



Rules of the Clyde Valley Pistol Club

1.0 GENERAL

1.1 DEFINITIONS.

- 1) Words denoting the masculine gender are taken to include the feminine gender.
 - 2) "The Club" means the Clyde Valley Pistol Club.
 - 3) Unless stated otherwise, "member" means a current Ordinary (FULL) Member, Associate Member, Junior Member, Student Member, Probationary Member, Family Member, and Overseas Member whose subscription is paid up to date and Honorary Life Members.
 - 4) "Range(s)" means the range facilities owned leased or occupied by the Club at 48 Ashgillhead Road, Ashgill, Larkhall, South Lanarkshire ML9 3AE or any other range that the Committee may hire from time to time for the purposes of carrying out the activities of the Club.
 - 5) The Club's "premises" means the place(s) where the Club carries out its activities.
- 1.2 These rules are binding on all members and visitors and must be observed at all times when shooting under the auspices of the Club.
- 1.3 The Rules of the Club shall have the same force and effect as though they were part of the Constitution with the proviso that they may be varied by the Management Committee (with a quorum of not less than 7) to suit the day-to-day management of the Club's activities. Any such variation in the Club Rules shall be made know to the members by posting the relevant amendment on the Club notice board and must be ratified at the next Annual General Meeting.
- 1.4 All classes of member shall be provided with a copy of the Constitution and Rules. In accepting membership of the Club members confirm acceptance of the Constitution and Rules and will be bound by them. The display of the Club Rules and the Constitution on the Club Notice Board and website and shall constitute providing the member with the said documents.
- 1.5 The Club shall seek the approval of the appropriate Home 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.



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- 1.6 The Club may affiliate to any organisation or body, where, in the opinion of the Management Committee, such affiliation would be in the best interests of the Club. These bodies include, but are not limited to, the NRA, UKPSA, SPA and the MLAGB.
- 1.7 All shooting shall be governed by the Club Rules as determined by the Management Committee. Where the Club Rules do not address a particular aspect then, where appropriate, the rules of the NRA, UKPSA, SPA and the MLAGB or other appropriate body shall apply. The Club shall affiliate to these bodies as determined at the Annual General Meeting.
- 1.8 Notwithstanding any provision hereof 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 to, and by all relevant statutes, or other instruments of law, which may be in force. The Club, and the members of the Management Committee, shall not be liable in respect of any loss or damage arising as a result of any breach or non-observance thereof by any member, visitor or guest.

2.0 MEMBERSHIP

- 2.1 Membership subscriptions are due on 1st June annually.
- 2.2 Annual subscriptions for all classes of members (except honorary life members) shall be fixed by the members at the Annual General Meeting.
- 2.3 The classes of membership within the Club are:
- 1) Ordinary (FULL) voting member (after 3 years as an associate member, or serving on Committee)
 - 2) Associate member (after completing 6-month probationary period and Probationers course)
 - 3) Student member (over 18, unwaged and in full time education, fee to be agreed at AGM)
 - 5) Probationary member (paid joining fee, 6 months' probation)
 - 6) Overseas members (fee to be agreed at AGM)
 - 7) Family membership (spouses and children between 12 and 18 years old)



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- 8) Honorary Life Member (no member fees payable)
- 2.4 The minimum age for membership is 12 years. Under 18 must be accompanied by parent.
- 2.5 Ordinary (FULL) and Honorary Life are full members of the Club and are entitled to vote at Annual and Extraordinary General Meetings.
- 2.6 All applications, or recommendations, for any class of membership of the Club must be made to the Secretary who shall be responsible for taking the steps necessary to process them.
- 2.7 Upon receipt of an application for election to any class of membership the Secretary will circulate the application to the members of the Management Committee for their approval. If the prospective member intends to use firearms of a category for which the Club is approved by the Home Office, the Secretary, or his appointed Police Liaison Officer, shall inform the police of receipt of the application and of the outcome of the application.
- 2.8 All applications for membership shall be presented to the Management Committee for review. On a vote on any application for membership a simple majority of those present and eligible to vote shall constitute acceptance.
- 2.9 Upon submission of his application the applicant is liable to pay the subscription appropriate to the class of membership to which he has been elected.
- 2.10 Upon payment of the relevant subscription the Secretary shall enter the applicant's name in the Register of Members of the Club. The period of membership shall begin from the date of such entry in the Register, or the date of the Committee Meeting at which the application was approved if earlier. If the approval of the application was delayed due to cancelled committee meetings, then the date of entry will be used.
- 2.11 Any member of any class who fails to pay any relevant subscription in accordance with these Club Rules will automatically cease to be a member of the Club. See Membership Fees 3.3, 3.4, 3.5 and 3.6



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- 2.12 Any member whose membership is terminated voluntarily, or under Clause 2.11 of these Rules, shall not be entitled to any refund of membership subscription, or other charges which may have been paid, and will remain liable for any subscription, fees or charges which may at the date of termination be due and owing to the Club.
- 2.13 Any member shall immediately notify the Secretary if his authority, or suitability, to own, use, or be in possession of any firearm or ammunition is, or may be affected, by any event or change in his circumstances.
- 2.14 All new members are required to pay a joining fee. The joining fee shall be fixed by the Management Committee at an appropriate meeting.
- 2.15 All applicants for admission to the Club, with or without an FAC, will join the Club in the first instance as probationary members. They will be so graded for a minimum of six months, until accepted for associate membership by the Management Committee and only on completion of the required criteria.
- 2.17 Ordinary (FULL) Membership**
- 1) An Ordinary or Full member is a person who has been agreed to progress to ordinary (FULL) membership by the Management Committee, and who has paid his membership subscription in accordance with these Rules 2.3.1
- 2.18 Associate Membership**
- 1) An Associate member is a person who has completed their probationary period at the club and progressed to the next level of Associate Member.
- 2.19 Student Membership**
- 1) A Student Membership applies to any person who is full time education and unwaged. For those in HE/FE proof of student status must be provided.
 - 2) Where an applicant for any class of membership is under the age of 16 years the application must be counter-signed by a parent or guardian.



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2.20 Probationary Membership

- 1) 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.
- 2) The applicant shall be sponsored by an appropriate existing current member of the Club and a responsible person that knows the member personally. The member of the Club sponsoring the applicant must sign the application form.
- 3) An applicant for probationary membership must complete a membership application form.
- 4) If the applicant is not personally known to the sponsor, the applicant must provide the names and addresses of two referees who have known him for not less than two years.
- 5) The completed application form, and details of referees if necessary, must be handed to the Secretary, or the Duty Officer at the Club together with the relevant joining fee.
- 6) If the applicant is not known to the sponsor, the Secretary may take up the applicant's references before submitting the application to the Management Committee.
- 7) Once an application for probationary membership has been accepted by the Management Committee, and the person has successfully completed the Club safety brief, a probationary member may shoot on the Club's range(s) under the supervision of a suitably qualified member. A suitably qualified member is a person that has successfully completed the probationary period and has been issued with a competency card for the class of firearm being used by the probationer.
- 8) After serving not less than six months as a probationary member, during which time the member has shot on the Club's ranges and has successfully completed the Club's training course, application may be made for progression to Associate Membership.



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- 9) The Management Committee has an absolute discretion to extend the probationary period for any or all probationary members, and to impose such conditions as it deems fit on any or all probationary members.

2.21 Family Membership

- 1) Family membership will be open to existing members to cover their partners and children up to the age of 18. All family members are required to complete six months probationary membership, and each pay the joining fee. Parents will be responsible and accompany their children at the club.

2.22 Overseas Membership

- 1) Overseas membership is available, on payment of the fee set by the Management Committee, to ordinary and associate members that have relocated out with Scotland and wish to retain contact with the Club but are unable to regularly attend.
- 2) Overseas members may apply to the Management Committee to have their previous membership reinstated. On reinstatement the members will be required to pay the appropriate fee.

2.23 Honorary Life Membership

- 1) 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.
- 2) Honorary life members shall not be required to pay any membership subscription or range fees.
- 3) Honorary Life Members shall retain the rights of Ordinary members.



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MEMBERSHIP, COURSE FEES AND PAYMENTS

3.0 MEMBERSHIP FEES

- 3.1 The fees (for membership, joining fee, full bore probationer course fee and any other relevant fee) for the Club shall be determined by vote by those members present at the Annual General Meeting and take account of the recommendations of the outgoing Committee. The fees shall take effect from the 1st June.
- 3.2 The fee year ends on the 31st May each year. All fees for the following year become due on the 1st June each year.
- 3.3 Fee may be paid as follows:
- a) Monthly in 12 equal instalments by Standing Order direct to the Club's bank account. The standing order is arranged by the member direct with the member's bank and is not arranged by the Club. This is the preferred method of paying fees and all members are urged to adopt it.
 - b) By a lump sum for the full year payable by the 31st July.
 - c) Two equal instalments, the first on the 1st June and the second on the 1st November.
 - d) Overseas members are to pay by lump sum by the 30th June.
- 3.4 Any member who has not paid their fee in full by 31st July or, when paying in two equal instalments, not having paid the first instalment by 30th June or who has not paid the second instalment by 30th November shall have 3 months to make good any arrears before being considered a lapsed member and be barred from all privileges of membership.
- 3.5 New members on application must start paying by standing order within 30 days. In the event that the first instalment is not paid within this period, or if the member



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suspends the standing order for a period greater than 3 months then the member will be considered a lapsed member and will be barred from all privileges of membership.

- 3.6 In the case of the default of payment as set out in 3.4 and 3.5 the member shall not be permitted to rejoin the club until they have reapplied for membership by filling in the required application form and paid all arrears.
- 3.7 The joining fee must accompany the application for membership form. No application will be submitted to the Management Committee for consideration that is not accompanied by the joining fee.
- 3.8 In the case of applications for probationary membership the joining fee covers the mandatory indoor probationer's course only. An additional fee is required to cover the outdoor (or full bore) probationer's course for those members wishing to participate in full bore shooting.
- 3.9 All members must have completed the Safety Brief before joining the club and then successfully complete the Probationers Course. Full bore shooters should complete the Full Bore course if they wish to shoot unsupervised (fee applicable).
- 3.10 All prospective new members with a firearm certificate coming from a hunting background, or with no recognised target shooting qualification, are still required to undergo the period of probationary membership and attend the appropriate probationer's course(s) as determined by the Management Committee. The prospective new member will also require having his firearm certificate amended to include target shooting at approved ranges. The Club can sponsor the application for a variation to the members Firearm Certificate provided the new member has successfully completed the Club's probationary course.
- 3.11 All prospective new members shall undergo a Club Safety Brief, which covers the safe handling of firearms, before the prospective member is allowed to take part in live firing on the Club ranges using either the Club firearms (or their own firearm if they have the required FAC target shooting qualification).



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4.0 ADMINISTRATION OF THE CLUB

- 4.1 The President shall not be an ex officio member of the Management Committee but is free to stand for election to that Committee.
- 4.2 All correspondence for the Club shall be handed to the Secretary. No member except the Secretary may enter into or answer any correspondence on behalf of the Club without the express authority of the Chairman, the Secretary or the Management Committee as appropriate.
- 4.3 A register of all members shall be kept by the Secretary or his appointed administrator.
- 4.4 The Treasurer shall maintain the general accounts and ledger books of the Club and shall receive all monies paid by or given to any member which is for the benefit of the Club. The accounts shall be audited as set out in Clauses 11.4, 11.5 and 11.6 of the Constitution.
- 4.5 Any member receiving any money on behalf of the Club must as soon as possible pass it to the Treasurer.
- 4.6 The Club's financial year ends on the 30th April.
- 4.7 Applications for membership shall be placed before the Management Committee whose decision to approve, reject, or defer any such application shall be final.
- 4.8 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 two days prior to the date of the relevant meeting.



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5.0 MANAGEMENT COMMITTEE

- 5.1 The Secretary shall give to all Committee members at least 14 days' notice of each meeting of the Management Committee, such notice is to be in writing.
- 5.2 The Secretary shall agree the agenda of each Management Committee meeting with the Chairperson not less than 14 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.
- 5.3 The business at Management Committee meetings shall be:-
- 1) Apologies for absence.
 - 2) Approval of the minutes of the last meeting.
 - 3) Matters arising from those minutes.
 - 4) Reports from Office Bearers
 - 5) Any other competent business
 - 6) Date of Next Meeting
- 5.4 Any other business is at the sole discretion of the Chairman of the meeting.
- 5.5 Any member may address a meeting of the Management Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least 14 days prior to that meeting.
- 5.6 Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Secretary who will place them before the Management Committee at its next meeting. Such representations must be received by the Secretary at least 14 days prior to the meeting at which they are to be considered.
- 5.7 Any Ordinary (FULL) member may stand for election to the Management Committee, or as an officer of the Club, if proposed and seconded by at least two other members at an Annual or Extraordinary General Meeting.
- 5.8 Any member standing for election as an Officer of the Club, or a member of the Management Committee, must be proposed by two members and must give to the



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- Secretary, not less than two days before the relevant meeting, his consent to stand for election.
- 5.9 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.
- 5.10 In the event of any dispute over voting rights the Secretary, or in his absence the Chairman of the meeting, shall determine who is entitled to vote at any Management Committee meeting, Annual General Meeting or General Meeting.
- 5.11 The members of the Management Committee are hereby indemnified by the Club in respect of:
- 1) any liability reasonably and properly incurred by them on behalf of the Club; and
 - 2) all claims which may be made against them as a result 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.
- 5.12 The Management Committee shall arrange insurance cover for the benefit of members. Members are advised to inspect the policy document and satisfy themselves as to the extent and nature of the insurance provided. Should the member consider that the insurance does not satisfy their entire requirement then they are to arrange, at their own expense, whatever additional insurance they consider necessary. No reduction in annual subscriptions will be allowed for any such insurance arranged by the member.
- 5.13 Members over the age of 75 are advised that, by virtue of their age, the Club's insurer does not provide certain elements of insurance cover. Members over the age of 75 are advised to inspect the Club's insurance and arrange whatever additional insurance they consider they need. No reduction in subscriptions will be provided in respect of any such insurance. Failure to inspect the Club's insurances shall not constitute grounds for action against the Club. Members over 75 are required to indemnify the Club against claims arising out of this in the event that they fail to arrange such insurance.
- 5.14 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



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for that specific purpose, changes to membership fees, range fees, any other Club charges levied upon its members or upon other users of its facilities.

- 5.15 Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 5.16 In accordance with clause 10.6 of the constitution, subject to ratification by the Club in Annual General Meeting, the Management Committee may add, amend or delete any clause contained within these Rules. Any such change must be supported by at least two-thirds of the members of the Management Committee. Any proposal for such addition, amendment or deletion shall be published to the Club membership by a notice displayed at the Club premises for not less than two weeks immediately preceding the date of the meeting at which the proposal will be considered.
- 5.17 All members shall be deemed to have been notified of any addition to, or amendment of, or deletion from, these Rules, 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. Notification is also considered to have been given by the posting of the amendment, or the revised Rules, on the Club notice board.

6.0 CONDUCT OF CLUB ACTIVITIES

- 6.1 Only members with the necessary training, qualifications and experience may take on the duties of the Range Officer at the indoor range. The Range Officer must be familiar with all the relevant safety matters, competition rules and regulations. Where a member wishes to carry out the duties of the Range Officer and does not have the relevant training the member is to apply to the Management Committee to receive the necessary training.
- 6.2 The Secretary, or the Duty Officer, may request any suitably qualified member of the Club to act as a Range Officer for the purpose of shooting at the indoor range.



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- 6.3 Range Conducting Officers or Range Safety Officers for the outdoor full-bore range shall have attended and passed a relevant Range Conducting Officers Course Range Safety Officers run by an appropriate organisation as determined by the Management Committee. Only qualified Range Conducting Officers Range Safety Officers may conduct shooting at the outdoor full-bore range. Only Range Conducting Officers may run at MOD Ranges.
- 6.4 It is the responsibility of all persons frequenting the club to act in a responsible and safe manner and to report to the Duty Officer, the Range Officer, or any Club Official, any unsafe conduct on the part of any other person.
- 6.5 All persons shooting for the first time shall first be cleared to do so by the Club Coach. Should there be no Coaches present; the said clearance may be done by the Duty Officer, or the Range Conducting Officer in the case of an outdoor range.
- 6.6 Persons who are not Club members shall not be allowed into any area where they may have access to firearms or ammunition except under the direct supervision of the Range Officer-and with the approval of the Duty Officer.
- 6.7 Any firearm brought into the Club must be legally held and must be "in proof" if it is intended to be fired.
- 6.8 All shooting shall be under the control of the Range Officer. The authority of the Range Officer is absolute on all matters relating to the range usage and shall supersede that of the Duty Officer in this respect. Any infringement of safety regulations shall be reported to the Duty Officer immediately. The Range Officer shall have the power to suspend any member, but only for 24 hours, and only in respect of breach of the range regulations. Such suspension shall be reported to the Duty Officer.
- 6.9 The authority of the Duty Officer is absolute and binding on all persons present, and they shall have the power to suspend any person for infringement of the rules. Any other Committee Member shall also have the power to suspend for infringement of rules but should report any such action to the Duty Officer who will enter the particulars in the range incident book.
- 6.10 Any person suspended under Rule 6.8 and 6.9 shall be required to submit a written account of the incident to the Committee within 7 days. The Committee will consider the matter at its next meeting and may invite the member to attend such a meeting.



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- 6.11 Conduct within the Club premises, and elsewhere under the auspices of the club, shall be governed by the Club Rules established in accordance with Clause 19 of the Constitution.
- 6.12 The Committee may from time to time regulate the use of the range or ranges, during club hours and may draw up conditions of all competitions, arrange handicapping and matches for this purpose-
- 6.13 Only ammunition (and firearms) that comply with the safety certificate of the club range or of any range, whether indoor or outdoor, that is hired by the Club may be used by any member, visitor or guest of the Club. Only ammunition designed for target shooting is allowed on any range used by the Club. Expanding, armour piercing and tracer ammunition is not allowed in the Club premises or on any outdoor range used or hired by the Club. Slug is banned for both the indoor range at Ashgill and at the outdoor range at Blairadam. For the indoor range at Ashgill the maximum muzzle velocity is 1410 ft/sec, the maximum muzzle energy is 475 ft lb and the maximum calibre is 0.455cal. Black powder is not to be used.
- 6.14 All members shall notify the Secretary of any material circumstance arising, including revocation of his firearm certificate, medical grounds, or any other matter which may affect his legal authority or suitability to be in possession of firearms and/or ammunition in accordance with the firearm or other relevant Legislation.
- 6.15 All persons must use an adequate and effective hearing and eye protection devices when firing is in progress. This applies to the Club's indoor range and any outdoor range either owned or hired by the Club.
- 6.16 One or more range logbooks or electronic recording of, shall be kept at the Club's premises for the purposes of recording:
- 1) the names and periods of duty of the Range Officers supervising shooting on the Club's ranges.
 - 2) the names of all persons shooting on the Club's range(s).
 - 3) any infringement of the Club's Safety Rules.
 - 4) all sales of ammunition and other goods to persons using the Club's facilities.
 - 5) any other information which the Management Committee may require.



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- 6.17 All members must sign the range logbook **or electronic recording of**, giving details of the firearms used, and the competitions in which they took part, on every occasion when they shoot on the Club's range(s). The format of this will reflect the layout of the member's firearms certificate, or in the case of a probationer the Club's firearm certificate. This information will be made available to the police during the Club's 6 monthly police inspections.
- 6.18 All visitors and guests must sign the sign-in sheet and where applicable pay the visitor's fee and range fee if they shoot on the Club's range(s).
- 6.19 Members shall have access to all parts of the Club's range(s), subject to the provisions of these Rules, to any instructions given by the Range Officer, and to any notice posted by the Management Committee.
- 6.20 A probationary member must be supervised at all times when he is on the Club's range(s) by an appropriate experienced member, a Range Conducting Officer, or a qualified Coach.
- 6.21 No person under the age of 12 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 his parent or guardian to supervise him.
- 6.22 Persons under the age of 12 may not, under any circumstances, fire any firearm or air weapons in the range or during any shoot run anywhere under the auspices of the Club.
- 6.23 All persons that joins the Club for the sole purpose of participating in airgun disciplines shall undergo the Club Safety Brief set out in 3.11 before shooting and attend the Probationer's Course set out in 3.9.
- 6.24 Details at the indoor range shall last approximately 20 minutes, or less when there are other members waiting to shoot. This Rule shall not apply during a competition, or if the Range Officer directs otherwise.
- 6.25.1 All shooters shall enter their names in the detail book **or electronic recording of**, such that:
- 1) Probationary members and visitors from other Clubs shall declare this to the Duty Officer and Range Officer before shooting. This may be recorded on a "signing in" sheet.



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- 2) Any names shall not be outstanding for more than 2 details.
- 3) There shall be at least two detail spaces between entries.
- 6.26 It will be the responsibility of the shooter to ensure that the Range Officer is aware of any match cards being shot.
- 6.27 The Duty Officer may at their discretion suspend the detail Rota to allow the shooting of match cards.
- 6.28 The length of a detail at the outdoor range shall be fixed by the Range Conducting Officer to suit the conditions prevailing on the day.
- 6.29 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.
- 6.30 Every shooter shall ensure that when he leaves the firing point, both at the indoor range and at the outdoor range, clean and tidy when he has finished shooting, and that his spent cartridges are placed in the bins provided or removed from the range in the case of the outdoor range. This applies even if the firing point was not left clean and tidy by the previous user.
- 6.31 Shot targets shall then be patched and returned to the range.
- 6.32 Firearms shall not be handled whilst any person is forward of the firing point.
- 6.33 Magazines may be charged on the firing point but may not be loaded into the firearm without the Range Officers permission.
- 6.34 Magazines may also be charged off the firing point but under no circumstances be inserted into the firearm until the firearm is on the firing point and pointing in the direction of the targets and then only when instructed to do so by the Range Officer.
- 6.35 Conversation and movement in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.



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- 6.36 No animal shall be allowed on to any part of the Club's premises unless it is at all times under the control of its owner. No animal shall be allowed to enter the outdoor range where farm animals are being kept.
- 6.37 The Range Officer, or Range Conducting Officer on duty, or any member of the Management Committee may insist upon the immediate removal from any part of the Club's premises, or range, any member, visitor, or other person, or animal causing a disturbance which may distract shooters on the firing point.
- 6.38 The entry fee for all competitions must be paid before shooting in such competitions and cards must be completed by the date specified. Failure to do so entails disqualification but relief may be granted by the committee in exceptional circumstances.
- 6.39 All ventilation fans must be switched on whilst firing is in progress in the indoor range.
- 6.40 Smoking is not permitted in the Club premises. Smoking on the outdoor range is governed by the rules of the owner or operator of the range.
- 6.41 Alcohol is forbidden in the Club premises except on occasions authorized by the Management Committee and then only when no firearms or ammunition are present.
- 6.42 Cars may only be parked in the car park adjacent to the bottom of the range at Asghil.
- 6.43 All members and visitors to note that the use of foul or abusive language is forbidden in the Club house at Ashgill and at any outdoor range hired by the Club.

7.0 SAFETY

- 7.1 The shooting at the Club premises, or at the outdoor range, is to take place in accordance with the Club Safety Rules. Where the Club Safety Rules do not cover a situation then the Rules issued by the NRA, SPA, MLAGB and NSRA, subject to any amendments necessary to reflect the particular circumstances of the Club, shall be adopted.
- 7.2 The Safety Rules shall be displayed on the Club noticeboard, and at each of the Club's ranges, at all times when the Club's facilities are in use. A copy is also available on request to the Secretary.



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- 7.3. Every 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.
- 7.4 No person may shoot, who is not familiar with procedure to be followed, in the event of a firearm malfunction.
- 7.5 On the Range Officer's command "*Stop, Stop, Stop*" all shooters shall immediately cease fire, place the firearm on the bench and step back and await the instructions of the Range Officer or the Range Conducting Officer.
- 7.6 It is the duty of any member who witnesses an unsafe act or condition to issue the command to "*Stop, Stop, Stop*". The command will have the same effect as though it had been issued by the Range Officer or the Range Conducting Officer.
- 7.7 Holstered firearms may not be worn in the Clubroom unless during Practical Courses, Competitions, or by prior consent from the Management Committee.
- 7.8 All uncovered firearms:
- (a) being taken from the range into the Clubroom must first be inspected and cleared as safe by the Range Officer and
 - (b) brought into the Clubroom must immediately be inspected and cleared as safe by the Duty Officer.
- 7.9 On the outdoor range, all firearms are to be returned in an unloaded condition to the gun case or rifle slip before moving between firing points and to the car park.
- 8.0 RANGE CONDUCTING OFFICERS RANGE SAFETY OFFICERS**
- 8.1 The Range Conducting Officer or Range Safety Officer runs the outdoor full-bore range. Range Conducting Officer or Range Safety Officer is authorised to act as the Management Committee's representative on the range when shooting is in progress.
- 8.2. The Range Conducting Officer or Range Safety Officer on duty shall ensure that all shooting is conducted in accordance with:
- 1) the Range Orders and conditions laid down in the range safety certificate,
 - 2) conditions laid down by MOD, TAVRA, or the landlord or hirer of the range,



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- 3) the Club's Safety Rules,
 - 4) requirements laid down under "Conduct of Club Activities" in these Rules.
- 8.3 Range Conducting Officers' Range Safety Officer periods of duty shall be set out in a rota drawn up by the Secretary, or his appointed Committee Member, and posted on the Club's notice board Range Safety Officer or the web site. The duty rota may be amended by the Range Conducting Officer Range Safety Officer on the day of shooting to take account of any special circumstances that may arise.
- 8.4 The Range Conducting Officer or Range Safety Officer (or the Range Officer in the case of the indoor range) must not shoot while discharging his duties. If the Range Conducting Officer Range or Safety Officer wishes to shoot he shall hand over his responsibilities to another qualified Range Conducting Officer Range Safety Officer (Or Range Officer) if this is permissible, before firing.
- 8.5. If a Range Conducting Officer Range Safety Officer is unable to be present on the range during the whole of his duty period, he is responsible for arranging for a suitably qualified person to act as Range Conducting Officer Range Safety Officer in his absence if this is permissible.
- 8.6 The Duty Officer (for the indoor range), or the appointed Range Conducting Officer Range Safety Officer (for the outdoor range), on duty is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place.
- 8.7 When shooting has finished the Duty Officer (for the indoor range), or Range Conducting Officer Range Safety Officer (for the outdoor range), is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management Committee or the organisation that has leased or rented the range to the Club.
- 8.8 The Range Officer, or Duty Officer, or Range Conducting Officer Range Safety 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.
- 8.9 The Range Officer, or Duty Officer, or Range Conducting Officer Range Safety Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee. Or under the conditions of the range hire.



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- 8.10 The Duty Officer, or Range Conducting Officer, is Range Safety Officer responsible for maintaining the range logbook throughout his duty period.
- 8.11 Any person (member, guest or visitor) who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, must ensure that they have paid for it and have the legal authority to possess it.

9.0 DISCIPLINARY MATTERS

- 9.1 It is the responsibility of all members to inform the Management Committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, or contrary to the conditions of the range safety certificate(s).
- 9.2 Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.
- 9.3 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) 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.
- 9.4 The Secretary (Chairman 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.
- 9.5 The Secretary (Chairman 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.
- 9.6 The Sub-Committee, having examined the evidence, may decide:
- 1) 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



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- 2) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 9.7 If there is a case to answer a Disciplinary Committee comprising five members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 9.4 above.
- 9.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall 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.
- 9.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 9.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 9.11 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 given within 7 days of the decision being made.
- 9.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
 - 1) A verbal warning.
 - 2) A written reprimand.
 - 3) Suspension of the right to use the Club's ranges for a fixed period of time.
 - 4) Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - 5) Suspension of all membership rights for a fixed period of time.
 - 6) 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.
- 9.13 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 appropriate



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- national governing body, which may consider whether further disciplinary action should be taken. 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.
- 9.14 All proceedings of the Sub-Committee under 9.4 and 9.6 above, and of the Disciplinary Committee, shall be recorded in the minutes. Copies of the minutes shall accompany any report to the appropriate national governing body.
- 9.15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary, within 7 days, a notice of appeal.
- 9.16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution for the purposes of calling an Extraordinary General Meeting of the members of the Club to hear the appeal.
- 9.17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 9.18 On the hearing of the appeal by the Extraordinary General Meeting the provisions of clauses 9.8 to 9.14 inclusive shall apply.
- 9.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in Extraordinary General Meeting 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.
- 9.20 All persons involved in any dispute shall not be entitled to vote on any aspect of the disciplinary action against the person or persons that may be disciplined.
- 9.21 When any penalty is imposed on a member by a Disciplinary Committee, or at an Extraordinary General Meeting, or by the appropriate national governing body, the Secretary shall post on the Club noticeboard a notice setting out the precise nature and terms of the penalty.



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9.22 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 appropriate national governing body since the last Annual General Meeting.

10.0 MISCELLANEOUS

10.1 Guest

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 appropriate member of the Club.

10.2 Guest Day

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. A maximum of twelve Guest Days may be held in any calendar year. 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. On such occasions Guests may only be permitted to shoot under the personal supervision of a full member. 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.

10.3 Police Liaison Officer

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 ensuring that the activities of the Club and its members are conducted properly and in accordance with Home Office requirements.

10.4 Range Conducting Officer or Range Safety Officer

Is a member who holds a Range Conducting Officer's or Range Safety Officer's qualification awarded by a national governing body.

10.5 Range Officer

Is a suitably qualified person 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.



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10.6 **Visitor**

A visitor is a person who is not a member of the Club, but who is a full member of another, club, and holds a firearm certificate and who visits the Club's premises at the invitation of at least one member of the Management Committee. A Visitor may shoot on the Club's ranges provided that on each occasion:

- 1) He and his sponsor give the Secretary 48 hour notice of the pending visit.
- 2) Produces to the Range Officer his firearm certificate or proof of membership of another club.
- 3) Signs the range register to confirm that he is not a prohibited person under Section 21 of the Firearms Act 1998, enters his name, address, and firearm certificate number, details of the firearm to be used and the name of the club he is visiting from.
- 4) Pays the range fee and the visitor's fee.

These Rules come into force onand supersede all previous Rules.



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Appendix A Range Safety and General Instructions.

All Range Officers are to carefully follow the instructions set out below and not vary them. Range Officers must be ordinary, or associate, members of the club, or supervised probationers.

Safety on the Indoor Range

The following procedure applies to all shooting details.

- 1 Range doors shut (that is the door to the clubroom and range - once shut no further access will be allowed, including putting up of targets). Inform the shooters of the "Stop, Stop, Stop" command (see 12)
- 2 Firearms to the point.
- 3 Ear protection on.
- 4 Load.
- 5 Are you ready?
- 6 Start (Shoot, Fire, at your own target etc. Variation is acceptable here).
- 7 All finished.
- 8 Unload and show clear (Range Officer is to visually inspect each and every gun and magazine).
- 9 Rack guns.
- 10 Remove ammunition from the point.
- 11 Range is safe to advance, remove shot targets, pick up brass forward of the firing point (only after the Range Officer has visually inspected each and every firing point).
- 12 On hearing the command "Stop! Stop! Stop!" Shooters are to immediately put down their weapons and step back from the firing point until they receive further instruction.



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Range Tidiness

The following actions are to be carried out at the end of each detail, or at the end of the day's shooting, as appropriate.

- 1 Shot targets are to be removed from the target backing for patching, in the clubroom, or are to be placed in the rubbish bins.
- 2 New targets are **NOT** to be put up by the completing detail. New targets will be put up by the next detail as it comes in to shoot.
- 3 When clearing Muzzle Loading Revolvers, it is sufficient to ensure that there are no caps on the nipples. It is **NOT** necessary, and it is potentially dangerous, to "upend" the revolver and inspect each chamber.
- 4 **ALL** brass, including, .22 rimfire, is to be collected at the end of the evening along with any Airsoft ammunition.

Range Officer's General Responsibilities

- 1 The Range Officer is to ensure safety during shooting. Any member shooting in an unsafe manor or doing anything with a gun whether it is loaded or unloaded that would constitute a safety infringement is to be stopped and corrected. A second infringement will result in a further warning and the member will be stopped from shooting for that detail. The matter will then be reported to the Duty Officer who shall consider whether or not to allow the member to continue shooting for the evening. If the infringement is sufficiently serious, or is a repeat infringement, the Duty Officer may refer the matter to the Management Committee for review and further action as it sees fit.
- 2 The Range Officer has the power to suspend any member, but only for 24 hours and only with regards to a breach of range regulations.
- 3 In all cases any safety matter in the range is to be entered into the incident book.

SAFETY IS EVERYONES RESPONSIBILITY.



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- 4 The Range Officer is to check the targets of probationary members to assess the level of skill of said member. Only once the probationer has regularly achieved a good skill level will he/she be allowed to shoot unsupervised.
- 5 The Range Officer is to ensure that all targets are removed and patched or placed in the rubbish bins. Patched targets are to be placed in the appropriate place. Targets are not to be fixed one on top of the previously shot one. The retiring detail is not to put up targets for the incoming detail.
- 6 No targets are to be left lying at the bottom of the range. The Range Officer is to visually check for targets left in this area and recall anyone leaving a target there.
- 7 The Range officer shall walk forward at the end of the detail and inspect the baffles and target surrounds for damage. If damage is seen the Range Officer and Duty Officer shall determine the reason for misplaced shots and the shooter informed and adjustments made to correct. The repair should be carried out and holes filled.
- 8 The last Range Officer of the evening and the Duty Officer are, at the end of the evenings shooting, to ensure that the range is, as far as reasonably practical, clear of spent cases, shot targets and general rubbish.
- 9 All members are responsible for the cleanliness of the range. The Range Officer is, however, responsible for ensuring this and, if necessary, to correct any member not adhering to Club Rules on this matter. If a member continues to ignore these rules, then he/she shall be given a verbal warning by the Range Officer. The Range Officer will then report the matter to the Duty Officer who shall record it in the "incident book". If the member in question continues to ignore the rules then the Range Officer shall report this to the Duty Officer who shall expel the member for the evening and report the matter to the Management Committee for further action, which may include suspension from the club.
- 10 In the case of out of hours shooting, where no Club Officer is present, then the next Duty Officer shall report any matters of range cleanliness to the Management Committee, after recording the matter in the incident book. The Management Committee shall then contact the shooters concerned and, if it is a first occurrence, remind the shooter(s) of their responsibilities. If after a warning the matter is not resolved then the Management Committee shall suspend out of hour shooting (for one or all members as appropriate) or insist that out of hours shooting can only continue if a Management Committee member can be found who is willing to act as an out of hours Duty officer, until such times as the matter can be raised at a Management Committee meeting and a lasting resolution found.