 The Assistant Hon Secretary will assist the Hon Secretary in the running of the Club and deputise for the Hon Secretary accordingly as and when needed.
- 8.8 All correspondence to the Club shall be through the Hon Secretary. No member of the Club with the exception of the Hon Secretary shall enter into

any correspondence concerning the Club with any external person or agency without the express sanction of the Committee

- 8.9 The Treasurer shall be responsible to the Management Committee for the management of the Club's finances.
 - 8.9.1 The Hon Secretary and the Treasurer will be expected to attend all Committee meetings unless exceptional circumstances obtain.
- 8.10 The Club Captain Rifle shall be responsible for organising Club Shooting Events and Competitions and informing local Police of any Guest Days and Guest details.
- 8.11 The Hon Secretary shall be responsible for the accurate maintenance of the integrated Club Range Logbook (includes Attendance Register) and the completed Range Sheet MUST be posted to the Hon Secretary following every Club event without delay.
- 8.12 The Club Armourer (should the Club hold firearms) will normally be the Club's Firearms Certificate Holder and oversee the safekeeping, maintenance and issue of any firearms and ammunition that the Club may hold and keep records accordingly and make reports as and when required to Committee.
- 8.13 One Officer shall be designated by the Committee Child Protection Officer (CPO) and oversee the workings of the Club's Child Protection Policy wherever this may be appropriate. Normally, this person should be a full Committee member but any member of the Club with the requisite knowledge and experience may be so designated and not be a full Committee member. The CPO must have a current (maximum 3 years in date) Criminal Records Check. The post of CPO is an *ex officio* post to the Committee. The CPO may be required to attend Committee meetings or furnish reports to Committee accordingly.
- 8.14 Every Officer who acts as Range Officer shall be automatically designated as a Club Safety Officer (CSO) and oversee the workings of the Club's Health & Safety Policy (inclusive as it is of the Range Regulations) wherever this may be appropriate. Normally, this person should be a full Committee member but any member of the Club with the requisite knowledge and experience may be so designated.
- 8.15 No Officer shall hold more than two positions in the Club at any one time unless such posts are designated *ex officio*. The posts of Hon Secretary and Treasurer may not be held by the same person under any circumstances whatsoever.
- 8.16 All Officers shall be elected at a General Meeting with the exceptions of *ex officio* posts which are appointed by Committee.

- 8.17 Committee Members shall serve annually post their election. All members of the Committee will voluntarily retire annually. All retiring Committee members may offer themselves for re-election at the Club AGM.
- 8.18 Any Officer or Member of the Committee may be removed by a majority of two-thirds of the members present at any General Meeting, the vote having been taken by secret ballot where required.

9.0 Management Committee

- 9.1 The Management Committee shall consist of the Officers of the Club and shall meet at least once in the Club Year. Club “virtual meetings” via Internet / email correspondence are permitted at anytime (see 9.3). The AGM and any EGM must be a face-to-face meeting as must any Full Disciplinary Hearing.
- 9.2 The Hon Secretary will give at least twenty one days notice of any Management Committee Meeting unless exceptional and urgent circumstances obtain and in which case any Meeting so convened must nevertheless be quorate. The “exceptional circumstances” must be recorded in the Minute Book at the Meeting and an explanation provided.
- 9.3 The principal method of written communication between Committee members and members will be via email wherever possible.
- 9.4 All Club business email communications and any use of the official Club letterhead between Committee members or used externally must be automatically copied to the Hon Secretary and all Committee members without exception.
- 9.5 At any Club Management Meeting one Officer will be delegated to act as Minute Secretary.
- 9.6 Minutes of face-to-face Meetings will record all decisions made at the Meeting and the Minute book will be kept as a permanent record. The Hon Secretary will keep copies of Minutes in the Club Range Logbook.
- 9.6.1 The Club Range Logbook is the *Club Primary Documentation Set* and includes copies of all Club standard documents, copies of meeting minutes and completed range logbook sheets. The Logbook is kept and maintained by the Club Hon Secretary. It does not include the Register of Members which is kept by the Membership Secretary. Safety Certification and Guest Sheets will also be kept by the Hon Secretary in the Club range Logbook.
- 9.7 The Club Range Log Book may be inspected by any member at a Club AGM or EGM following a request in writing to the Hon Secretary. No purpose need be stated by the member requesting inspection.
- 9.8 All the business of Committee meetings shall be decided by a majority of those present and voting. In the case of equal votes the Chairman shall have a second or casting vote. (See 8.3 to 8.4)

- 9.9 A quorum shall consist of three members of the Management Committee excluding the non-voting President. For the purposes of a quorum, the Club Chairman will be counted as one of the necessary minimum three members.
- 9.10 Any member may make written representation to the Management Committee upon any matter relevant to the administration of the Club. All such representations should be addressed to the Hon Secretary who will place them before the Management Committee at its next meeting. All such representations must be received at least seven days before the next due meeting. If the Committee is unable to consider the matter at the meeting it will be held over to the next meeting when it will be considered. The Hon Secretary or his deputy will reply in writing with the Committee's decision to the member making representation
- 9.11 Any member dissatisfied by the response from Committee with regard to a previous written representation may address the Management Committee in person upon written application to the Hon Secretary provided that the application is received by the Hon Secretary at least seven days prior to the Meeting. The decision of the Committee will be final.

10.0 Authority of the Committee

- 10.1 The Committee shall have the power to legislate on any point not provided for in this Constitution and Rules or amend this Constitution and Rules as is deemed necessary to properly safeguard the interests of the Club. The Committee must act at all times in the best interests of the Club.
- 10.2 The Committee's ruling shall be final and binding in all respects relating to the administration of the Club.
- 10.3 All the property of the Club shall be vested in the Committee for the time being or until further notice.
- 10.4 No purchases, debts or liabilities may be incurred by, or in the name of, the Club by any member without the previous sanction of a resolution of the Management Committee. The Committee may pay or authorise the payment of accounts and incur any normal liabilities on behalf of the Club.
- 10.5 All members of the Management Committee will be indemnified by the Club in respect of:
- 10.5.1 Any liability reasonably and properly incurred by them on behalf of the Club and when engaged on bona fide Club activities.
 - 10.5.2 All claims which may be made against them as a result of death, injury and disability or damage to property arising from any Club activities.
 - 10.5.3 Any claims brought under public liability for nuisance or any other cause.
- 10.6 The Committee also has the power to:

- 10.6.1 Co-opt not more than two extra members who shall have the same voting powers as elected members, such members to hold office until the next Annual General Meeting;
 - 10.6.2 Fill any vacancy arising during the year, such member to hold office until the next Annual General Meeting;
 - 10.6.3 Affiliate to any Association in the interests of the Club.
 - 10.6.4 Take out such insurance as is considered necessary.
- 10.7 In the event of the “winding up” of the Club (Rule Sets 51 and 52) the Committee will be charged with overseeing this process.

11.0 Club Finances and Auditors

- 11.1 The Committee will set out a proposed “Management Plan” annually to be agreed at the AGM. This will include proposals for Membership fees and any other such fees as might be reasonably envisaged.
- 11.2 The Committee shall have the authority to levy further fees as and when are necessary. For example: range fees, competition fees etc. Any such fees (wherever possible) will form part of the “management plan” as in 11.1 above.
- 11.3 The Committee shall bear uppermost in mind the financial viability and stability of the Club and propose all fees accordingly.
- 11.4 The Treasurer shall pay all monies received on behalf of the Club into appropriate banking accounts in the name of the Club.
- 11.5 The Treasurer and the Club Hon Secretary shall be the nominated Bank Account signatories and shall be authorised to issue cheques on behalf of the Club.
- 11.6 The accounts of the Club shall be maintained by the Treasurer in such form as the Committee may decide and will show all income and expenditure. The accounts shall be available at any Committee, Annual General or Special Meeting of the Club as and when required. The Treasurer will provide an updated Financial Report to every Club Meeting.
- 11.7 The Auditor or Auditors, who shall be elected annually at the Annual General Meeting, shall examine the accounts at least once annually prior to the Annual General Meeting, and shall append thereto certification that the expenditure and receipts of the Club are correct and its assets and liabilities are fairly represented.
- 11.8 The Auditor or Auditors shall have the right at any time to examine any of the Club's documents and make a report thereon to the Committee.
- 11.9 The Club Year for audit ends on March 31st.

12.0 Annual Membership Fees

- 12.1 The Club Year will run 1st March to the 28th (or 29th) February the following year. All members will be informed of the membership fee for the new Club year at least one month in advance of the fee becoming due. This information will be posted on airgunBBS website / and via PM or email to members. **A new Club Application Form must be completed each year.**
- 12.2 All Membership fees are due to be paid within 4 weeks of the new Club year.
- 12.3 Not more than two reminder communications will be sent to late paying members.
- 12.4A member not paying his subscription within 4 weeks of the new Club year will be deemed to have resigned from the Club and this will be recorded against the member's name in the Membership Register.

13.0 Annual General Meeting

- 13.1 The Annual General Meeting (AGM) shall be held not later than March 31st each year but the end of February / beginning of March is the preferred time slot. It must be a face-to-face meeting and be quorate.
- 13.2 Twenty Eight days notice in writing shall be given by the Hon. Secretary to each member via post on airgunBBS. The notice shall include the names of the automatically retiring Officers and Committee members. The Agenda covering the business of the meeting shall provide for any propositions, of which notice in writing has been given to the Hon. Secretary not less than seven days before the meeting. All propositions submitted for consideration must have a proposer and seconder.
- 13.3 The AGM will consider:
 - 13.3.1 Reports on the activities of the Club over the previous year from the Officers of the Club.
 - 13.3.2 Receive a report and balance sheet from the Hon Treasurer on the Club's finances over the previous year.
 - 13.3.2.1 Appoint Club Auditors to oversee and Report (via email to the Committee on the status of the Club's accounts.
 - 13.3.3 Elect the members of the Club Committee and Officers of the Club
 - 13.3.4 Frame and consider the Club Management Plan for the forthcoming year and any propositions received and take votes accordingly
 - 13.3.5 Consider any other business at the discretion of the Chairman
- 13.4 The election of Officers of the Club shall proceed on the basis that a member proposes and another member seconds the proposal for election. Proposals and Seconds may be accepted by the Hon Secretary in writing by proxy and for consideration by the membership present at the AGM.

- 13.5 Any member proposed for Officer must be present at the AGM in person unless special dispensation from the Management Committee has been obtained in advance of the AGM.
- 13.6 Passing a resolution will normally require a simple majority vote.
- 13.7 Passing a resolution to change any aspect of the Constitution and Rules will require a vote of at least 60% of members or may be undertaken by Committee at anytime with due regard to the proper functioning of the Club.
- 13.8 Passing a resolution to Dissolve the Club (Rule Set 51) will require a majority of 75% of the membership present. A Resolution to Dissolve the Club may only be made at an AGM or EGM.
- 13.9 Voting procedure for Officers will be by secret ballot if required. All other voting will be by public show of hands unless the Management Committee has decreed that a secret ballot should be held.
- 13.10 Minutes of the AGM and any Special meeting (see below) will be entered into the Club Range LogBook.

14.0 Emergency General Meeting (EGM or Special Meeting)

- 14.1 Upon receipt in writing (includes email or airgunBBS public posts), duly setting out the purpose and signed by at least three members and delivered to the Hon. Secretary, the Committee shall within twenty eight days, convene an Emergency General Meeting of the Club.
- 14.2 Upon such notice being served and not complied with within twenty-eight days, the signatories may themselves convene a Special General Meeting of the Club by giving seven days notice in writing to all members, duly setting out the purpose and reasons for which the meeting is being called. Any resolutions passed at such meetings shall have the same force and effect as if passed at a meeting convened by the Committee, whom may themselves call a Special General Meeting. Because such an advent is likely to occur (if it occurs at all) within the context of a Club internal conflict, it is a requirement on all parties to involve the intervention of the Club Honorary President to mediate resolution.

15.0 Membership (General)

- 15.1 The membership of the Club shall be those persons listed in the Club Register of Members (The Membership Register) which will be maintained by the Club Membership Secretary.
- 15.2 Any person who wishes to be a member of the Club must apply on the Club Application Form and send it to the Membership Secretary at the address provided. This must be done annually.

- 15.3 Election to Membership must be considered by the Club Committee and is at the sole discretion of the Club Committee.
- 15.4 All new members are automatically classed as Probationer Members no matter their level of knowledge or experience. All new prospective members must declare their fitness to hold firearms and whether they have a criminal record via the Club Application Form.
 - 15.4.1 Full Membership becomes effective from the time the applicant has paid the requisite membership fee and has satisfactorily completed the Club Probation and Safety Certification system and has been accepted as a full member by the Club Committee.
- 15.5 In the event of expulsion from the Club that member shall cease to be a member and the expulsion will be recorded against his name in the Club Register of Members. No monies are repayable upon expulsion from the Club.
- 15.6 A member may resign at any time and the resignation becomes effective from the date on which he gives notice (in writing) to the Club Committee of their resignation. No monies are repayable upon resignation from the Club.
- 15.7 No member having resigned or having being expelled from the Club will have any claim on any Club finance or property.
- 15.8 Any member receiving any monies on behalf of the Club (for whatever reason and from whatever source) will request any cheque to be in the name of the Club and issue a receipt in the name of the Club and pass such monies, and details regarding such monies, to the Treasurer as soon possible.
- 15.9 There will be the following classes of membership:
 - 15.9.1 Adult Membership: Full Adult members will be over the age of 18.
 - 15.9.2 International and Social Membership: Non-UK Adult citizen living abroad or UK based person who wishes to support the Club socially but not take part in shooting activity. A visiting international member wishing to shoot must provide evidence of UK legal authority and evidence of competence.
 - 15.9.3 Junior Membership (aged 14 – 18)
 - 15.9.4 Probationary Membership: ALL members are initially Probationers except social and international.
 - 15.9.5 Honorary Life Membership

16.0 Membership Register

- 16.1 The Membership Register will record the details of all members of the Club and their membership status and any changes within their membership status and when this occurred. The Membership Register will be held and maintained by the Membership Secretary.
- 16.2 The details recorded will be as follows:
- 16.2.1 Name
 - 16.2.2 Airgun BBS User Name (if appropriate)
 - 16.2.3 Address
 - 16.2.4 Date of Birth
 - 16.2.5 Photograph + photograph for Club ID card
 - 16.2.6 Contact Telephone number
 - 16.2.7 Contact email address
 - 16.2.8 Membership of other clubs and which is “primary” club.
 - 16.2.9 FAC number (if full adult member)
 - 16.2.10 Firearms Licensing Authority
 - 16.2.11 Class of membership: adult, international or social, junior or probationer or Honorary Life Member
 - 16.2.13 Date of entry onto the Register
 - 16.2.14 When and why any disciplinary complaint was upheld against the member and the nature of the sanction imposed
 - 16.2.15 Statement (Application Form) that the member has no convictions contrary to Section 21 Firearms Act 1968.
- 16.3 Members who are registered as using club membership (The Club cited as “primary club”) will be recorded as such.
- 16.4 Any member leaving the Club (for whatever reason) will be reported to his Licensing Authority as having left the Club. This is per Home Office guidance and absolutely no exception will be made.
- 16.5 At the end of every Club Year (28th February) a tally will be taken of all members who have shot at least once with the Club in the preceding year. All members who have not shot at least once will be reported as not having shot with the Club to their Licensing Authority. This is per Home Office guidance. The Management Committee accepts that many members of the Club will be members of other clubs and / or hold their Firearms for primarily hunting rather than target shooting reasons but *no exceptions* can be made.

17.0 Full Membership (Adults)

- 17.1 Adult membership is open to males and females over the age of 18 years.
- 17.2 Application for membership shall be made upon the approved Club Application Form. Two signed photographs of the applicant should be provided. One photograph is for the Club ID Card.

- 17.3 If a potential new member is refused membership any fee will be returned.
- 17.4 The Management Committee will consider all applications for membership and choose to admit, defer or refuse membership accordingly.
- 17.5 All full members will be issued on satisfactory completion of Probation with a Club Safety Certification Card which MUST be produced on demand by any Club Officer, Police Officer or other Authorised person when attending any Club Event.
- 17.6 An electronic access copy of all aspects of the Constitution and Range Rules (and other Club Policies) will be provided via the Club website to every Member / Probationary member.
- 17.7 Membership of the Club, at any level, will be in strict accordance with all existing Firearms Legislation.
- 17.8 Members who are registered as using BBS Club membership as entitlement to a Firearms Certificate [FAC] and involved in Competition Target Shooting, must inform the Hon Secretary in writing of any material changes in the firearms held or circumstances relating to firearms listed on their FAC who will in turn inform the Membership Secretary.

18.0 Social & International Members (Adults & Children)

- 18.1 Any person living abroad may apply to join the Club but all such persons will be subject to the same Firearms laws and conditions as apply to all other members of the Club when visiting the UK. All such members will be expected to abide by the Constitution and Rules of the Club in terms of their behaviour no matter where they live. The conditions which attach to Probationary membership (as below) insofar as satisfying the Management Committee on safety and suitability will apply.
- 18.2 Other persons who are UK Citizens and resident in the UK may join as “Social Members” Such persons may also include children under the strict supervision of parents who will also be members of the Club.

19.0 Junior Membership (aged 14 – 18)

- 19.1 At a date to be set by Committee, membership will be open to Children and Young People over the age of 14 and below the age of 18 (inclusive).
- 19.2 At a date to be set by Committee, Children and Young People (defined as above) will be eligible to be invited to attend Club Shoot Events.
- 19.3 All young people attending Club Events must be supervised 1 – 1 by the introducing member or by designation by a qualified member.

- 19.4 It is expected that wherever possible the child / young person's parent / guardian will accompany the child / young person to Club events and be generally responsible for their supervision and welfare.
- 19.5 The introducing member of a Young Person must inform the Club Child Protection Officer and make him aware of the young person's presence as a junior member of the Club or as Guest.
- 19.6 A written and signed notification from the Young Person's Parent or Guardian giving signed permission for the Young Person to attend any Club event or make application to the Club for membership is required whether or not accompanied as in 19.4 above.
- 19.7 Attention is drawn to the Club Child Protection Policy.

20.0 Probationer Membership (all ages)

- 20.1 From a date to be set by Committee, membership will be opened to non-FAC Probationer Applicants who will attend Shooting Ranges under instruction and guidance from senior members of the club and Range Officers.
- 20.2 All applicants to the club will be deemed Probationers even if already having FAC. The model for completion of Probation will be the satisfactory completion of the (revised 2008) NRA Probation Course, attendance at a minimum of 3 Club shoots (may be varied at Committee's discretion) plus the satisfactory completion of the Club's Safety Certification Scheme. The term of Probation will not normally be less than 6 months. All new members must complete NRA based Probation except as in 20.6.1 below.
- 20.3 The Club's Training Officer (or Training sub-Committee) will allocate all Probationers to an experienced Supervisor / Mentor who will oversee their Probation period with the Club and work with the probationer through their completion of the NRA Probationary Course and subsequent Probation testing and Safety Certification testing.
- 20.4 All Probationary members must undertake a course of safety instruction in the basic use of firearms before being allowed to live fire any gun on the range.
- 20.5 Probationary members are not entitled to vote at any Club meeting but may make written or oral representation to the Management Committee.
- 20.6.1 Probationer Members already having FAC and who can also satisfactorily prove (onus of proof is on the Applicant) that they have already completed the NRA Probation course or its equivalent elsewhere or complete such Probationary requirements as the Committee deems necessary, may be elected to full membership at a time sooner than the normal 6 months / 9 shoot attendances. However, no one will be exempt from the Club Safety Certification process which is an annual requirement.

20.8 A member who goes through Probation but who is not ratified for full membership by the Committee may appeal against the decision to the Disciplinary Committee. The Appeal Hearing decision will be final. See separate Club Disciplinary Procedure Appendix.

21.0 Honorary Life Membership

21.1 The Committee reserves the power to nominate at an AGM or EGM any person for the award of Honorary Life Membership of the Club (with no payment of annual Club fees thereafter) who, in their considered judgement, has rendered outstanding service to the Club. A simple majority vote by members at the AGM / EGM will be required and any person so honoured will have their name recorded as such in the Register of Members.

22.0 Guests and Visitors

22.1 All shooting “Guests and Visitors” will be known simply as “Guests”. The Committee may delegate to the Hon Secretary or other such members organising a Club Event such as the Captain Rifle the permission to allow Guests as visitors to the Club and designate any Club event a “Guest Day”. Any member introducing a Guest shall be responsible for all debts incurred by them and shall be responsible for their supervision, safety and conduct. Guests may only shoot when it is legal to do so within the terms of Club Policy, Firearms legislation and where range regulations permit.

22.2 The attention of all members regarding Guests and Visitors is drawn to (see Rule Set 40 below) of the Range Regulations as set out below.

22.3 If the visitor / guest is a child or young person, attention is drawn to the Club’s Child Protection Policy.

22.4.1 If the shooting Guest has an FAC this should be available for inspection by a Club Officer.

22.4.1 All Guests must read, **agree as understood and** sign Safety Instruction Sheet Part 1 and attend Firers Brief before being allowed to shoot. The Range Officer is responsible for ensuring that these conditions are fulfilled.

22.5 The Club is allowed to designate up to 12 Guest Days per annum. Members must supervise 1 – 1 their Guest(s). Notice of the Guest(s) must be communicated to the Club Captain Rifle a minimum of one week before the shoot date with details of the Guest name, address, date of birth and FAC number (if held). The Club has a legal duty to notify the local Police that we are holding a range **Guest Day and our policy is that this should comprise details of the Guests and it shall be the responsibility of the** Club Captain Rifle to ensure that this is done or the Captain designate another Committee member to do this should the Captain be unavailable.

23.0 Complaint Procedure

- 23.1 It is the responsibility of ALL members, whatever their status, to report any matter of complaint regarding any issue or any member to any Club Official without delay. Failure to do so may itself be a disciplinary offence.
- 23.1 The Club has an “Incident Form” (separate Appendix) which should be used as a “model” to record any complaint or issue concerning the Club to a Club Official (see 23.6)
- 23.2 Any “concern” with respect to any issue or any member (e.g. their behaviour) is to be taken as meaning the same as “complaint” and the Complaints Procedure (separate Appendix) followed.
- 23.3 Any of the following may give cause for complaint / concern against a member of whatever status:
 - 23.3.1 Bringing the Club into disrepute
 - 23.3.2 Bullying, victimisation or harassment of any Club member whether or not that member himself complains.
 - 23.3.3 Leaving litter on any property the Club is visiting
 - 23.3.4 Disregarding a range instruction from the Range Officer
 - 23.3.5 Disregard for Club Rules and Constitution
 - 23.3.6 Disregard of Firearms Legislation
 - 23.3.7 Wilful damage to range or Club equipment
 - 23.3.8 Holding dangerous Firearms
 - 23.3.9 Holding illegal Firearms
 - 23.3.10 Dangerous behaviour in handling firearms
 - 23.3.11 Any shooting at any live target at a range is strictly prohibited
 - 23.3.12 Any other behaviour considered as indicating unfitness for an FAC holder or potential FAC holder.
- 23.4 The member issuing the Complaint or Concern should do so in writing noting the following (see Incident Form):
 - 23.4.1 Details of what, when and where the occurrence took place.
 - 23.4.2 What was seen and heard at the time?
 - 23.4.3 What did you, as witness, feel at the time about the situation?
 - 23.4.4 Were there any other witnesses? Please provide Names
 - 23.4.5 Is any of your evidence “hearsay” – someone else telling you about it?
 - 23.4.6 Do you know of any other occurrences of the same behaviour by the same person or others doing the same?
 - 23.4.7 What is your preference as to what should happen?
- 23.8 The above should be reported in writing to any Club Official without delay.
- 23.9 Any Club Official, upon receiving any such information, must immediately refer it on to the Hon Secretary without delay.

Sections 24 to 26 comprise the Club Disciplinary Procedure which is available as a separate Appendix.

Sections 27 to 50 comprise the Club's Range Rules which is available as a separate Appendix.

51.0 Dissolution of the Club

51.1 A resolution to dissolve the Club shall only be proposed either at the AGM or through an Emergency General Meeting and shall be carried by a majority of 75% or more of the members present.

51.2 The Dissolution shall take effect from the date the resolution was carried and the members of the Club Committee shall be responsible for putting into effect the winding up process described below (Rule Set 52).

52.0 Disposal of club property in the event of winding up

52.1 In the event of the Club being wound-up, the property and assets of the Club following settlement of any Club debts outstanding, shall not belong to members of the Club, but shall be made over to the Officers of the National Rifle Association, to be applied by them either in developing the work of the Association itself, or for the benefit of some other Institution with objects similar to those of the Club, as the Officers of the said Association may determine, or to any other Institution recognised by law as a charity which the Committee of the Club in its sole discretion may direct.

53.0 Reserved for later use

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