



CADEBY RIFLE & REVOLVER CLUB BYELAWS



Cadeby Rifle and Revolver Club

Hollowgate Lane — Cadeby — South Yorkshire



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Byelaws of Cadeby Rifle and Revolver Club (2005) adopted on this

General

1) Definitions.

- a) Words denoting the masculine gender are taken to include the feminine gender.
- b) "The Club" means the Cadeby Rifle and Revolver Club
- c) Unless stated otherwise, "member" means a current full member (i.e. an annual or junior member whose subscription is paid up to date, or an honorary life member).
- d) "Range" means the range facilities occupied by the Club at Hollowgate Lane, Cadeby and includes both the land and buildings.
- e) The Club's "premises" means the place(s) where the Club carries out its activities.

2) General

- a) The byelaws of the Club shall have the same force and effect as though they were part of the constitution.
- b) All classes of member shall be provided with a copy of the Constitution, Byelaws, Range Rules and Health and Safety Plan and any amendments related to them.
- c) In accepting membership of the Club,
 - i) members confirm acceptance of the constitution and byelaws.
 - ii) members agree to abide by them.
- d) The Club shall seek the approval of the appropriate Home Office Department, as provided for by the relevant firearms legislation, for the relevant categories of firearm which are used by members for the Club's activities and shall comply with the criteria laid down from time to time by that Department for the granting of such approval.
- e) The Club may affiliate to any body, where in the opinion of the Management Committee, such an affiliation would be in the best interests of the Club.
- f) Every member, visitor or guest shall be bound by any rules or regulations of any official governing body to which the Club is at any time affiliated, and by all relevant statutes or other instruments of law which may be in force.
- g) The Club and the members of the Management Committee shall not be liable in respect of any loss or damage arising because of any breach or non-observance thereof by any member, visitor or guest.

3) Membership

- a) Membership subscriptions are due on 31st March annually.
- b) Annual subscriptions for all classes of members (except honorary life members) and joining fees shall be fixed by the members at the annual general meeting.
- c) The classes of membership within the Club are:
 - i) annual member
 - ii) junior member
 - iii) honorary life member
 - iv) associate member
- d) Annual, junior, and honorary life members are considered full members of the Club and are entitled to vote at annual and extraordinary general meetings.

- e) Associate members are not entitled to vote.
- f) Probationary members are not entitled to vote.

4) Membership Applications

- a) All applications for membership of the Club must be made to the Secretary, who shall be responsible for taking the steps necessary to process them.
- b) An applicant for probationary membership must complete a membership application form.
- c) **An applicant for probationary membership MUST BE SPONSORED by an existing current full member of the Club AND SECONDED by an existing full member of the club.** who must sign the application form.
- d) If the applicant is not personally known to the SPONSOR and SECONDER, then the applicant MUST provide the names and addresses of two referees who have known them for not less than 2 years.
- e) The applicant must provide 2 separate forms of identity (ie Current signed passport / Original Birth Certificate / Current UK Driving License / Firearm or Shotgun Certificate / Current Bank Statement / A household bill with current address / Citizen Card.
- f) The completed application form, including the details of referees, where required, MUST be handed to the Secretary.
- g) The Club joining fee is 50% of the full club membership and should be paid to the Club Treasurer.
- h) If the applicant is not known to the SPONSOR and SECONDER, the Club Secretary SHALL take up the applicant's references BEFORE submitting the application to the Management Committee.
- i) Upon receipt of any membership application the Club Secretary shall:
 - i) inform the Police that the individual named in the New Membership Application Form has made an application to join the club.
 - ii) follow up on any references that are required to accompany the application form.
- j) Once the Club Secretary has received the Prospective New Member Application form and the relevant references, he shall then present the application form to the committee at its next meeting.
- k) The committee will then consider the application and take a vote on whether it should accept the applicant.
- l) Only applicants who receive a unanimous vote will be accepted into membership.
- m) Once the applicant has been accepted as a Probationary Member, the Club Secretary will then:
 - i) Arrange a mentor for the applicant.
 - ii) Arrange a date to meet with the applicant for a Range Safety and Orientation Meeting.
- n) During the Range Safety and Orientation Meeting the Club Secretary shall:
 - i) Provide a welcome letter.
 - ii) Introduce the applicant to their mentor.
 - iii) Issue the applicant with a Membership Number
 - iv) Issue the applicant with a Probationer Membership badge.

- v) Issue the applicant with a copy of the club byelaws and range rules.
- vi) Provide the applicant with a Probationary Membership Record Form
- vii) Issue the applicant with a Probationary Members Manual
- viii) Issue the applicant with a copy of the range map.
- o) If the application is rejected by the Management Committee then the joining fee will be returned to the applicant

5) Probationary Membership

- a) A probationary member is a person whose application for probationary membership of the Club has been accepted by the Management Committee and who has paid the relevant joining fee.
- b) A probationary member may only shoot while under the supervision of a full member who is their mentor or someone appointed by their mentor and approved by the committee.
- c) Any annual member who proposes a probationary member must be prepared to mentor the probationer during their probationary period and must complete a report on their safety record and progress.
- d) A probationary member is eligible to apply for annual membership, after serving not less than three months, during which they have shot on the Club's ranges on not less than 12 occasions and completed their Probationary Membership Record Form.
- e) Once the probationary member has completed their probationary membership period and completed their Probationary Membership Record Form, they may apply for full membership by informing the Club Secretary of their desire to become a full member.
- f) The probationary member will hand their Probationary Membership Record Form to the Secretary.
- g) Once the Club Secretary has received the Probationary Membership Record he will then contact the probationary member's mentor and discuss the probationary members safety record, range awareness and shooting practices.
 - i) if the Mentor's report is good, then the Club Secretary will recommend to the Management Committee that the probationary members request for full membership be approved.
 - ii) if the Mentor's report is not good, then the Club Secretary shall recommend that the probationary period be extended to provide an opportunity for the probationary member to improve before recommending to the management committee that the probationary members request for full membership shall either be accepted or rejected.
- h) The Club Secretary shall present the Probationers Request for Annual Membership along with the Probationary Membership Record Form and his recommendations to the Management Committee.
- i) The Management Committee has the absolute discretion to accept, reject or impose further conditions on any applicant at any stage.
- j) The Management Committee upon receiving the Club Secretary's recommendations, shall then take a simple vote which will be recorded in the minutes of the meeting.
- k) Upon election to annual membership the probationary member should pay the balance of the annual membership subscription on a pro rata basis.
- l) Upon confirmation of the receipt of payment the Club Secretary shall then

- i) inform the Police Firearms Department that the applicant has been granted annual membership.
- ii) enter the applicant's name into the register of members.
- iii) issue the applicant with an annual membership card.
- iv) issue the applicant with a copy of the constitution.

6) **Annual Membership**

- a) An annual member is a person who has:
 - i) been elected to annual membership by the Management Committee and
 - ii) who has paid his membership subscription for the current year.
- b) Any member of any class who fails to pay any relevant subscription by 31st March will automatically cease to be a member of the Club with effect from that date.
- c) Any member who fails to shoot at the club on 3 or more occasions within a 12-month period from 31st March each year may have their membership terminated.
- d) The Management Committee has the absolute discretion to allow a person whose membership has lapsed because of non-payment of subscription to be reinstated upon payment of the relevant subscription plus any administration fee, and any other sums which may be due and owing to the Club by the person concerned.
- e) The Management Committee may require a person whose membership has lapsed to re-apply for membership.
- f) Any person who can prove that:
 - i) they are already a full member of another club, and
 - ii) holding a current firearm certificate,
 - iii) may at the absolute discretion of the Club Committee be considered for annual membership of the Club without completing a period of probationary membership.
- g) Any member MUST immediately notify the Secretary if there are any changes in their authority or suitability to own, use or be in possession of any firearm or ammunition or if there are any events or changes in circumstance that may effect their authority or suitability to own, use or be in possession of any firearm or ammunition.
- h) Any member whose membership is terminated voluntarily or under *Clause 16(L)* of these byelaws shall not be:
 - i) entitled to any refund of membership subscription or other charges which may have been paid,
 - ii) and will remain liable for any subscription, fees or charges which may at the date of termination be due and owing to the Club.

7) **Junior Membership**

- a) A junior member is a person who has:
 - i) not attained the age of 18 years¹ at the start of the Club's current financial year, and
 - ii) who has been elected to annual membership by the Management Committee and

¹ under 14 years of age may not possess a Section 1 firearm or ammunition. However, between the ages of 14 and 17 a young person may possess and use a Section 1 firearm and ammunition provided they hold a valid firearms certificate for that firearm. A person under 18 years of **age** may not buy or hire any **firearms**

- iii) has paid their membership subscription for the current year.
- b) Where an applicant for probationary or annual membership is under the age of 16 years, their application must be counter-signed by a parent or guardian.

8) Honorary Life Membership

- a) An honorary life member is a person who has been elected to such membership by a motion supported by not less than *two-thirds* of the members present and voting at an annual general meeting, in recognition of that person's outstanding service to the Club or to the sport.
- b) Honorary life members shall not be required to pay any membership subscription.

9) Associate Membership

- a) This is our social membership category and is open to non-shooters and to those who CRRC is NOT their first club for reporting purposes.
- b) Associate members:
 - i) pay 75% of the full membership fees.
 - ii) may only shoot Monday to Friday
 - iii) may not be considered for office.
 - iv) may observe at, but not participate in club meetings.
 - v) have no voting rights
 - vi) may not form part of a quorum

10) Administration of the Club

- a) The authority and responsibility for the management and administration of the Club shall be vested in the Management Committee.
- b) The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
- c) The members of the Committee are hereby indemnified by the Club in respect of:
 - i) any liability reasonably and properly incurred by them on behalf of the Club; and
 - ii) all claims which may be made against them because of any death, injury, disability or damage to property arising from the Club's activities on the Club's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.
- d) The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- e) The Management Committee may recommend by way of a resolution for consideration and ratification at an annual general meeting, or at an extraordinary general meeting called for that specific purpose,
 - i) changes to the membership fees,
 - ii) changes to the range fees,
 - iii) any other Club charges levied upon its members or upon other users of its facilities.
- f) Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.

- g) In accordance with clause 10(h) of the constitution, subject to ratification by the Club at an annual general meeting, the Management Committee may add, amend or delete any clause contained within these byelaws.
 - i) any additions, amendments or deletions shall be published to the Club membership by a notice displayed at the Club premises for not less than four weeks immediately following the date of the meeting at which the addition, amendment or deletion was agreed.
- h) All members shall be deemed to have been notified of any addition to, amendment of or deletion from these byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is displayed at the Club's premises.
- i) All correspondence for the Club shall be handed to the Secretary.
- j) No members except the Secretary shall enter, or answer, any correspondence on behalf of the Club without the express authority of the Management Committee.
- k) In the event of any dispute over voting rights the Club Secretary or in his absence the Chairman of the meeting, shall determine who is entitled to vote at any Committee meeting, annual general meeting, or extraordinary general meeting.
- l) A register of all members past and present shall be kept by the Secretary.
- m) The Treasurer shall maintain the general accounts and ledger books and/ or digital accounts of the Club and shall receive all monies paid by, or given, to any member which is for the benefit of the Club.
- n) Any member receiving any money on behalf of the Club must pass the same to the Treasurer as soon as possible.
- o) The Club's financial year end date shall be 31st March.

11) Election of members to the Management Committee

- a) Any full member of not less than twelve months standing who attends the Club on a regular (*ie: monthly*) basis may stand for election to the Management Committee, or as an officer of the Club.
 - i) Nomination for election to the Management Committee is made by submitting a Committee Nomination Form:
 - (1) anyone proposing a person for a position on the Management Committee MUST obtain the proposed person's permission.
 - (2) the nomination must be accompanied by a seconder who is a member of Cadeby Rifle and Revolver Club.
 - (3) the Committee Nomination Form MUST be received by the Club Secretary no less than 14 days before the due date of the annual general meeting.
- b) Committee Nomination Forms are available from the Club Secretary.
- c) Should nominees exceed vacancies, election shall be by ballot.

12) Procedure of the Annual General Meeting

- a) All members shall sign in
- b) For voting purposes 25% of the full members of the Club shall form a quorum.
- c) The business of the annual general meeting shall be:
 - i) apologies for absence
 - ii) approval of the minutes of the last annual general meeting

- iii) matters arising from those minutes.
- iv) general reports covering the preceding year and the present state of the Club and its members.
- v) presentation and acceptance of the accounts of the preceding year
- vi) appointment of auditors
- vii) fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year
- viii) election of Chairperson
- ix) election of Vice Chairperson
- x) election of Secretary
- xi) election of Club Treasurer
- xii) election of Management Committee Members.
- xiii) consideration of any recommendations by the outgoing Management Committee for changes to the constitution.
- xiv) consideration of any other item(s) of business:
- xv) any members may raise a matter under section 11b (xv) Consideration of any other item(s) of business provided that:
 - (1) it is submitted in writing (including email but not including mobile telephone text)
 - (2) is received by the club secretary not later than 14 days BEFORE the due date of the annual general meeting.
 - (3) before an item can be placed on the agenda for discussion it must be proposed and seconded by at least two members of the club.
 - (4) any other business notifications can be included within the AGM at the discretion of the Chairperson of the meeting.
 - (5) any matters discussed under any other business may only be for consideration or recommendation and must be ratified at a future meeting of the management committee, or where necessary at a future annual general meeting or extraordinary general meeting.
- d) The secretary shall send a copy of the agenda to all club members 7 days before the due date of the annual general meeting.
- e) Any member who is unable to attend an annual or extraordinary general meeting shall be entitled to lodge a proxy vote with the Chairman of the meeting provided that the proxy is confirmed in writing to the Secretary at least 3 days prior to the date of the relevant meeting.
- f) A member of the Management Committee may be removed from office by a motion supported by at least two-thirds of those present and voting at an extraordinary general meeting.

13) Management Committee Meetings

- a) Management Committee members may request items to be included on the agenda provided that they are lodged with the secretary at least 14 days BEFORE the Management Committee meeting.
- b) The Secretary shall give to all Committee members at least 14 days' notice of each meeting of the Management Committee, such notice to be in writing and/or by electronic mail (email).

- c) The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 7 days prior to the meeting.
- d) The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.
- e) The business at Management Committee meetings shall be:-
 - i) apologies for absence.
 - ii) approval of the minutes of the last meeting.
 - iii) matters arising from those minutes.
 - iv) specific items placed on the agenda for consideration, recommendation or ratification.
 - v) consideration of applications for membership.
 - vi) recommendation for the annual general meeting of membership fees for the coming year (Autumn Meeting).
 - vii) any other business at the discretion of the Chairman of the meeting.
 - viii) any matter discussed under “*any other business*” may only be for consideration or recommendation and must be ratified at a future Management Committee meeting or at a general meeting.
- f) Any member may address a meeting of the Management Committee in person upon written application to the Secretary.
 - i) The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least 7 days prior to that meeting.
- g) Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club.
 - i) such representations shall be addressed to the Secretary who will place them before the Management Committee at its next meeting.
 - ii) such representations must be received by the Secretary at least 14 days prior to the meeting at which they are to be considered.
- h) Where a matter is of a serious / urgent nature it may be included in the next meeting at the discretion of the Chairman.

14) Responsibilities of a Range Officer

- a) The RCO always has authority over all persons on the range and in all ways in order to ensure the safe conduct of shooting. He is in control of the firing point and **will not take part in any other activity at the same time**. In particular, **he must not shoot while on duty**.
- b) the RCO may not (in any circumstances) relax such rules and instructions, he may impose greater safety precautions if, in his opinion, such action is required.
- c) The Range Officer on duty is authorised to act as the Management Committee’s representative on the range when shooting is in progress.
- d) The Range Officer is entitled to refuse permission for any person to shoot on the ranges if he has reason to believe that they are not in a fit condition to do so
- e) *In the event of a breach of safety rules or any other behaviour likely, in his opinion, to cause a dangerous situation, his initial action must be to make the situation SAFE.*

- f) The Range Officer on duty shall ensure that all shooting is conducted in accordance with
 - i) The Range Orders and conditions laid down in the range safety certificate
 - ii) Conditions laid down by MOD², TAVRA⁵³ the landlord of the range,
 - iii) The Club's Safety Rules
 - iv) Requirements laid down under "Conduct of Club Activities" in these byelaws.
- g) Each Range Officer is responsible for ensuring their Membership Number and the date and time of their period of duty is logged in the Range Officer's Log.
- h) The Range Officer is responsible for maintaining the range logbook throughout his duty period.
- i) The Range Officer is responsible for ensuring that all visitors and guests complete the Range Log
- j) The Range Officer shall record any damage or incidents occurring during their duty period in the Range Officers Log.
- k) If a Range Officer has to leave the range he is responsible for arranging for a suitably qualified person to act as Range Officer in his absence.
- l) The Range Officer must ensure that any person who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, is authorised to do so under his firearm certificate, and that the ammunition has been entered on the firearm certificate.

15) **Conduct of Club Activities**

- a) All range user's must comply with all current firearms laws in regard to age and permissions when using the range. Failure to do so will result in a loss of membership
- b) No member may shoot any type of air weapon at the club unless accompanied by another person
- c) No member may shoot any type of firearm at the club unless accompanied by another FAC holder.
- d) Only firearms for which the Club is certified may be fired on the appropriate ranges.
- e) All members shall notify the Club Secretary of any material circumstance arising, including revocation of his firearm certificate, which may affect his suitability to be in possession of firearms and/or ammunition .
- f) All persons near the firing points must use adequate and effective hearing protection device when firing is in progress.
- g) A Range Conducting Officer must be chosen from among the experienced shooting members present on the range before shooting commences.
- h) **The Range Conducting Officer will have complete jurisdiction over the range and must be obeyed at all times.**
 - i) the Range Conducting Officer must ensure that flags, safety ropes and signs are in place and the range is clear before shooting commences.
 - ii) the Range Conducting Officer must always wear a Hi-Visible vest

- iii) the Management Committee may override the selection of a Range Officer, if in their opinion the person chosen is unsuitable.
- i) One or more range logbooks shall be kept at the Club's premises for the purposes of recording:
 - i) the names and periods of duty of the Range Officers supervising shooting on the Club's ranges;
 - ii) the names of all persons shooting on the Club's range(s);
 - iii) any infringement of the Club's Safety Rules;
 - iv) any other information which the Management Committee may require.
- j) **Before** shooting commences all members must sign the range logbook giving details of:
 - i) The date
 - ii) the time of arrival at the range and the time of departure
 - iii) the firearms used.
 - iv) The Range Officer in charge
- k) All visitors and guests must:
 - i) sign the range logbook
 - ii) record the date of the visit
 - iii) record the time of arrival at the range and the time of departure
 - iv) record the firearms used.
 - v) record the number of the Range Officer in charge
 - vi) pay the appropriate range fee on every occasion when they shoot on the Club's range(s).
- i) Members shall have access to all parts of the Club's range(s), subject to the provisions of these byelaws, to any instructions given by the Range Officer, and to any notice posted by the Management Committee.
- j) **A probationary member must undertake a course of instruction in the safe handling of firearms before he is permitted to take part in any live firing on the Club's range(s).**
- k) **A probationary member must be supervised at all times when he is on the Club's range(s) by a full member who holds a firearm certificate, or a Range Officer or a qualified coach.**
- l) No person under the age of 15 years shall have access to the range unless they are at all times under the supervision of a parent or guardian, or of a member appointed by their parent or guardian to supervise them.
- m) All members, visitors and guests using the Club's ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.
- n) Every shooter shall ensure that when he/she leaves the firing point is clean and tidy when he has finished shooting, and that his spent cartridges are placed in the bins provided. This applies even if the firing point was not left clean and tidy by the previous user.
- o) Conversation in the firing point area shall be conducted in such a manner that does not distract shooters on the firing point.

- p) No animal shall be allowed on to any part of the Club's premises unless it is always under the control of its owner.
- q) The Range Officer on duty, or any member of the Management Committee may insist upon the immediate removal from any part of the Club's premises of any child or animal that is causing a disturbance which may distract shooters on the firing point.
- r) The Range Officer on duty, or any member of the Management Committee may insist upon the immediate removal from any part of the Club's premises of any shooter, visitor or guest that is behaving in a strange or unsafe manner or from any individual who is behaving in an ungentlemanly and inappropriate manner which may distract shooters on the firing point

16) **Safety**

- a) The safety of shooters, range officers, spectators and the general public is of paramount importance and requires continued and careful attention to any handling of firearms and caution in moving about in the range.
- b) All firearms must be treated as loaded until proved otherwise.
- c) No firearms are allowed into the car parking area unless they are in a gun slip or carry case.
- d) Self-discipline is necessary on the part of every individual on the range. Where such self-discipline is lacking, it is the duty of range officers to enforce discipline and the duty of shooters and officials to co-operate and assist in such enforcement.
- e) The range will be under the command of a Chief Range Officer and any assistant Range Officers that may be appointed.
 - i) for the purpose of this rule, the range is the area of ground in front of the firing points, the firing points and any area to the rear of the firing points within the shooting area.
- f) All firearms, rifles and pistols and air weapons must be unloaded at all times when they are uncased, except when they are being used under the orders of a Range Officer.
 - i) for rifles and pistols, unloaded means that no ammunition is:
 - (1) in the chamber
 - (2) in a fixed magazine;
 - (3) in a removable magazine, whether it is in place on the rifle or pistol.
 - (4) In addition, the bolt or action of a rifle or pistol must be open and the chamber entrance open with a breech flag inserted
 - ii) All members using air rifle refill cylinders must ensure that their cylinders hold a current safety inspection certificate or stamp.
 - iii) All air rifle refill cylinders must be stored in the correct manner and must not be rolling around unsecured.
 - iv) Air rifle refill cylinders that DO NOT hold a current safety inspection certificate or stamp must NOT be brought onto the range.
- g) Under no circumstances may a rifle or pistol:
 - i) be loaded except on the firing point with the muzzle pointing in the direction of the butts
 - ii) be fired in any direction other than towards the target/s appropriate to that firing point;
 - iii) be taken from the firing point whilst loaded.

- iv) be pointed at any person, whether loaded or unloaded.
- v) be placed on the ground, a shooting bench or elsewhere whilst loaded, in a manner such that it ceases to be under the immediate physical control of the shooter
- vi) be handled or touched by any person when the Range has been cleared for shooters to go forward.
- h) No unsupervised person may handle a rifle or pistol or its ammunition, unless he is:
 - i) acquainted with the relevant safety rules; and
 - ii) familiar with the equipment and/or ammunition; and
 - iii) not precluded from doing so by the provisions of the Firearms Acts or any other relevant legislation or requirements.
- i) The firing points will be always kept clear, except for shooters actually firing or about to fire, and for such range personnel as may be necessary.
- j) Any person who interferes with or annoys shooters in any way will be warned to desist, and upon failure to do so, will be ordered from the range.
- k) The Safety Rules shall be displayed on the Club noticeboard at all times.
- l) Any person using the Club's facilities must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.

17) Disciplinary Matters

- a) It is the responsibility of all members to inform the Management Committee of any conduct on the Club premises by any person, whether they are a member of the Club, or a visitor, that is illegal, unsafe, dishonest, discreditable, ungentlemanly or contrary to the conditions of the range safety certificate(s).
- b) Such reports must be made to the Secretary, or if he is not available, to the Chairman or a member of the Management Committee, at the earliest opportunity.
- c) If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Club Secretary (or in his absence the Chairman or Vice Chairperson) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- d) The Secretary (Chairman, Vice Chairperson or Treasurer) shall convene a meeting of three members of the Management Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- e) The Secretary (Chairman, Vice Chairperson or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(es), and will lay those statements before the Sub-Committee when it meets.
- f) The Sub-Committee, having examined the evidence, may decide:
 - i) That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed, or
 - ii) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing
- g) If there is a case to answer a Disciplinary Committee comprising of five members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 16 (d) above.

- h) At the disciplinary hearing all parties to the incident may attend in person, and the accused may have a friend or advisor present with them. If the accused does not attend he shall, on request, be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later
- i) The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision
- j) The Disciplinary Committee shall first decide whether the allegation has been proved or not
- k) If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he does so such notice must be posted on the Club noticeboard within 7 days of the decision being made.
- l) If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
 - i) a verbal warning
 - ii) a written reprimand
 - iii) suspension of the right to use the Club's ranges and facilities for a fixed period of time
 - iv) suspension of all membership rights for a fixed period of time
 - v) immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities
- m) If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the NSRA or other national governing body, which may consider whether further disciplinary action should be taken.
 - i) if the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision
- n) All proceedings of the Sub-Committee under 16 (d) and 16 (g) above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- o) The decision of the committee shall be final
- p) All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary the Chairman shall have a second or casting vote.
- q) When any penalty is imposed on a member by a Disciplinary Committee, or by the NSRA or other national governing body, the Secretary shall post on the Club noticeboard a notice setting out the precise nature and terms of the penalty.
- r) The Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Club or by the NSRA or other national governing body since the last annual general meeting.

18) **Definitions & Miscellaneous**

a) **Guest**

- i) a person who visits the Club's premises at the invitation of the Management Committee and who must be either a member of a **recognised outside organisation or a person who is already known personally to at least one full member of the Club**

b) **Guest Day**

- i) an event involving Guest members which is arranged by the Management Committee for the purpose of attracting new members to the sport of target shooting and to the Club
- ii) **a maximum of twelve Guest Days may be held in any calendar year**
- iii) **the Secretary shall give to the Police notice of the Club's intention to hold a Guest Day not less than 48 hours in advance**
- iv) on such occasions Guests may only be permitted to **shoot under the personal supervision of a full member**
- v) the Management Committee may require payment of a fee by all Guests attending a Guest Day, such fee to be notified to potential Guests in advance of the event

c) **Police Liaison Officer**

- i) a member of the Club who is appointed by the Management Committee to liaise with the Police in order to provide them with such information as they may legitimately require to ensure that the activities of the Club and its members are conducted properly and in accordance with Home Office requirements.

d) **Range Conducting Officer**

- i) a member who holds a Range Conducting Officer's qualification awarded by a national governing body.

e) **Range Officer**

- i) a person who is a Range Conducting Officer and who is authorised by the Management Committee to act as their representative in the supervision of the conduct of shooting on the Club's premises.

f) **Visitor**

- i) a person who is not a member or probationary member of the Club, but who is a full member of another club and/or holds a firearm certificate, and who visits the Club's premises at the invitation of at least one member of the Management Committee.
 - (1) a Visitor may shoot on the Club's ranges provided that on each occasion he/she:
 - (a) shall produce to the Range Officer a valid firearm certificate, or
 - (b) proof of membership of another club, and
 - (c) confirms his/her eligibility to shoot by entering his/her name, address, firearm certificate number and/or other club name in the Club's register of visitors, such entry to be counter-signed by the Range Officer, and
 - (d) pays the range fee and visitor's fee.