

Byelaws of Solent Target Shooting

adopted on the Fifteenth day of December 2019

Notes: Any words in **underlined bold** are requirements under Home Office criteria for approval of clubs, and therefore must not be amended.

Where any conflict exists between the terms of any Club documents, the following order of priority shall determine which document prevails:

- i. Constitution
- ii. Byelaws
- iii. Policies
- iv. Other Club Documents

1 General

1.1 Definitions:

- 1.1.1 Words denoting the masculine gender are taken to include the feminine gender.
- 1.1.2 "The Club" means Solent Target Shooting.
- 1.1.3 Unless stated otherwise, "member" means a current full member (i.e. Founding; Full Adult; Junior; 21 & Under; Concessionary; or Armed Forces & Blue Light Card members whose subscription is paid up to date).
- 1.1.4 "Range(s)" means the range facilities owned, leased, hired or occupied by the Club from time to time and includes both the land and buildings.
- 1.1.5 The Club's "premises" means the place(s) where the Club carries out its activities whether owned, leased, hired or occupied by the Club from time to time and includes both the land and buildings.
- 1.1.6 "SCC" means a valid, in date Shooter Certification Card which has been arranged by the Club, pursuant to the relevant SCC assessment(s) conducted by the Club; has been issued to the Club by the NRA or other National Governing Body; has then been issued by the Club to the individual member; and which covers the category of firearm to be used by the member or by any person the member is directly supervising. For the avoidance of doubt, Shooter Certification Cards arranged via and issued by other clubs will not meet the Club's definition of "SCC".

- 1.2 The byelaws of the Club shall have the same force and effect as though they were part of the constitution.
- 1.3 All classes of member shall be provided with a copy of the constitution and byelaws and any amendments pertaining thereto. In accepting membership of the Club members confirm acceptance of the constitution and byelaws and will be bound by them.
- 1.4 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.
- 1.5 The Club may affiliate to any body where, in the opinion of the Management Committee, such affiliation would be in the best interests of the Club.
- 1.6 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, 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 Membership

- 2.1 Membership subscriptions are due on 1st January annually.
- 2.2 Annual subscriptions for all classes of members and joining fees shall be fixed by the members at the annual general meeting, and annual subscriptions shall be applied on a pro-rata basis for applicants accepted part way through the Club's financial year.
- 2.3 The classes of membership within the Club are:
 - 2.3.1 Probationary member
 - 2.3.2 Founding Member
 - 2.3.3 Full Adult member
 - 2.3.4 Junior member
 - 2.3.5 21 & Under
 - 2.3.6 Concessionary
 - 2.3.7 Armed Forces & Blue Light Card
- 2.4 All classes of member of the Club are entitled to attend annual and extraordinary general meetings. Probationary members and Under-21's members who have not reached the age of 18 are not entitled to vote.
- 2.5 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.
- 2.6 Upon receipt of an application for election to any class of membership if the prospective member intends to use firearms of a category for which the Club is approved by the Home Office, **the Secretary shall inform the police of receipt of the application and of the outcome of the application.**
- 2.7 On a vote on any application for membership only the unanimous agreement of those present and eligible to vote shall constitute acceptance.
- 2.8 Upon acceptance of their application the applicant is liable to pay the annual subscription appropriate to the class of membership to which they have been elected.
- 2.9 Upon payment of the relevant subscription the Secretary shall issue a membership card and 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.
- 2.10 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, and during the period from 1st January until either the relevant subscription has been paid or their membership ceases they will not be entitled to take part in club shoots or to vote at any general meeting of the club unless specific agreement to defer payment of the relevant subscription (until no later than 31 March) has been reached with the Secretary.
- 2.11 The Management Committee has an absolute discretion to allow a person whose membership has lapsed as a result of non-payment of subscription to be reinstated upon payment of the relevant subscription and of any other sums which may be due and owing to the Club by the person concerned. The Management Committee may require a person whose membership has lapsed to re-apply for membership.
- 2.12 Any member whose membership is terminated voluntarily or under Clause 8.12 of these byelaws 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. In such circumstances, or where such information has come to light as the result of direct communication from the police, the Management Committee shall have absolute discretion to immediately revoke the member's SCC and require them only to have access to firearms and ammunition under direct 1-1 supervision (as with any other member not in possession of an SCC) or, depending upon the circumstances, immediately suspend (and ultimately, if necessary, revoke) the member's membership of the club.

2.14 Probationary Membership

- 2.14.1 A probationary member is a person whose application for probationary membership of the Club has been accepted by the Secretary or Management Committee as appropriate and who has paid the relevant joining fee.
- 2.14.2 An applicant for probationary membership shall complete a membership application form.
- 2.14.3 **The applicant shall be sponsored by an existing current full member of the Club** who must confirm via email to the Secretary their willingness to support the application and who, if the applicant is not personally known to the sponsor, must also be a member of the Management Committee or be a qualified RCO, RSO, Club Instructor or Coach, and must have met the applicant in person on an informal basis to assess their suitability to join the Club.
- 2.14.4 The applicant must provide the names and addresses of two referees who have known him for not less than two years.
- 2.14.5 Applications for membership and payment of the relevant joining fee must be made via full completion of the online application form available via the club's website.
- 2.14.6 The Secretary shall request Police vetting checks and take up the applicant's personal references.
- 2.14.7 If the application is rejected by the Secretary or Management Committee prior to requesting Police vetting checks, the joining fee will be returned to the applicant.
- 2.14.8 Where no issues arise in respect of the application form and personal references, and the Police vetting response advises no concerns at this time (or such future equivalent response), the Secretary may confirm Probationary Membership without reference to the Management Committee.
- 2.14.9 Where issues arise in respect of the application form, or the Police vetting response advises the applicant should only have supervised access to firearms and ammunition whilst at the club (or such future equivalent response), the Secretary shall refer to the Management Committee before either confirming or rejecting Probationary Membership as directed by the Management Committee.
- 2.14.10 Where issues arise in respect of the personal references, or the Police vetting response advises the applicant is not regarded as a suitable person to hold a licence under the Firearms Act (or such future equivalent response) without advising they may still be permitted supervised access to firearms and ammunition whilst at the club, the Secretary shall reject the application.
- 2.14.11 Once his application has been accepted by the Secretary or Management Committee as appropriate, he has paid the relevant course fees, and he has completed a course of instruction in accordance with clause 5.12, **a probationary member may shoot on the Club's range(s) under the direct one-to-one supervision of a full member** who holds an SCC.
- 2.14.12 After serving not less than **three months** as a probationary member, during which he has shot on the Club's ranges on not less than six occasions; successfully completed all probationary training; and passed a Shooter Certification Card assessment by the Club for the categories of firearm the individual wishes to use application may be made for election to full membership and, provided the Police vetting response did not advise the applicant should only have supervised access to firearms and ammunition whilst at the club (or such future equivalent response), for the Club to arrange and issue a Shooter Certification Card for the categories of firearm for which they have been tested by the Club.
- 2.14.13 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.
- 2.14.14 Probationary membership will be deemed to have lapsed 12 months from the date such membership was confirmed or if the individual does not shoot with the Club for a period exceeding 3 months, unless exceptionally extended by the Management Committee under clause 2.16.13.

- 2.14.15 **The Club shall never have more probationary members than full members**, and shall also never have more than 20 probationary members at any one time.

2.15 Founding Member

- 2.15.1 A founding member is a full member who was elected to any class of membership (including probationary) by the Management Committee prior to the club receiving confirmation that it has been granted Home Office Approved status, and who has paid his membership subscription for the current year.

2.16 Full Membership

- 2.16.1 A full member is a person who has been elected to any class of membership (other than probationary) by the Secretary or Management Committee as appropriate and who has paid his membership subscription for the current year.
- 2.16.2 An applicant for full membership shall complete a membership application form.
- 2.16.3 **The applicant shall be sponsored by an existing current full member of the Club** who must confirm via email to the Secretary their willingness to support the application and who, if the applicant is not personally known to the sponsor, must also be a member of the Management Committee or be a qualified RCO, RSO, Club Instructor or Coach, and must have met the applicant in person on an informal basis to assess their suitability to join the Club.
- 2.16.4 Any person who can prove that he is already a full member of another club, and any person who holds a current firearm certificate, may apply to the Management Committee to become a full member of the Club without the need for a period of probationary membership but, before membership is confirmed, must satisfactorily pass the Club's Shooter Certification Card assessment for the categories of firearm he or she wishes to use and attend not less than 2 Club shoots or probationary modules deemed satisfactory by the duty RO.
- 2.16.5 Any person who can prove that he is a serving member of the Armed Forces or is a serving firearms officer with the Police Force, may apply to the Management Committee to become a full member of the Club without the need for a period of probationary membership subject to providing 2 satisfactory references and a letter from their Commanding Officer confirming weapons test status but, before membership is confirmed, must satisfactorily pass the Club's Shooter Certification Card assessment for the categories of firearm he or she wishes to use and attend not less than 2 Club shoots or probationary modules deemed satisfactory by the duty RO.
- 2.16.6 The applicant must provide the names and addresses of two referees who have known him for not less than two years.
- 2.16.7 Applications for membership and payment of the relevant joining fee must be made via full completion of the online application form available via the club's website.
- 2.16.8 The Secretary shall take up the applicant's personal references and unless the applicant is an existing FAC holder with not less than six months remaining before the expiry of his FAC also request Police vetting checks.
- 2.16.9 If the application is rejected by the Secretary or Management Committee prior to requesting Police vetting checks, the joining fee will be returned to the applicant.
- 2.16.10 Where no issues arise in respect of the application form and personal references, and the Police vetting response advises no concerns at this time (or such future equivalent response), the Secretary may confirm Full Membership without reference to the Management Committee.
- 2.16.11 Where issues arise in respect of the application form, or the Police vetting response advises the applicant should only have supervised access to firearms and ammunition whilst at the club (or such future equivalent response), the Secretary shall refer to the Management Committee before either confirming or rejecting Full Membership.
- 2.16.12 Where issues arise in respect of the personal references, or the Police vetting response advises the applicant is not regarded as a suitable person to hold a licence under the Firearms Act (or such future equivalent response) without advising they may still be permitted supervised access to firearms and ammunition whilst at the club, the Secretary shall reject the application.

2.16.13 Any applications for Full Membership referred to the Management Committee by the Secretary shall only be confirmed upon unanimous agreement of the Management Committee at a properly convened Management Committee meeting.

2.16.14 In considering an application by a probationary member the Secretary or Management Committee as appropriate shall have regard to any concerns that may have been raised by any RO/RA/Committee Member during his probationary period.

2.17 Junior Membership

2.17.1 A junior member is a person between the ages of 22 and 25 inclusive at the start of the Club's current financial year, and who has been elected to full membership by the Secretary or Management Committee as appropriate and has paid his membership subscription for the current year.

2.18 21 & Under Membership

2.18.1 A 21 & Under member is a person between the ages of 14 and 21 inclusive at the start of the Club's current financial year, and who has been elected to full membership by the Secretary or Management Committee as appropriate and has paid his membership subscription for the current year.

2.18.2 Where an applicant for probationary or full membership is under the age of 18 years his application must be counter-signed by a parent or guardian.

2.19 Concessionary Membership

2.19.1 A Concessionary member is a person who has either attained the age of 65 at the start of the Club's financial year, or who a disabled shooters confirmed through sight of an in-date blue badge or a PIP letter that is not more than six months old, and who has been elected to full membership by the Secretary or Management Committee as appropriate and has paid his membership subscription for the current year.

2.20 Armed Forces & Blue Light Card Membership

2.20.1 An Armed Forces & Blue Light Card member is a person who has provided evidence that as at the beginning of the Club's financial year they are a serving member of the UK Armed Forces or a holder of a valid Blue Light Card, and who has been elected to full membership by the Secretary or Management Committee as appropriate and has paid his membership subscription for the current year.

3 Administration of the Club

3.1 Any member who becomes aware (or believes) that any clause(s) within the Club's constitution, byelaws, or policies are or become inconsistent with current legislation; with current rules and requirements of any relevant National Governing Body; with the general principles of good governance; or which conflict with any other clause(s) within these documents should alert the Secretary without delay.

3.2 All correspondence for the Club shall be handed to the Secretary (or sent via email to the Secretary's club email account). 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.

3.3 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 Committee meeting, annual general meeting or extraordinary general meeting.

3.4 A register of all members past and present shall be kept by the Secretary and may be inspected by any member, subject to giving reasonable written notice to the Secretary.

3.5 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.

- 3.6 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.
- 3.7 The Club's financial year end date shall be 30th December.
- 3.8 The Treasurer shall prepare and file (where appropriate) annual accounts and any other returns of a financial nature required for the Club. The preceding year's annual accounts will be circulated to all members via email by the Secretary prior to each annual general meeting, and the Treasurer shall make available for examination upon the reasonable request of any full member the underlying ledgers and documentation which support them.
- 3.9 Any member standing for election as an officer of the Club or member of the Committee must be proposed by two members and must give to the Secretary not less than fourteen days before the relevant meeting his consent to stand for election.
- 3.10 Existing officers of the Club and members of the Management Committee whose term is coming to an end may stand for re-election if they wish to without the need to be proposed.
- 3.11 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.
- 3.12 The business of the annual general meeting shall be summarised in an agenda which shall be sent to members or posseted on the Club's website or electronic notice board not less than seven days prior to the meeting, and shall be:
- 1) Apologies for absence.
 - 2) Approval of the minutes of the last annual general meeting.
 - 3) Matters Arising from those Minutes.
 - 4) General reports covering the preceding year and the present state of the Club and its members.
 - 5) Presentation and acceptance of the accounts for the preceding financial year.
 - 6) Formal vote of the Membership as to whether they require the appointment of auditors for the coming year.
 - 7) Fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year.
 - 8) Election of Chairman (where appropriate).
 - 9) Election of Secretary (where appropriate).
 - 10) Election of Treasurer (where appropriate).
 - 11) Election of the remaining Management Committee Members (as appropriate).
 - 12) Consideration of any recommendations by the outgoing Management Committee for changes to the constitution.
 - 13) Ratification of any Byelaws or Policies introduced or amended by the Management Committee since the previous annual general meeting.
 - 14) Consideration of any item(s) of business notified in writing to the Secretary by any member not later than 4 weeks before the date of the annual general meeting. Before any such item is placed on the agenda for discussion it must be proposed as an item for inclusion on the agenda for the annual general meeting by at least two voting members of the Club.
 - 15) Any other business at the sole discretion of the Chairman of the meeting. Any matter discussed under "any other business" may only be for consideration or recommendation and must be ratified at a future meeting of the new Management Committee, or (where necessary) at a future annual general meeting or extraordinary general meeting.

- 3.13 Any full member of not less than nine months standing may stand for election to the Management Committee, or as an officer of the Club, if proposed and seconded by at least two other voting members at an annual or extraordinary general meeting, but must (where applicable) already hold the necessary current qualification for that role as set out in the Club's constitution.
- 3.14 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.

4 Management Committee

- 4.1 The Secretary shall give to all Committee members at least fourteen days' notice of each meeting of the Management Committee, such notice to be via email to Committee members' club email addresses.
- 4.2 Committee members may request the addition of specific agenda items by emailing the Secretary not less than ten days before the meeting.
- 4.3 The Secretary shall circulate the agenda of each Management Committee meeting to Committee members along with any supporting attachments via email to Committee members' club email addresses not less than seven days before the meeting.
- 4.4 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) Specific items placed on the agenda for consideration, recommendation or ratification.
 - 5) Consideration of applications for membership.
 - 6) Recommendation for the annual general meeting of membership fees for the coming year (Autumn Meeting).
 - 7) Any other business at the discretion of the Chairman of the meeting. 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.
- 4.5 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 fourteen days prior to that meeting.
- 4.6 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 fourteen days prior to the meeting at which they are to be considered.
- 4.7 The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
- 4.8 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.
- 4.9 The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks, and shall encourage but may not insist that members using its facilities also have adequate insurance cover personally (such as that provided by the NRA and other National Governing Bodies as part of annual personal membership of those bodies).
- 4.10 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,

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

- 4.11 Applications for membership with which the Secretary either does not have authority to deal or where authority is held nonetheless feels referral to the Management Committee is warranted shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.12 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.
- 4.13 In accordance with clause 10.5 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 byelaws. Any such change must be supported by at least two-thirds of the members of the Management Committee.
- 4.14 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 two days after the minutes of the Management Committee meeting have been circulated to members via email by the Secretary.

5 Conduct of Club Activities

- 5.1 Only such firearms and ammunition which fully comply with the relevant Range Orders and Range Safety Certificate may be used on ranges at which the Club has arranged to shoot.
- 5.2 All members shall notify the 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.
- 5.3 All persons on any part of the Club's ranges when firing is in progress must use an adequately effective hearing protection device.
- 5.4 All persons on any part of the Club's ranges when firing is in progress are strongly advised to use adequately effective safety glasses, and shall be required to do so if this is called for by the relevant Range Orders or range construction, or if instructed to do so by the duty RO.
- 5.5 Any member wishing to shoot with the club must be in possession of an SCC for the category of firearm they wish to use, or must be directly supervised on a one-to-one basis by a full member in possession of an SCC for that category of firearm.
- 5.6 All members shall be required to pass an annual SCC assessment by the Club prior to issue, or renewal, of their SCC.
 - 5.6.1 Those members entitled to self-certify for SCC purposes (e.g. holders of RCO or Club Instructor qualifications from the relevant National Governing Body) shall not be exempt from the requirements of s 5.6.
- 5.7 Members using their own (or hired) firearms are responsible for ensuring those firearms have been properly zeroed for the distance of that day's club shoot prior to arriving at the firing point.
 - 5.7.1 Club members who are also full members of the NRA and have an SCC covering the type of firearm to be zeroed do not require supervision when using the zero range at the National Shooting Centre.
 - 5.7.2 Club members who are not also full members of the NRA, or who do not have an SCC covering the type of firearm to be zeroed, do require supervision by the Club when using the zero range at the National Shooting Centre, and must notify the Rifle Captain not less than 48 hours prior to any club shoot for which they will need to use the zero range.
 - 5.7.3 The Rifle Captain will endeavour to arrange such supervision but, in the event this is not possible, the member will not be permitted to use their firearm at the club shoot in question.
- 5.8 Any suitably qualified or experienced member of the Club with a relevant SCC may act as a Range Officer or Range Assistant. In case of any uncertainty, the Chairman's decision is final in terms of whether any individual member is deemed to be suitably qualified or experienced.
- 5.9 One or more range logbooks 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) the names of all non-shooting visitors or guests on the Club's range(s);
 - 4) any infringement of the Club's Safety Rules;
 - 5) any other information which the Management Committee may require.
- 5.10 **All members must sign the range logbook upon arrival on range and enter details into the usage book of the firearms used** and pay the appropriate range fee on **every occasion when they shoot on the Club's range(s)**.
- 5.11 All visitors and guests must sign the range logbook.
- 5.12 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.
- 5.13 **A probationary member must undertake a course of instruction in the safe handling of firearms** before he is permitted to take part in live firing on the Club's range(s).
- 5.14 **A probationary member must be directly supervised at all times** on a one-to-one basis **when he is on the Club's range(s) by a full member** who holds an SCC, **a Range Officer, or a qualified coach**.
- 5.15 No person under the age of 18 years shall have access to the range unless he is at all times under the supervision of a parent or guardian, or of a member appointed by his parent or guardian to supervise him.
- 5.16 Firing details shall be as set out in Range Orders, or as otherwise directed by the Range Officer.
- 5.17 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.
- 5.18 Every shooter shall ensure that he leaves the firing point clean and tidy when he has finished shooting, and that his spent cartridges are placed in the bins provided or removed from site. This applies even if the firing point was not left clean and tidy by the previous user.
- 5.19 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 5.20 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.
- 5.21 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.

6 Safety

- 6.1 The Club and its members (whether full or probationary) shall at all times abide by the general Range Regulations published by the National Shooting Centre covering the whole of the Bisley site, as well as the additional individual range specific Range Regulations published by the National Shooting Centre in respect of the specific range being used by the club.
- 6.2 The Range Regulations documents referenced in clause 6.1 are available for download from the National Shooting Centre's website, and direct links to those documents shall be made available on the club's own website.
- 6.3 Every person attending a club shoot must at all times abide by the National Rifle Association ("NRA") Safe Shooting System and 4 Safety Rules, which are available within the NRA Probationary Training Manual, which can be downloaded from the NRA Training Publications area of the NRA website, and a direct link to this document shall be made available on the club's own website.

7 Range Officers

- 7.1 The Range Officer on duty is authorised to act as the Management Committee's representative on the range when shooting is in progress.
- 7.2 The Range 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 of the range,
 - 3) the Club's Safety Rules,
 - 4) requirements laid down under "Conduct of Club Activities" in these byelaws.
- 7.3 Range Officers' periods of duty shall be set out in a rota drawn up by the Rifle Captain and posted on the Club's app or website, or as decided by any member of the Management Committee who is present.
 - 7.4 If a Range 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 Officer in his absence.
 - 7.5 The Range Officer 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.
 - 7.6 When shooting has finished the Range Officer is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management Committee.
 - 7.7 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, or has at his sole discretion any other safety related concerns.
 - 7.8 The Range Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee.
 - 7.9 The Range Officer is responsible for maintaining the range logbook throughout his duty period.

8 Disciplinary Matters

- 8.1 It is the responsibility of all members to inform the Management Committee of any conduct on any Club premises made available by the Club by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, uncivil or contrary to the conditions of the range safety certificate(s).
- 8.2 Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity, but may also be reported to the Members' Voice if preferred, who will immediately raise the matter (in confidence if required) with the Secretary (Chairman or Treasurer).
- 8.3 It is the additional responsibility of RCOs on MoD ranges to follow the procedures in the RCO Manual – such procedures shall, where necessary, take precedence over the rest of this Disciplinary Matters section, and provided the RCO is acting in good faith he shall have the full support of the membership and Management Committee.
- 8.4 If the matter relates to the conduct of an RCO, this must be reported immediately directly to the Chairman, unless the Chairman is the RCO in question in which case the report should be submitted to the Secretary (or Treasurer if he is not available).
- 8.5 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.
- 8.6 Other than as required above, the identity of both the reporting person(s) and the accused person(s) shall as far as possible be protected from the membership until such time as the matter has been fully investigated and outcome decided, or an extraordinary general meeting is required to be called for consideration of an appeal.
- 8.7 The accused persons' access to the Club's ranges must be suspended immediately and their SCC card returned to the Secretary (Chairman or Treasurer) until the matter has been fully investigated and outcome decided.
- 8.8 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.

- 8.9 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.
- 8.10 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
 - 2) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 8.11 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 8.8 above. Where the Management Committee has fewer than five members, a maximum of two members of the Disciplinary Committee may be co-opted by the Management Committee provided that they are current full members of the club, are RCO or RSO qualified, and are unconnected to the incident being considered.
- 8.12 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.
- 8.13 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.14 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 8.15 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 unless the reporting person lodges an appeal within that time period.
- 8.16 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) Such compulsory re-training as may be deemed appropriate by the Disciplinary Committee.
 - 4) Suspension of the right to use the Club's ranges for a fixed period of time.
 - 5) Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - 6) Suspension of all membership rights for a fixed period of time.
 - 7) 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.
- 8.17 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 NRA or other 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.
- 8.18 All proceedings of the Sub-Committee under 8.8 and 8.10 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NRA or other national governing body.
- 8.19 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.
- 8.20 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or byelaws for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 8.21 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.

- 8.22 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8.12 to 8.18 inclusive shall apply.
- 8.23 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.
- 8.24 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- 8.25 Where the reporting person was an RCO following an incident on an MoD or NRA range, and they believe the final outcome under the above clauses to be unsatisfactory, that person shall be free to report the matter to the General Secretary of the NRA or other national governing body in accordance with the RCO manual (without fear of criticism or adverse action by the Club or its members), and the matter shall be suspended depending the outcome of that report.
- 8.26 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by the NRA or other national governing body, the Secretary shall circulate via email to all members a notice setting out the precise nature and terms of the penalty.
- 8.27 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 NRA or other national governing body since the last annual general meeting.

9 Policies

- 9.1 The Management Committee may from time to time develop and implement various Policies (and make such amendments to those Policies as they deem appropriate), which will form part of these Byelaws and contravention of which shall be subject to this Disciplinary Matters section.
- 9.2 These Policies (and amendments made to such Policies) shall come into effect 2 days after being notified to members via email by the Secretary, but must then be ratified by the membership at the next AGM.
- 9.3 The Club has adopted the following NRA Policies, the current versions of which are available to download from the NRA's website, subject to any amendments necessary to reflect the particular circumstances of the Club:
- 1) NRA Complaints Policy;
 - 2) NRA Dispute Resolution Policy;
 - 3) NRA Bullying and Harassment Policy;
 - 4) NRA Safeguarding Policy;
 - 5) NRA Transgender Inclusion Policy.

10 Definitions & Miscellaneous

10.1 Guest

- 10.1.1 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.**

10.2 Guest Day

- 10.2.1 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 direct personal one-to-one supervision of a full member** who holds an SCC. The Management Committee may

require payment of a guest fee by any full member bringing a Guest to a Guest Day, such fee to be paid by that full member in advance of the event.

10.3 Police Liaison Officer

10.3.1 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.

10.4 Range Conducting Officer (or "RCO")

10.4.1 A member who holds a Range Conducting Officer's qualification awarded by a relevant national governing body.

10.5 Range Officer (or "RO")

10.5.1 A 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.

10.6 Range Safety Officer (or "RSO")

10.6.1 A member who holds a Range Safety Officer's qualification awarded by a relevant national governing body.

10.7 Range Assistant (or RA)

10.7.1 A member who is specifically appointed by the Range Officer (where required) to assist in administering the Range, and who must hold an SCC for the category(ies) if firearm being used.

10.8 Club Instructor

10.8.1 A member who holds a Club Instructor's qualification awarded by a relevant national governing body.

10.9 Coach

10.9.1 A member who is recognised by a relevant national governing body as having the status of Coach.

Version Control

Version & Date	Amendments	Brief Comments
1.0 – 15DEC19	N/A	v 1.0 of Byelaws adopted at inaugural AGM.
1.1 – 06JAN20	2.15.1	Date for qualification as Founding Member aligned to date notice of Home Office Approval is received (was 31MAR20).
1.2 – 28JAN20	2.13	Additional sentence added (following police advice) giving Management Committee clear powers to suspend or revoke membership (or in less serious cases to revoke SCC instead) should information come to light (either from the member or from the police) that suggests access to firearms and ammunition needs to be either under supervision, or withdrawn altogether.
1.3 – 19MAR24	Various	Wholesale review to reflect current practice.

Management Committee

Role (and any subsidiary combined roles)	Current Incumbent	In Office Until AGM	Email Address
Chairman	Simon Fox	2025	chairman@solent-target-shooting.co.uk
Armourer			
Secretary	Chris Baverstock	2026	secretary@solent-target-shooting.co.uk
Treasurer	Sarah Roberts	2025	treasurer@solent-target-shooting.co.uk
Rifle Captain			rifle.captain@solent-target-shooting.co.uk
Firearms Training Officer	Jade Harwood-Cresswell	2025	firearms.training@solent-target-shooting.co.uk