



Weybridge Rifle and Pistol Club

Walton Ln, Desborough Island, Weybridge KT13 8EH

Weybridge Rifle and Pistol Club Constitution.

The constitution is the document which governs the running of the Club.

It has been agreed by the members at AGMs since 1901

It has changed very little from the original other than to update some wording and add sections for privacy policy, safeguarding, disciplinary procedures etc.

The appendices/bylaws are set by democratic vote of the committee supported with a ballot of members as appropriate and can be further amended at the AGM and representation to the committee members.

**The first part of this document is the constitution (changes are voted on at the AGM).
The second part contains appendices/bylaws to address the day-to-day operation of the club
(changes are voted on by club committee).**

The text of the constitution contains links to the relevant appendices/bylaws pertaining to that part of the text.



Weybridge Rifle and Pistol Club

Walton Ln, Desborough Island, Weybridge KT13 8EH

Weybridge Rifle and Pistol Club Constitution.

1. Affiliations

The club shall be affiliated to the N.S.R.A. and any other associations which the committee may consider desirable.

2. Mission

The object of the club is to provide facilities for and promote participation of the whole community in the sport of rifle and pistol shooting by providing instruction and practice in the use of small-bore rifle and pistol, air pistols and rifles and where facilities are available, full-bore rifle and pistol to all members of the community.

The Club promotes the sport of shooting by encouraging and supporting active participation in competitive shooting.

Historically the Club also provided these facilities to "any of their Majesties' subjects so that they would be better fitted to serve their country in the Armed Forces or any other organisation in which their services were required in the defence of the Realm."

3. Diversity

Weybridge Rifle and Pistol Club (WRPC) will endeavour to ensure that all people, regardless of issues of Gender, Sexual Orientation, Age, Disability, Faith or Belief, Ethnic or Cultural origin: involved with or in the activities of the Club, as members, visitors or guests may participate without discrimination from any quarter.

The only restrictions on their participation in the activities of the Club being that all the people concerned should act lawfully, safely and with due respect for others.

WRPC will endeavour to increase the number of participants of both sexes taking part in the activities of the Club, and to make it easier for them to gain access to all disciplines of the sport.

WRPC will endeavour to increase the number of participants in the activities of the Club from all ethnic groups, without distinction.

WRPC will endeavour to help more disabled people become actively involved in the activities of the Club as fully participating members, and to increase the opportunities for their participation.

WRPC will endeavour to ensure that older age will not be a barrier to participation in shooting, and that people will be encouraged to take part throughout their life while it is safe for them to do so.

4. Ranges.

These shall be open for use only at the times agreed by the committee.

All members must behave with due regard for others whilst on the firing point.

Magnum loads and jacketed ammunition are prohibited

Only approved targets may be used.

Wallis Range (Outdoor range)

Maximum permissible number of shooters is determined by the Range safety certificate and Range Orders.

Range orders also specify the type and calibre of ammunition which may be used on the range.

Range orders are posted adjacent to the firing points.

No member may shoot on the Wallis range until an average score of 80 is obtained at 25 yards indoors using the same discipline and has been deemed competent by a club official.

Air Pistols and Rifles may be shot on the 25 yards outdoor Air Pistols and Rifles range and on the Wallis Range.

[Appendix and Bylaw 4a Refers](#)

James Quick Range (Indoor Range.)

Maximum permissible number of shooters is determined by the range safety certificate and range orders.

Range orders also specify the type and calibre of ammunition which may be used on the range.

Range orders are posted adjacent to the firing points.

Air Pistols and Rifles. The number of firing points at the discretion of the Range Officer.

[Appendix and Bylaw 4b Refers](#)

Miniature Rifle Range Exemption

[Appendix and Bylaw 4c Refers](#)

Exemption Section 21 for member's guest

[Appendix and Bylaw 4d Refers](#)

5. Attendance

All attendance must be recorded in the Register provided.

Members who hold Firearms Certificates will record the number and expiry date on their shooting record.

Firearms used, Make, Type and Serial number will also be recorded on the record card.

Shooting records will be completed each visit that a member shoots.

There may be a minimum number of attendances required at the Club.

[Appendix and Bylaw 5a Refers](#)

6. Committee

The Club shall be managed by a President, Secretary, Chairman and Committee of four.

Officers will be elected at the Annual General Meeting which will be held each year.

All Officers of the Club, Captains, Secretary, Treasurer and all other Officers may be co-opted from time to time, to be ex-officio members of the Committee.

Vacancies occurring during the year may be filled by the Committee.

The Secretary may convene meetings of the Committee as and when required upon giving seven days' notice.

All Officers have full voting powers.

Five members, including at least one officer, are required to form a quorum.

The Chairman shall have a casting vote.

[Appendix 6a list of officers](#)

7. Membership

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion, or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of rifle and pistol shooting as a particular sport, subject to the probationary requirements laid down by the sport's governing body and the Home Office.

The club's facilities are available to all members and is organised on an amateur basis. In accordance with the age limits for possession of firearms in legislation, applications for membership may be submitted at any time by persons over the age of 11 for air rifle and pistol shooting and 14 years for all other types for shooting.

The Club accepts members without regard to previous experience or standard. In accordance with our constitution statement on inclusion the Club will seek to make such reasonable adjustments to its policy, processes, and environment as are necessary to allow full participation in our activities.

There will be a minimum probationary membership period of six months, after which the Committee shall consider such applications at the next Committee meeting.

Applicants will be required to provide referees.

The Committee may refuse membership or expel from membership only for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute or cause injury. Appeal against such a decision may be made to the Club's members and decided by majority vote.

If a member has any cause of complaint as to the management of Club they shall submit the same to the Secretary in writing.

[Appendix 7b application Pack](#)

[Appendix 7c Age Limits and Shooting Sports](#)

8. Annual Subscriptions and Fees

These will be fixed at the Annual General Meeting

An unwaged member may apply to committee for a special dispensation for reduction of fees.

Subscriptions fall due on the 1st of April each year.

Any member whose subscription is not paid by 30th April in that year is debarred from the privilege of membership.

Members who join after the 30th of April will pay a pro-rata subscription.

[Appendix and Bylaw 8a Fees](#)

9. Reinvestment of Funds

The Secretary or any Officer of the Club or any member receiving money on behalf of the Club shall forthwith hand the same to the Treasurer. All profits or trading surpluses shall be ploughed back into the club and may not be shared between the members.

10. The Annual General Meeting

The Annual General Meeting shall be held as soon as possible after the end of the preceding year.

The Club year ends on 31st December.

At least 28 days' notice shall be given to the members of such a meeting, at which the following business shall be transacted:

Election of Officers (including Auditor or Auditors) and Committee.

Receiving the balance sheet and report of the Committee.

Revising and amending rules where necessary.

Consider any other business.

Only paid-up full members will be eligible to vote.

11. Auditing

The Auditor or Auditors shall examine the accounts at least once annually, together with the invoice vouchers, prior to the Annual General Meeting and shall append thereto a certificate to the effect that such are correct and fairly represented regarding expenditure and receipts of the Club, its assets, and liabilities.

12. Expenditure

The Committee may authorise payment of accounts and incur any normal liabilities on behalf of the Club.

The Committee and Officers are hereby indemnified by the Club against any liability, properly and bona fide, incurred on behalf of the Club.

13. Amendments to Club Regulations

The Committee may make by-laws and regulations in regard to the use of the Club and ranges, draw up conditions of Club competitions and arrange handicaps. Competition entry fees must be paid before shooting commences. Cards must be completed by the date specified.

Any new rule made by the Committee shall be published on the Club notice board and submitted at the next Annual General Meeting.

14. Visitors with FAC and Guest days

A visitor's fee is chargeable for each visit of any person.

A maximum of six visits are permitted in any one year.

[Appendix and Bylaw 14a](#)

FAC Holders Visitors to the club

[Appendix 14b](#)

GUEST with FAC section 21 Declaration

[Appendix and Bylaw 14c](#)

Guest Days

[Appendix 14d](#)

GUEST DAY SECTION 21 DECLARATION

[Appendix 17c](#)

GDPR Declaration

A maximum of 12 guest days per year are permitted

Guest Days are to be arranged with the appropriate Committee member due to compliance with Home Office Rules.

15. Addition Safety, Legal, and Housekeeping requirements and bylaws

Safety and compliance is paramount at the Club.

[Appendix and Bylaw 15a includes these requirements](#)

16. Safeguarding

The club endeavours to provide a safe and secure environment for all its members and neighbours taking into account best practice and recommendations from appropriate professional bodies.

A Safeguarding Children and Vulnerable Adults Officer is elected to the Committee.

[Appendix 16a and Bylaw The club policy](#)

17. Data Protection

The club undertakes to honour the privacy and data of members and applicants. This will use best practice and conform to legal requirements.

Information is held and retained for legal and administrative purposes.

There are severe penalties for failing to comply with legislation.

Procedures and policies may be updated as systems evolve.

The club privacy policy is published.

[Appendix 17a Compliance information](#)

[Appendix 17b The club privacy policy](#)

[Appendix 17c Data consent form](#)

18 Disciplinary Procedure.

Any member, including committee members, having serious complaint made against them, or behaving in such a manner as to bring the club into disrepute, or any behaviour which may cause danger to themselves, another member or members or a member of the public, will be asked to attend a committee meeting where the matter be dealt with to achieve a satisfactory resolution.

The committee's decision shall be made known to the member at the meeting. Should the member be a committee member they will have no voting rights at the hearing. Failure to attend two requests to a meeting may result in automatic forfeiture of membership.

Should a serious safety issue arise, the range conducting officer together with Duty Officer will have the authority to immediately suspend membership until the issue is resolved.

The member may make an appeal against the committee's decision and if unresolved be put to the general membership for a decision which will be final.

19 Committee Scope of Authority

The Committee shall have the power to legislate on any point not provided for in these rules.

20 Permanent Closure of the WRPC

In the event of the Club being wound up, all assets of the Club shall be made over to the NSRA for furthering the work of the Association.

RANGE ORDERS

WALLIS RANGE – LIVE FIRING RANGE

No person may shoot on this range until they have passed the qualification standard on the inside range and attended an induction course.

All shooters must report to the Duty Officer and sign the log before bringing any equipment onto the range.

One person shall be responsible for the safe use of the range; this includes a visual check before shooting that there are no obstacles, or debris on the Range. This can be a Range Control Officer (RCO), or someone acting as Safety Officer (SO).

The safety flag must be displayed at all times when the range is in use.

This is primarily a live firing range, air Pistols and Rifles permitted when circumstances permit.

No person may place any firearm, ammunition etc on the firing points without the permission of the RCO or SO.

No person shall go forward until all firearms have been unloaded, magazines removed checked and cleared safe by the SO. Shooters will remove bolts and/or insert safety flags at the instruction of the SO.

All shooters must stand clear and away from unloaded firearms during down range target changing.

At least one person must stay at the firing points during down range activity if there are any firearms on site.

No person shall shoot alone on this range.

No visitor or member of the public may enter the firing point area without the express permission of the SO.

There are six lanes numbered as such. Lanes marked with a red 'X' are closed to all live firing at distances over 50yards.

Only permitted Club target boards may be used. These are height specific. Check with the SO if in doubt.

Only guns and ammunition permitted by the Safety Certificate may be used on the Range. Particularly ammunition must fall within both the ME and MV limits. Rimfire MV 610 m/s, ME480J (2000ft/sec, 350ft/lbs). Centrefire MV655 m/s, Me 2030J. (2145ft/sec,1495ft/lbs)
There are no exceptions.

There must not be any deliberate cross lane firing.

Always keep your gun horizontal during loading, unloading, and firing. Remember that outside the boundary is a public area. Always shoot safely.

During firing be vigilant, if you see any intrusion onto the Range give the recognised command, shout "**STOP! STOP! STOP!**". Or if you hear this command cease fire **IMMEDIATELY**, keep your firearm pointing downrange and await instructions.

After shooting remove all live rounds, fired cases and rubbish from the range (leave the Range as you would like to find it).

Contravention of the Range Orders will result in being asked to leave the range by the SO, prevention from using the range in the future and may lead to disciplinary procedure.

Weybridge RPC Indoor Range Rules

Range safety is paramount, please listen to instructions from the Range Officer in bay 1 on the right hand side. Range commands are

Load / Fire when ready / Unload / All clear

During firing be vigilant, if you see any intrusion onto the Range or unsafe situation give the recognised command, shout **"STOP! STOP! STOP!"**. If you hear this command cease fire **IMMEDIATELY**, keep your firearm pointing downrange and await instructions.

If the situation requires urgent evacuation of the firing point the command **DOWN ARMS AND CLEAR THE FIRING POINT** will be given.

Safety & Handling procedures

Your firearm must be in a clearly safe condition at all times until you are on the firing point and have been given the order to load. Safe condition means - bolt open and magazine removed. Air rifles should be broken, muzzle loaders should be at ½ cock and revolvers should have the cylinder open. When moving onto the range, pistol muzzles must be pointed in a safe direction downrange, and rifles carried vertically with the muzzle up. Never, EVER, point your gun at another human being. Practice good muzzle control.

- Firers and spectators **must wear ear defenders and eye protection at all times during firing.**
- Never handle a firearm when anyone is downrange, this includes moving on or off the firing point.
- No firearm may be loaded or fired until the RO has given the order to load and to fire.
- Aiming or dry firing an unloaded firearm is not allowed except when in the firing position on a firing point, and then only if it would be safe to fire a live round.
- When loading, firing, unloading or clearing a misfire, the barrel must at all times be pointed in a safe direction towards the target.
- Misfire procedure, **always keep the firearm pointing towards the target**, get the attention of the RO, wait 30 seconds before safely unloading the round with your face and hands well away from the breech – do not attempt to re-use the misfired round.
- During a detail, no one is to enter or leave the range, this is both distracting to shooters and can introduce a noise hazard to the gun room, **Mobile Phones must be turned off or silent.**
- Once the shooter has expended all shots on target, stand back from the bench behind the line and do not handle the firearm.
- The firearm must be unloaded by every shooter at the conclusion of each detail, or on the order of the RO. The firearm and/or magazine of every shooter is to be inspected and proven "clear" by the RO before he/she quits the firing point, and before anyone goes forward of the firing point. If there are only two shooters, then each one is expected to prove their firearm clear to each other.
- Probationary shooters and guests are to be introduced to the RO and other shooters are made aware of their presence to extended supervision.
- Firearms are not to be handled in the Club Room; the gun room is provided for this purpose; use the gun rack when leaving the firing point after a detail.
- On the ranges **jacketed, HMR & magnum rounds are prohibited**, home reloads are permitted if they do not exceed the range limits below:
- **.22 Rimfire muzzle velocity 1735fps, 210ft/lbs (530m/s, 285J)**
- **Low velocity centrefire (rifle/pistol) 1705fps, 475ft/lbs (520m/s, 645J)**

Weybridge Rifle and Pistol Club, Walton on Thames, Surrey.

Member's Guests Miniature Rifle Range Exemption.

Guidelines for members who wish to bring guests to the club under the Miniature Rifle Range Exemption.

This is a concession for full members. These are NOT Guest Days.

The Exemption applies strictly to 0.22RF rifles only. Guests cannot shoot any other type of firearm.

The Committee approved a motion to allow members to bring personal guests under the Miniature Rifle Range Exemption at a reduced rate.

The following conditions apply:

- Only full members can bring guests.
- The Duty Officer must be contacted prior to the guest attendance.
- The Duty Officer has the right to refuse guest attendance and does not have to justify this decision.
- The guest will be personally known to the member.
- The member will be personally responsible for the behavior, safety, and costs of the guest.
- The member may only bring one guest at a time.
- The member will be billed for all the costs in the normal way.
- A miniature rifle range section 21 declaration must be completed by the guest and countersigned by the member on each attendance; these will be retained by the Club.
- The guest's name will be entered on the Range Return. The member will have the costs including the fee allocated to them.
- The guest book must be completed on each attendance.

- **Outside Range:**
 - Should this be required it will depend on the competency of the member.
 - The Club Secretary will approve each guest and must be contacted prior to the guest visit.
 - The guest will be strictly monitored on a one-to-one basis by a qualified Range Conducting Officer or nominated Safety Officer.

Weybridge Rifle and Pistol Club, Walton on Thames, Surrey.

**Miniature Rifle Range, Members Guest, SECTION 21 DECLARATION
Firearms to be limited to 0.22 calibre in accordance with the clubs certification.
This Section 21 declaration is to be retained by the WRPC**

DECLARATION UNDER SECTION 21 OF THE FIREARMS ACT 1968

Firearms Act 1968 states that all Club members, prospective members and guests must be asked to sign a declaration that they are not prohibited from possessing a firearm or ammunition.

The Act States:

*It is an offence for a person who is prohibited by Section 21 of the Firearms Act 1968 to have a firearm or ammunition in his/her possession at any time.
This Section applies to any person who has been sentenced to imprisonment or youth custody or detention in any young offenders institution for three months or more.
A person sentenced to a period between 3 months and 3 years is prohibited for 5 years from the date of release.
A person who has been sentenced to 3 months imprisonment or more and the sentence is suspended is prohibited for a period of 5 years commencing 2 days after the date of the sentence.
A person sentenced to 3 years or more is prohibited for life.
It is an offence for a person to transfer, let, hire, or lend a firearm or ammunition to someone whom he knows or has reasonable grounds for believing to be a prohibited person.*

DECLARATION

I (Block Caps Please).....hereby declare that I have never had a firearm or shotgun application refused or such a certificate revoked. I also declare that I am not a person prohibited from possessing firearms or ammunition by virtue of Section 21 of the Firearms Act 1968.

Signed..... Dated.....

If under 18 years old countersigned by Parent or Guardian

Name (Block Caps Please).....

Signed

Sponsoring Club Member

I hereby agree that I will be responsible for the behaviour of the guest and to pay any fees or charges accrued by the guest.

Signed

Date

Guest Name

Previous Name(s).....

Guest Address

.....

It is necessary to prevent membership of persons whose sole purpose of joining the club is to obtain firearms.

There are a minimum number of required attendances at the Club (Six per annum). This is mandated by the AGM.

Extenuating circumstances may be considered if this cannot be achieved.

Members may also record club shoots at other locations and shoots away from the club. This is where the member represents the club or the event is organised or sponsored by the club.

Weybridge Rifle and Pistol Club Officers 2023

| | |
|---------------------------------|----------------------------------|
| President: | Vacant |
| Vice President (Honorary Role): | Vacant |
| Chairman: | Dan Sanderson |
| Secretary: | Jason Gelver |
| Treasurer: | Roger Thompson / John Crowley |
| Membership Representative: | Narinderpal Singh (Sunny) Gujral |
| Membership Secretary: | Chris Box |
| Sporting Rifle Captain: | Jon Owen |
| Muzzle Loading Captain: | David Ellison |
| Full Bore Captain: | Mike Nolan |
| Target Rifle Captain: | Jerry Morris |
| Air Pistol Captain: | Richard Evans |
| Safety Officer: | Brian Wilson |
| Safeguarding Officer: | Antonija Spence |
| Data Protection Officer: | Vacant (Jason Gelver) |
| Practical Shooting Captain: | Henry Russell |

MEMBERSHIP APPLICATION FORM - COMPLETE IN BLOCK CAPITALS

PLEASE READ THE ATTACHED NOTES BEFORE COMPLETING THIS APPLICATION

| | |
|---------------------------|----------------------|
| Surname | Forenames |
| Previous name(s)..... | |
| Date of Birth | Place of Birth |
| Address | |
| Post Code | |
| Telephone | Mobile |
| Email.....Occupation..... | |

Type of Membership being applied for: FULL/JUNIOR/YOUNG ADULT (delete as appropriate)

| | | |
|---|--------|--|
| Have you lived at your present address for less than one year? | YES/NO | If YES, give details |
| Do you suffer from any physical or mental health condition which may affect your ability to safely use a firearm? | YES/NO | If YES, give details |
| Have you previously applied to join a rifle/pistol club or are you now, or ever have been, a member of a rifle/pistol club? | YES/NO | If YES, give Club name & address |
| Do you hold, or have you ever held a Firearms Certificate or Shotgun Certificate? | YES/NO | If YES, give Number, Expiry date & Issuing Authority |
| Have you ever been refused a Shotgun or Firearms Certificate, or had a Certificate revoked? | YES/NO | If YES, give details |
| Are you a member of the NRA? | YES/NO | If YES, give NRA number |
| Full WRPC Member Sponsoring | | Name |
| | | Telephone/Mobile..... |
| | | How long known What Capacity |

DECLARATION

I certify that the above information is correct to the best of my knowledge, and I have also signed the Section 21 declaration, GDPR consent and indemnity waiver. If accepted, I agree to abide by the Rules and Regulations of the Club

Applicant's Signature **Date**

Note: The Committee reserve the right to refuse membership and is under no obligation to give reasons, nor do applicants have the right of appeal. Membership may be terminated for breach of Club Rules.

Junior Members only (To be co-signed by the parent or guardian of all applicants under the age of 18)

Signed (Parent/Guardian) Date

| | |
|---|---|
| <p>Name & address of person for a reference (1). The referee must have known the applicant personally for at least one year and should not be directly related.</p> | <p>Name</p> <p>Address</p> <p>.....</p> <p>How long known What Capacity</p> |
| <p>Name & address of person for a reference (2) The referee must have known the applicant personally for at least one year and should not be directly related.</p> | <p>Name</p> <p>Address</p> <p>.....</p> <p>How long known What Capacity</p> |

| | |
|--|---|
| <p>FAC Holders please list Firearms, Types and calibres Held</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|--|---|

Please return this application to the Range Officer (RO), together with a means of photo identification (Driving Licence, Passport, FAC or Birth Certificate etc.), four passport size photographs, signed Section 21 form, GDPR consent, and indemnity waiver. You will be invoiced the application fee.

| | |
|---|---------------|
| <p><u>CLUB USE ONLY: Will The RO Please Check</u></p> | |
| <p>Signed Section 21 form, GDPR consent and indemnity waiver:</p> | <p>Yes/No</p> |
| <p>Identity document produced and verified. Type and copy:</p> | <p>.....</p> |
| <p>4 UK Passport Size Photographs</p> | <p>Yes/No</p> |
| <p>Range officer name:</p> | <p>.....</p> |
| <p>Date:</p> | <p>.....</p> |

DECLARATION UNDER SECTION 21 OF THE FIREARMS ACT 1968

New criteria to the Firearms Act 1968 states that all Club members, prospective members and guests must be asked to sign a declaration that they are not prohibited from possessing a firearm or ammunition.

The Act States:

It is an offence for a person who is prohibited by Section 21 of the Firearms Act 1968 to have a firearm or ammunition in his/her possession at any time.

This Section applies to any person who has been sentenced to imprisonment or youth custody or detention in any young offender's institution for three months or more.

A person sentenced to a period between 3 months and 3 years is prohibited for 5 years from the date of release.

A person who has been sentenced to 3 months imprisonment or more and the sentence is suspended is prohibited for a period of 5 years commencing 2 days after the date of the sentence.

A person sentenced to 3 years, or more is prohibited for life.

It is an offence for a person to transfer, let, hire, or lend a firearm or ammunition to someone whom he knows or has reasonable grounds for believing to be a prohibited person.

DECLARATION

I.....hereby declare that I have never had a firearm or shotgun application refused or such a certificate revoked. I also declare that I am not a person prohibited from possessing firearms or ammunition by virtue of Section 21 of the Firearms Act 1968.

I also agree to inform the Club Secretary immediately if the validity of my declaration should change in any way.

Signed..... Dated.....

INDEMNITY WAIVER

I hereby release Weybridge Rifle and Pistol Club (WRPC), its Committee, Officers and Members from any and all liability for personal injury or property damage arising out of the use (by me or any third party), in any way, of the facility, its equipment or firearms, or my firearm.

I agree to hold WRPC harmless and to indemnify WRPC from responsibility for any claims or demands arising out of such use (by me or any third party).

I agree to hold WRPC harmless for all claims or demands by me if I am harmed by the actions or omissions of a third party while I am at WRPC.

I agree to be held financially responsible for any damage or destruction caused by me to the range, range equipment, or any property owned by a third party.

I agree to be held financially responsible for all claims or demands by any third party who is harmed by my actions while I am at WRPC.

I have read, understand, and agree to abide by the range rules currently in force and displayed on the ranges.

Signed..... Dated.....

PRIVACY NOTICE AND CONSENT

The following is a privacy notice under the General Data Protection Regulations legislation.

It reflects the club Privacy Policy which may be viewed at www.veybridgerpc.co.uk or at the Clubhouse
We the Weybridge Rifle and Pistol Club intend to use your data in all matters relating to:

- The administration of membership of our organisation
- Competitions entered
- Ranges booked
- Armoury purchases
- Training courses
- Events

We collect your data via online submission and paper documents

We will inform you before using your data for any other reasons

Our lawful basis for processing is your written consent, any legal requirement and any contract entered into.

Our data retention periods follow the statutory guidelines. The retention period stipulated by the Home Office is Six years from the end of your membership. Financial records must be kept for Seven years.

You have the right to:

- Be provided with the data that we hold relating to you
- Rectify / update the data
- Ask us to remove your data
- Restrict processing
- Data portability
- Object to our use of your data
- Not to be subject to automated decision-making including profiling

We will comply within one month of your request. Please contact the Club Data Protection Officer or Club Secretary

As a Firearms Club we are required to hold your personal data. It only passes outside the club when requested by the police or relevant authority.

If you do not consent to the retention of your Data, you cannot continue as a member or be considered for membership.

I hereby give my consent for the Weybridge Rifle and Pistol Club to hold and use my Data subject to the above conditions.

Name (Block Caps Please)

Signed

If under 18 years old countersigned by Parent or Guardian

Name (Block Caps Please)

Signed

Notes about applying for Membership at Weybridge RPC.

1. You will be given a tour of the facilities and an explanation of how the club works.
2. Download a copy of the Membership Application pack including a Section 21 Declaration, General Data Protection Regulations consent form and a liability waiver.
Please complete the form legibly in block capitals.
3. No shooting is permitted until all the required paperwork and payments have been received and the Police Check and References come back positive.
4. On all the forms please give your **FULL** name including any middle names. If you have changed your name (e.g., stage name/married) please also give the full name on your birth certificate. This will help the Police to process your check speedily.
5. Please do not leave empty answers. Write N/A if not applicable.
6. Please give full home address for your referees. We will need to write to them as we do not take references by telephone or email. Please ensure they are willing to supply a reference for you and that they know a speedy reply will assist your application.
7. **Your will need FOUR UK Passport type and size photographs. On photographic paper.**
8. **You will need to bring a photo ID with you to confirm your identity and address. Please also supply a copy. The best form of ID is a firearms certificate.**
9. There is a non-refundable administration fee for which you will be invoiced. This is in addition to the membership fees. Please see the website for latest prices.
10. **You must present the completed forms and Photo ID in person for verification.**
11. Incomplete or illegible forms will not be processed.
12. Any false or misleading statement will disqualify the application

The following explains what will happen when you return the forms.

13. A police check will be applied for. You will be notified of the result.
14. References will be taken up by post.
15. The Club reserves the right to request further checks to be made and to require further information from the applicant.
16. You will be invited to the club by email and requested to pay the appropriate fee.
17. One of your photos will be displayed with your name on a board in the Club house.
18. One of your photos will be attached to a record card which you must complete on each visit.
19. You must write your name in the attendance book each time you visit.
20. Your name must be entered on the "Range Return" if you shoot. Ammunition and sundries are chargeable. All prices are displayed in the Club house. Charges will be invoiced monthly and must be paid promptly via BACS.
21. Safe handling instruction will be given. Range rules and conduct will be explained along with a misfire/stoppage procedure. Instructions will be given in how to operate each firearm. Your competence on each type of firearm will be recorded.
22. You will be closely supervised until you are deemed safe to shoot unsupervised.
23. There is a probation period of 6 months and you must shoot at least 12 times within that period. Probation can be extended in extenuating circumstances at the Committees discretion.

Young People at WRPC and the law about age limits when using an airgun and/or firearm

Weybridge Rifle & Pistol Club allows young people to shoot firearms when the following criteria are met:

- Have attended, completed, and passed a Safe Shooters course run by the club.
- Can safely, accurately, and competently operate airguns.
- Have past their 12th Birthday.
- Can demonstrate safe handling and competency to use firearms.
- Shoot under 1 to 1 supervision of a competent and qualified adult club member.

Firearms Law and Young People:

Details taken from:

<https://publications.parliament.uk/pa/cm199900/cmselect/cmhaff/95/9502.htm>

Published: 6 April 2000

Age Limits:

<https://publications.parliament.uk/pa/cm199900/cmselect/cmhaff/95/9510.htm>

| | |
|------------------------|---|
| Until fourteen | May not have section 1 firearm, <i>unless</i> i) under instruction of certificate holder for sporting purposes; ii) at a shooting gallery May not have, or be given, air weapon or air weapon ammunition, <i>unless</i> i) under supervision of person over twenty-one; ii) engaging in target practice at approved rifle club of which a member; iii) at a shooting gallery May not be given section 1 firearm |
| Until fifteen | May not have an assembled shotgun unless i) under supervision of person over twenty-one; ii) weapon is carried in a secure gun cover May not be given shotgun or shotgun ammunition |
| Until seventeen | May not have air weapon in a public place, <i>unless</i> i) under supervision of person over twenty-one; ii) weapon is carried in a secure gun cover; iii) engaging in target practice at approved rifle club of which a member; iv) at a shooting gallery May not purchase or hire firearm and/or ammunition |
| Until eighteen | May not use firearm or shotgun for a purpose not authorised by the European Weapons Directive |

A simplification of the wording allowing young people "to learn about safe firearms use in a controlled manner":

Under 14 years. Firearms may be used under the supervision of an adult on property where permission has been granted to shoot.

Under 17 years. Firearms may be used without supervision on the grant of the appropriate certificate, appropriate parental/guardian endorsement and permission to shoot. Firearms and ammunition may be received as a gift only.

Over 17 years. Firearms may be used without supervision; firearms and ammunition may be purchased and hired.

Appendix 8a

[BACK](#)

Club Fees 2024

These fees are subject to variation annually based on the standard measure of inflation determined by the UK government and rounded to the appropriate whole number to maintain the ratio of charges between categories.

| | | |
|--|-------------------------|----------|
| Full Member | | £150.00 |
| Junior Members (11 to 17) | 1/3 Adult Fee | £ 50.00 |
| Young Adult Member (18 to 20) | 2/3 Adult Fee | £ 100.00 |
| Visitors fee | Determined by Committee | £ 20.00 |
| Probationary fees (nonrefundable) 2/3rds of appropriate member band. | | |
| Full Adult Member | | £ 80.00 |
| Junior Members | | £ 30.00 |
| Young Adult Member | | £ 55.00 |
| Application Admin Fee | Determined by Committee | £ 15.00 |
| Members Miniature Rifle Range Personal Guest Fee | Determined by committee | £ 5.00 |

If a member is unable to meet these costs, representation should be made to the committee.

Target and Ammunition prices are subject to change and are displayed in the club room

Should any member fail to pay fees or charges in a timely manner for any club activity, without just reason, this will be deemed a serious complaint and subject to disciplinary action.

FAC Holders Visitors to the club

The visit must be with prior arrangement with the club, preferably in writing, on an agreed date. The Range Officer must be made aware and agree to the visit.

The visit must be agreed and arranged with the authority of the Club Secretary (or nominee) and sponsored by a full member of the club.

The visitors must be strictly supervised and briefed on our range procedures.

The Constitution of the Weybridge Rifle & Pistol Club must be complied with (correct targets, diversity, safeguarding etc).

Full members of other clubs holding FAC for the relevant firearm type will be allowed to attend the club if acting as invited members of that club. The Home office allows that guests from another club do not have to shoot on guest days.

A section 21 declaration will be signed and retained by the Club.

A GDPR declaration must be signed and retained by the Club.

The attendance register will be signed.

Firearms used must be permitted by the range safety certificate.

Firearms used will be recorded.

Visitors would not be allowed to use club firearms as we can only loan on an official Guest Day.

The appropriate fees would be payable.

Weybridge Rifle & Pistol Club



Walton Lane, Desborough Island, Weybridge. KT13 8EH

GUEST with FAC section 21 Declaration

This Section 21 declaration is to be retained by the WRPC

DECLARATION UNDER SECTION 21 OF THE FIREARMS ACT 1968

Firearms Act 1968 states that all Club members, prospective members and guests must be asked to sign a declaration that they are not prohibited from possessing a firearm or ammunition.

The Act States:

It is an offence for a person who is prohibited by Section 21 of the Firearms Act 1968 to have a firearm or ammunition in his/her possession at any time.

This Section applies to any person who has been sentenced to imprisonment or youth custody or detention in any young offenders institution for three months or more.

A person sentenced to a period between 3 months and 3 years is prohibited for 5 years from the date of release.

A person sentenced to 3 years or more is prohibited for life.

It is an offence for a person to transfer, let, hire, or lend a firearm or ammunition to someone whom he knows or has reasonable grounds for believing to be a prohibited person.

DECLARATION

I.....hereby declare that I have never had a firearm or shotgun application refused or such a certificate revoked. I also declare that I am not a person prohibited from possessing firearms or ammunition by virtue of Section 21 of the Firearms Act 1968.

FAC Number..... Primary Club.....

Signed..... Dated.....

Firearms Used

| Calibre | make | type | s/n |
|---------|------|------|-----|
|---------|------|------|-----|

| |
|-------|
| |
| |
| |
| |
| |

Guest Days

Members must contact the club secretary (or Nominee) in advance with their proposal for a guest day
The Club will contact the police to notify the proposed date.

Club or members firearms may be used with the exception of Long Barreled Pistols and Revolvers, which may only be shot by the FAC holder.

All guests must be personally well known by a full member (Criteria Of Approval COA).

A member must vouch for each guest and be responsible for and supervise them 1:1 personally on the range.

Guests must be entered into the visitor's book with full name and address.

Guests must sign a Section 21 Declaration. This will be retained by the club.

A GDPR declaration must be signed and retained by the Club.

Members are personally responsible for ensuring that guests are briefed in safety rules and range etiquette and the operation of the firearm/s.

No shooter under 14 allowed

Members do not shoot, they supervise and instruct. Any non-shooting guest will remain away from the firing point.

The Constitution of the Weybridge Rifle & Pistol Club must be complied with (correct targets, diversity, safeguarding etc).

Guests will be charged. Visitor's fee, ammunition, and targets.

Weybridge Rifle & Pistol Club
Walton Lane, Desborough Island, Weybridge. KT13 8EH

GUEST DAY SECTION 21 DECLARATION
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DECLARATION UNDER SECTION 21 OF THE FIREARMS ACT 1968

Firearms Act 1968 states that all Club members, prospective members and guests must be asked to sign a declaration that they are not prohibited from possessing a firearm or ammunition.

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It is an offence for a person to transfer, let, hire, or lend a firearm or ammunition to someone whom he knows or has reasonable grounds for believing to be a prohibited person.

DECLARATION

I.....hereby declare that I have never had a firearm or shotgun application refused or such a certificate revoked. I also declare that I am not a person prohibited from possessing firearms or ammunition by virtue of Section 21 of the Firearms Act 1968.

Signed..... Dated.....

Sponsoring Club Member

.....

DATE.....

Guest Name.....

Previous Name(s).....

Guest Address.....

.....

.....

Addition Safety, Legal, and Housekeeping requirements and bylaws

- 15a The range conducting officer's instructions will be complied with at all times.

- 15b No Firearm or Air Weapon may be in a loaded state other than immediately prior to firing at the firing point.

- 15c No firearm is to be uncased in the club room.

- 15d No firearm or air weapon will be visible uncased from the road.

- 15e Two members should normally be present when the club is opened and closed.

- 15f No ammunition is to be removed from the Club premises except by members who hold a Firearm Certificate and have had the ammunition duly entered on their certificate.

- 15g The Club Committee shall take any steps appropriate to ensure the safety of members in regard to contingencies and events outside of normal circumstances seeking guidance from the sports national representative bodies and government legislation. This may temporarily override elements of this Constitution.

Safeguarding Policy

A committee member is elected as Safeguarding Officer.

No junior member will be present at the club without the accompaniment of a parent or guardian without prior arrangement.

The WRPC Adheres to the guides and polices produced by the NSRA.

A copy of Safeguarding children and vulnerable adults in target shooting is placed as reference for all on the duty desk in the clubroom.

GDPR Compliance procedures

A club privacy document will be produced and available for all club members, this may change from time to time as legislation changes and points of that legislation become clarified.

All members and applicants will be asked to sign a consent form as default agreement is no longer acceptable.

A Data Protection Officer (DPO) will be appointed. This person may be co-opted onto the committee, or the role may be amalgamated with an existing post.

The DPO will be the main point of contact for members and 3rd parties.

The DPO may share and delegate responsibilities.

The DPO will register the club with the Information Commissioner's Office if appropriate.

An audit of data held by club officials will be carried out and reviewed annually.

The audit will include but not be limited to:-

Owner of the data.

Type of data held.

Relevance of the data.

The age of the data.

Form of data (electronic/paper).

Where the data is stored.

What measures are in place to secure the data.

WEYBRIDGE RIFLE & PISTOL CLUB PRIVACY POLICY / GDPR

Introduction

The General Data Protection Regulation (GDPR) replaces the Data Protection Act 1998. This requires that an organisation such as ours notifies users of how we collect and use their personal details.

Weybridge Rifle & Pistol Club is committed to protecting your personal information. In this notice, references to 'we' or 'us' mean Weybridge Rifle & Pistol Club. This notice explains how we collect and use the personal information about you.

Who we are

Weybridge Rifle & Pistol Club is a Shooting Club providing Target Shooting facilities. We have approved indoor and outdoor ranges allowing Small Bore Rifle, LBP, Gallery Rifle and Black Powder firearms to be used. Shooting events are also arranged at Bisley and various venues for other disciplines. We follow the rules, guidelines, and code of conduct of the National governing bodies for Shooting in the UK: NRA and NSRA. Weybridge Rifle & Pistol Club operates the website: www.veybridgerpc.co.uk (the "Website").

Information we gather

Weybridge Rifle & Pistol Club gathers certain information about people using the organisation. We collect information in the following ways:

Information you give us

When you become a probationary/regular member of Weybridge Rifle & Pistol Club you will give us information via the Membership Form. You may give us updated information via the club secretary or membership secretary. Information may include your

- Name
- Address
- Date of Birth
- Gender
- Ability/disability
- Phone number
- Email address
- Other Clubs/Affiliation details
- FAC Number and Firearms owned (**Shooting record – Needed by the Police for FAC renewal and to confirm compliance with Home office and club requirements for initial and continued membership.**)
- Other shooting clubs and organisations you belong to
- Shooting qualifications – RCO/Instructor/coaching qualification information
- Medical Issues
- Medications
- Allergy information

Information we may gather ourselves

We collect photographs (with permission on the original Enrolment Form), your scores and other achievements.

When you enter competitions the following information may be collected and shared with tournament organisers, scoring systems and results may be published: First Name, Surname, Gender, Firearm Type, Date of Birth / Age category, Email, Address, Phone number, Club, County, Region, Round, Disabled (Y/N), Disability info, gender.

Information about you from third parties

We work with the police who will liaise with the Membership secretary under the Section 21 rules of shooting (It is an offence for a person who is prohibited under *Section 21* of the *Firearms Act 1968* to have a firearm or ammunition in his/her possession at any time)

How we may use your information

We use your information for the purposes of running the Club, including informing you of changes to sessions or corresponding about competitions, etc.

We may use your information for a number of purposes including the following: Compliance with legal, regulatory and corporate governance obligations and good practice.

To provide you with information about the club, shooting times and more.

If going through a coaching programme, we may keep records of sessions and progress reports.

Marketing

We do not use your information for marketing purposes.

Information Sharing and Disclosure

We do not normally share your information with 3rd parties at all.

We do have to contact the Police for Section 21 disclosure (mentioned previously).

However, we may disclose your personal information to law enforcement agencies:

We are under a duty to disclose your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies) on production of an appropriate warrant for such data; to protect the rights, property, or safety of Weybridge Rifle & Pistol Club, Our Members, or others.

Keeping your records

We keep records only for as long as required to operate the club in accordance with legal requirements.

Your membership information will be retained for up to 6 years after you leave the Club. Following this period, we will delete your membership history.

We may retain *non-identifiable* data for statistical purposes beyond the initial 6 year period; an example of this might be winning a competition.

Financial records are retained for a period of 7 years in accordance with normal accounting procedures

Where we may store your information

The data that we collect or receive from you may be stored either digitally or on paper.

There is security in place to protect your data from unauthorised access. By submitting your personal data, you agree to this transfer, storing or processing.

We retain your data on audited, protected systems as required by the Information Commissioners Office.

Weybridge Rifle & Pistol Club will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. Weybridge Rifle & Pistol Club does not keep a copy of your password at all. Access to the admin or member portal sections of the Website uses a one-way "encryption matching" mechanism which means the password itself is never stored on our systems.

Your rights

You have the right to:

Have any inaccuracies in your data corrected? If you would like to update the details, we hold about please contact the Membership Secretary via telephone, email or by letter.

You have the right to:

Request that we delete your personal data however if you do not consent to the retention of your Data you cannot continue as a member or be considered for membership. Your membership data will be retained.

'Clubs should retain members details/records for six years following cancellation of membership' (Home Office Guidance on Firearms Licensing Law 18.40)

You have a right to:

Request a copy of the personal information we hold about yourself. You may not request information about any other member (not even a family member that request should come from that person directly to us, with the exception of a minor whose parent or guardian may submit a request). We may require you to prove your identity with two pieces of approved identification. Please address requests to the Data Protection Officer and we will respond within one month of receipt of your written request and confirmed ID. Please provide as much information as possible about the nature of your contact with us to help us locate your records. A request for digitally held information will normally be free of charge, but there will be a small administration fee for copies of paper documents or printouts of digital data.

Changes to this notice and the way we treat personal information

We may update the terms of this privacy notice at any time, so please do check it from time to time.

We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our Website and the Club house.

Enquires and Complaints

The nominated Data Protection Officer is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing.

If you are unhappy with our work or something that we have done or failed to do something in regard of protecting your personal data, please inform us in writing. Weybridge Rifle & Pistol Club will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days.

All information enquires or complaints should be sent in writing to:
The Data Protection Officer c/o WRPC.

You may also complain directly to the Information Commissioner's Office (ICO) if you are concerned with how we are handling your personal information by using their online form which can be found here:
<https://ico.org.uk/concerns/handling/>

Privacy Notice & Consent

The following is a privacy notice under the General Data Protection Regulations legislation. It reflects the club Privacy Policy and is taken from the NRA Privacy Model

We the Weybridge Rifle and Pistol Club intend to use your data in all matters relating to:

- The administration of membership of our organisation
- Competitions entered
- Ranges booked
- Armoury purchases
- Training courses
- Events

We collect your data via online submission and paper documents

We will inform you before using your data for any other reasons

Our lawful basis for processing is your written consent, any legal requirement and any contract entered into.

Our data retention periods follow the statutory guidelines. The retention period stipulated by the Home Office is Six years from the end of your membership. Financial records must be kept for Seven years.

You have the right to:

- Be provided with the data that we hold relating to you
- Rectify / update the data
- Ask us to remove your data
- Restrict processing
- Data portability
- Object to our use of your data
- Not to be subject to automated decision-making including profiling

We will comply within one month of your request. Please contact the Club Data Protection Officer or Club Secretary

As a Firearms Club we are required to hold your personal data. It only passes outside the club when requested by the police or relevant authority.

If you do not consent to the retention of your Data, you cannot continue as a member or be considered for membership.

I hereby give my consent for the Weybridge Rifle and Pistol Club to hold and use my Data subject to the above conditions.

Name (Block Caps Please)

Signed

If under 18 years old countersigned by Parent or Guardian

Name (Block Caps Please)

Signed