



Ashford and District Rifle Club

Byelaws

Last amended 2017
(amendments shown in red)

1 General

1.1 Definitions.

- 1) Words denoting the masculine gender are taken to include the feminine gender.
- 2) "The Club" means the Ashford and District Rifle Club.
- 3) Unless stated otherwise, "member" means a current Full Member (i.e. a Junior or Senior Member whose subscription is paid up to date, or an Honorary Officer or Honorary Life Member).
- 4) "Range" means the range facilities owned, leased or occupied by the Club at Great Chart, Ashford, Kent and includes both the land and buildings or Home Office approved ranges which the club may rent or hire.
- 5) The Club "premises" means the place where the Club carries out its activities.

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 Office Department as provided for by the relevant firearms legislation for the relevant categories of firearm which are used by members for the Club's activities and shall comply with the criteria laid down from time to time by that Department for the granting of such approval.

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 Administration of the Club

2.1 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.

2.2 A register of all current members and past members, for at least 5 years, shall be kept by the Membership Secretary and may be inspected by any member, subject to giving reasonable written notice to the Membership Secretary.

2.3 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.

2.4 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.

2.5 The Club's financial year end date shall be 31st December.

Administration of the Club (contd.)

- 2.6 All members shall be deemed to have been notified of any addition to, amendment of or deletion from these Byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is displayed at the Club's premises.

3 Conduct of Club Activities

- 3.1 Only *firearms that do not exceed the ranges specifications of*
Max Calibre .455ins
Max Muzzle Velocity 520m/s
Max Muzzle Energy 645joules
And .177 air guns
will be allowed to be used on the ranges. Bows may also be used on the appropriate ranges.
- 3.2 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.
- 3.3 All persons on any part of the Club's ranges when firing is in progress must use an adequately effective hearing protection device.
- 3.4 The Secretary may request any suitably qualified member of the Club to act as a Range Officer. The Management Committee may override the Secretary's selection of Range Officers.
- 3.5 One or more range logbooks shall be kept at the Club's premises for the purposes of recording:-
- the names of all persons shooting on the Club's range(s);
 - any infringement of the Club's Safety Rules;
 - all sales of ammunition and other goods to persons using the Club's facilities;
 - any other information which the Management Committee may require.
- 3.6 **All members must sign the range logbook giving details of the firearms used** and pay the appropriate range fee **on every occasion when they shoot on the Club's range(s).**
- 3.7 All visitors and guests must sign the range logbook and pay the visitor's fee and range fee if they shoot on the Club's range(s).
- 3.8 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.
- 3.9 **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).
- 3.10 **A Probationary Member must be supervised at all times when he is on the Club's range(s) by a experienced member, Range Officer or a qualified coach.**
- 3.11 No person under the age of 15 years shall have access to the club facilities unless he is accompanied by a parent or guardian, or a member appointed.

Conduct of Club Activities (contd.)

- 3.12 A person who becomes a member solely for the purpose of participating in airgun and archery disciplines shall not have access to Section 1 firearms or ammunition on the Club's premises. If such a member wishes to participate in a discipline requiring a Section 1 Firearm he must be subject to the same supervision as is required for a Probationary Member for a period of not less than 6 months.
- 3.13 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.
- 3.14 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. This applies even if the firing point was not left clean and tidy by the previous user.
- 3.15 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 3.16 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.
- 3.17 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.

4 Safety

- 4.1 The Club has adopted the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Club.
 - 4.1.1 **The Club has adopted the Child Protection Policy issued by the NSRA.**
- 4.2 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.
- 4.3. 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.

5 Range Officers

- 5.1 The Range Officer on duty is authorised to act as the Management Committee's representative on the range when shooting is in progress.
- 5.2. The Range Officer on duty shall ensure that all shooting is conducted in accordance with:
 - the Range Orders and conditions laid down in the range safety certificate,
 - conditions laid down by NSRA, NRA.
 - the Club's Safety Rules,
 - requirements laid down under "Conduct of Club Activities" in these byelaws.
- 5.3 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.
- 5.4 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.

Range Officers (contd.)

- 5.5 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.
- 5.6 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.
- 5.7 The Range Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee.
- 5.8 The Range Officer is responsible for maintaining the range logbook throughout his duty period.
- 5.9 The Range Officer must ensure that any person who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, is authorised to do so under his firearm certificate, and that the ammunition has been entered on the firearm certificate.

6 Disciplinary Matters

- 6.1 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, ungentlemanly or contrary to the conditions of the range safety certificate(s).
- 6.2 Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.
- 6.3 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.
- 6.4 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. **An appeal panel of three members is also named at this time to include the Chairman or Vice-Chair plus two others (Trustees can be included within this panel), who cannot participate in the sub-committee or disciplinary hearing in the event of an appeal.**
- 6.5 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.
- 6.6 The Sub-Committee, having examined the evidence, may decide:
 - 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
 - That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing **and at this point the member(s) will be temporarily suspended from the club pending the outcome of the disciplinary hearing.**
- 6.7 If there is a case to answer a Disciplinary Committee comprising of at least five members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 6.4 above.

Disciplinary Matters (contd.)

- 6.8 At the disciplinary hearing all parties to the incident may attend in person (unless the committee agrees that their participation would be counterproductive to the hearing) 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.
- 6.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 6.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 6.11 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.
- 6.12 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.
- 6.13 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 NSRA 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.
- 6.14 All proceedings of the Sub-Committee under 6.4 and 6.6 above, and of the Disciplinary Committee, shall be fully minuted and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- 6.15 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.
- 6.16 Upon receipt of such a notice of appeal the Secretary will invoke the appeal panel (under 6.4 above) to meet within 21 days of receiving the notice appeal as in 6.15
- 6.17 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.
- 6.18 On the hearing of the appeal by the appeal panel the provisions of clauses 6.8 to 6.14 inclusive shall apply.

Disciplinary Matters (contd.)

- 6.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the **appeal panel** 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.
- 6.20 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.
- 6.21 When any penalty is imposed on a member by a Disciplinary Committee or the **appeal panel** or by the NSRA or other national governing body, the Secretary shall post on the Club noticeboard a notice setting out the precise nature and terms of the penalty.
- 6.22 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 NSRA or other national governing body since the last annual general meeting.

7 Definitions & Miscellaneous

7.1 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 full member of the Club.**

7.2 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.

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

7.4 Range Conducting Officer (RCO)

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

7.5 Range Officer

Is an RCO who is authorised by the Management Committee to act as a Range Officer in the supervision and conduct of the shooting on the Club's premises.

Definitions & Miscellaneous (contd.)

7.6 Vice-President

A person who has performed valued service for the Club, not necessarily as a member of it, over a number of years and who has been elected as a Vice-President for life at an Annual General Meeting.

7.7 Visitor

Is a person who is not a Member or Probationary Member of the Club, but who is a Full or Probationary Member of another club and/or holds a firearm certificate, and who visits the Club's premises at the invitation of at least one member of the Management Committee. A visitor may shoot on the Club's ranges provided that on each occasion he:-

- 1) produces to the Range Officer his firearm certificate, or proof of membership of another club, and his Shooters Certification Card if shooting on a Military range and
- 2) confirms his eligibility to shoot by entering his name, address, firearm certificate number and/or other club name in the Club's register of visitors, such entry to be counter-signed by the Range Officer, and
- 3) pays the range fee