

Rules and Byelaws of the Havant Rifle & Pistol Club

To 27/06/2018

General

1.1 Definitions.

- 1) Words denoting the masculine gender are taken to include the feminine gender.
- 2) "The Club" means the Havant Rifle & Pistol Club.
- 3) Unless stated otherwise, "member" means a current full member (i.e. an annual, junior or senior member whose subscription is paid up to date, or an honorary life member).
- 4) "Range(s)" means the range facilities owned, leased or occupied by the Club at Havant Rifle Range, Southleigh Forest. Havant, Hampshire and includes both the land and buildings.
- 5) The Club's "premises" means the place(s) 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 anybody 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.

Membership

2.1. Membership subscriptions are due on the conclusion of the Annual General Meeting.

2.2. Annual subscriptions for all classes of members (except honorary life members) and joining fees shall be fixed by the members at the annual general meeting.

2.3 The classes of membership within the Club are:

- 1) Probationary member
- 2) Annual member
- 3) Junior member
- 4) Student member
- 5) Honorary life member

[Class of Senior Member removed 29 June 2016 allowing those previously classed as Senior to retain it]

Annual, junior, student, senior and honorary life members are full members of the Club and are entitled to vote at annual and extraordinary general meetings. Probationary members are not entitled to vote.

2.4 All classes of member will wear an ID badge whilst on the club premises.

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 the Secretary shall 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

Police Liaison Officer 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 a simple majority of those present and eligible to vote shall constitute acceptance.
- 2.8 Upon acceptance of his application the applicant is liable to pay the annual subscription appropriate to the class of membership to which he has 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 31 August will automatically cease to be a member of the Club with effect from that date.
- 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 plus a late payment fee of £20.00 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.

2.14 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 and probationary subscription.
- 2) An applicant for probationary membership shall complete a membership application form.
- 3) The applicant shall be sponsored by an existing current full member of the Club who must sign the 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, together with the relevant joining fee.
- 6) If the applicant is not known to the sponsor, the Secretary shall take up the applicant's references before submitting the application to the Management Committee.
- 7) If the application is rejected by the Management Committee the joining fee will be returned to the applicant.
- 8) Once his application has been accepted by the Management Committee, and he has completed a course of instruction in accordance with clause 5.9, a probationary member may shoot on the Club's range(s) under the supervision of a full member who holds a firearm certificate.
- 9) 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, application may be made for full membership.
- 10) 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.

2.15 Annual Membership

- 1) An annual member is a person who has been elected to annual membership by the Management Committee and who has paid his membership subscription for the current year.
- 2) Any person who can prove that he is already a full and active 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.
- 3) A person covered by clause 2.14.2 above, or a probationary member who has completed his probationary period shall apply in writing for election to annual membership.
- 4) All applicants for annual membership must be sponsored by not less than two members, who shall counter-sign the application as proposer and seconder.
- 5) Upon receipt of an application from a probationary member the Secretary shall obtain from the member(s) who have supervised the applicant during his probationary period a report on his safety record and progress, to lay before the Management Committee with the application.
- 6) In considering an application by a probationary member the Management Committee shall have regard to whether, in the opinion of those supervising him, the applicant has a satisfactory safety record and has made adequate progress during his probationary period.
- 7) Upon election to annual membership a former probationary member shall be required to pay the annual membership subscription.

2.16 Junior Membership

- 1) A junior member is a person who has not attained the age of 21 years at the start of the Club's current financial year, and who has been elected to annual membership by the Management Committee and has paid his membership subscription for the current year.
- 2) Where an applicant for probationary or annual membership is under the age of 18 years his application must be counter-signed by a parent or guardian.

2.17 Membership

A Student Member is a member who is between the ages of 21 years and 25 years and is in full-time education. The student will be expected to provide proof such as a Student Union ID card or similar.

2.18 Senior Membership

Only applicable to those over age 65 on 29 June 2016
[old rule allowing 50% subscription for aged over 65].

2.18 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.

[old rule permitted Honorary Life membership for over age 65 and 10 years' membership. Cancelled 29/06/2016 permitting existing Honorary Members to continue.]

Honorary Members shall not be required to pay a membership subscription.

Administration of the Club

- 3.1 The President and Vice-Presidents Child Protection Officer shall not be ex officio members of the Management Committee but are free to stand for election to that Committee.
- 3.2 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.
- 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 in accordance with requirements relating to Home Office Approved shooting clubs and the club's policy on data protection. Information held by the club on a member or ex-member must be provided to that person, subject to the receipt of a written request to the Secretary. For ex-members, this obligation continues for six years following termination of membership.
- 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 April.
- 3.8 Any member may stand for election as an officer of the Club or member of the Committee, but must be proposed by two members and must give to the Secretary not less than seven days before the relevant meeting his consent to stand for election.
- 3.9 The business of the annual general meeting 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) Appointment of auditors or other suitable persons qualified by experience.
 - 7) Fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year.
 - 8) Election of Chairman.
 - 9) Election of Secretary.
 - 10) Election of Treasurer.
 - 11) Appointment of Club Captains.
 - 12) Election of Management Committee Members.
 - 13) Consideration of any recommendations by the outgoing Management Committee for changes to the constitution.
 - 14) Consideration of any item(s) of business notified in writing to the Secretary by any member not later than four 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 members of the Club.
 - 15) Any other business is 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.
- 3.10 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.

Management Committee

- 4.1 The Secretary shall give to all Committee members at least 14 days' notice of each meeting of the Management Committee, such notice to be in writing.
- 4.2. The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 14 days prior to the meeting, a copy of which will be displayed for the members' information on the club notice board. The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.
- 4.3 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) 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.
- 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.

- 4.4 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.
- 4.5 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.
- 4.6 The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
- 4.7 The members of the 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.
- 4.8 The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.9 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.
- 4.10 Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.11 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.
- 4.12 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. 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 four weeks immediately preceding the date of the meeting at which the proposal will be considered.
- 4.13 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.

Conduct of Club Activities

- 5.1 Airguns and firearms may be fired on the appropriate ranges subject to the calibre, muzzle- velocity, muzzle-energy, and type as detailed upon the appropriate Range Safety Certificate currently in force.
- 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 The use of any illegal firearm on the club’s ranges would result in immediate termination of membership.

- 5.4 All persons on any part of the Club's ranges when firing is in progress must use an adequately effective hearing protection device.¹
- 5.5 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.
- 5.6 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) 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.
- 5.7 All members must sign the range logbook giving details of the firearms used and the competitions in which they took part and pay the appropriate range fee on every occasion when they shoot on the Club's range(s).
- 5.8 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).
- 5.9 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.
- 5.10 It is the responsibility of all club members to ensure that any ammunition they use, does not exceed current speed and energy limitations as displayed on the range safety certificate applicable to that range. In order that checks can be carried out a club chronograph is available. When used the results are recorded in the log book held in the club house. If a committee member or range officer believes that ammunition being used may exceed these limitations they can request that it is tested on the club chronograph to prove compliance.
- 5.11 Only legally held ammunition may be used on the Club ranges providing it conforms to range limits
- 5.12 A probationary member must undertake a course of instruction in the safe handling of a firearm in each of their chosen discipline(s) and be signed off by a club instructor relevant to that discipline before being permitted to take part alone in any firing on the Club's range(s).
- 5.13 A probationary member must be supervised at all times when he is on the Club's range(s) by a full member who holds a firearm certificate, a Range Officer or a qualified coach.
- 5.14 No person under the age of 14 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.
- 5.15 The club has adopted the Child Protection policy of the National Smallbore Rifle Association.
- 5.16 A person who becomes a member solely for the purpose of participating in airgun disciplines shall not have access to Section 1 firearms or to rim fire ammunition on the Club's premises. If such a member wishes to participate in a small-bore, full bore or Black Powder discipline he must be subject to the same supervision as is required for a probationary member for a period of not less than **three months**
- 5.17 Details shall last approximately 30 minutes for 20 shot cards and 15 minutes for 10 shot cards or less when there are other members waiting to shoot. When using muzzle-loading firearms details will last for not more than 30 minutes to allow for others to change targets. This byelaw shall not apply during a competition, or if the Range Officer directs otherwise.
- 5.18. There shall be no shooting on the outdoor ranges between the hours of 21:30 and 08:00 unless by prior arrangement.
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- 5.19 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.
- 5.20 No member will employ any form of documentary or electronic communication to post, send or in any other way publish material that is defamatory, insulting, or derogatory of another club member, or of the club itself.
- 5.21 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.
- 5.22 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 5.23 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.
- 5.24 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.

Safety

- 6.1 The Club has adopted the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Club. See Appendix.
- 6.2 The Safety Rules shall be displayed on the Club notice board, and at each of the Club's ranges, at all times when the Club's facilities are in use.
- 6.3. 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.

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) the Club's Safety Rules,
 - 3) 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 Secretary and posted on the Club's notice board, 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.
- 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.
- 7.10 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. Unused ammunition

purchased by a non FAC holder or a FAC holder but not entered on the FAC should sign the range log book to confirm that the ammunition has not been removed from the club premises and has either been used or is being stored in the armoury.

Disciplinary Matters

- 8.1 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, ungentle manly 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.
- 8.3 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.
- 8.4 The Secretary (Chairman or Treasurer) shall convene a meeting of five members of the Management Committee, **one to act as Chairman**, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 8.5 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.
- 8.6 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
 - 2) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 8.7 If there is a case to answer a Disciplinary Committee comprising six members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 8.4 above.
- 8.8 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.
- 8.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 8.11 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.
- 8.12 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.
- 8.13 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.

- 8.14 All proceedings of the Sub-Committee under 8.4 and 8.6 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.
- 8.15 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.
- 8.16 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.
- 8.17 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.
- 8.18 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8.8 to 8.14 inclusive shall apply.
- 8.19 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.
- 8.20 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.
- 8.21 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by the NSRA or other national governing body, the Secretary shall post on the Club notice board a notice setting out the precise nature and terms of the penalty.
- 8.22 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.

Definitions & Miscellaneous

9.1 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. **If a member wishes to bring a guest to the club this must be approved before the visit. This person cannot shoot or handle firearms unless they meet the criteria of Rule 9.6**

9.2 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.

9.3 Visitor

A person who is not a member or probationary member of the Club, but who is a full member of another club and/or holds a firearm certificate, and who visits the Club's premises at the invitation of at least one member of the Management Committee. 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
- 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 and visitor's fee.
- 4) A visitor is limited to six visits in a calendar year.

9.4 Spectator

A Full Member may bring a spectator. The Duty Range Officer must be informed on arrival. A spectator may NOT handle any class of firearm or shoot.

9.5 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.

9.6 Range Officer

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.

9.7 President/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 President/Vice-President at an annual general meeting.

9.8 Smoking

No smoking or vaping is allowed in the Club Buildings.

9.9 Title Deeds

The original Deeds will be kept with a solicitor (Large & Gibson, Drayton) or other suitable storage as agreed by the Management Committee.

SUBSCRIPTIONS

10.1 Annual Membership

The annual subscription shall be set by the Management Committee subject to the ratification of the membership at the Annual General Meeting.

10.2 Junior, Student and Senior Membership

Senior Membership [only applicable to members classed as senior prior to 29 June 2016] and Student Membership shall be 50% and Junior Membership shall be 33% of Annual Membership with the figure rounded up to the nearest £0.50.

10.3 Probationary Membership

Shall be 25% of the annual subscription rounded up to the nearest £0.50. A person subsequently elected to full membership on or after the 1st January shall pay one half years' subscription.

Appendix

Safety

The safety of members is of paramount importance and requires continued and careful attention to handling of firearms when moving about in the ranges. Self-discipline is necessary on the part of all. Where such self-discipline is lacking, it is the duty of range officers to enforce discipline and the duty of shooters and officials to co-operate and assist in such enforcement.

In the interests of safety, a range official may stop shooting at any time. Shooters must immediately notify the Range Officer(s) of any situation that may be dangerous, or which may cause an accident.

Firearms must be unloaded at all times when they are uncased.

For firearms, unloaded means that no cartridge or pellet is:

1. in the chamber or on the loading platform;
2. in a fixed magazine; This must be checked by a fellow shooter.
3. in a removable magazine which must be removed from the firearm.

In addition the bolt or action of a rifle or pistol [live or air] must be open and the chamber entrance must have a breech flag inserted. Alternatively the action should be removed.

Under no circumstances may a firearm:

1. be loaded except on the firing point with the muzzle pointing in the direction of the butts;
2. be fired in any direction other than towards the target/s appropriate to that firing point;
3. be removed from the firing point without being visually checked as empty by a fellow shooter or Range Officer;
4. be taken from the firing point whilst loaded;
5. be pointed at any person, whether loaded or unloaded;
6. be placed on the ground, a shooting bench or elsewhere whilst loaded, in a manner such that it ceases to be under the immediate physical control of the shooter.

Pistols may be loaded only at the firing point. No magazine or chamber may be loaded before the commencement of a detail. Whilst loading, the pistol must be held over a bench or table when provided, muzzle pointing downwards and in the direction of the target.

When the appropriate command to stop or cease fire is given, the shooter must immediately unload his pistol, make it safe and place it on the bench or table. All pistols must be kept unloaded and may not be touched whilst personnel are forward of the firing line. They may only be touched again at the start of a detail.

Dry firing and aiming exercises are permitted provided there are no personnel forward of the firing point.

After the last shot, the shooter must ascertain, before leaving the firing point, that there are no cartridges or pellets in the chamber or magazine.

Any pistol or revolver must be observed to be unloaded with breech or cylinder open and any magazine removed on a suitable bench or table in between courses of fire.

No unsupervised person may handle a rifle or pistol or its ammunition, unless:

1. acquainted with the relevant safety rules; and
2. familiar with the equipment and/or ammunition; and
3. not precluded from doing so by the provisions of the Firearms Acts or any other relevant legislation or requirements.

For the purpose of this rule the firing point is described as:-

1. Indoor ranges

Forward of the doors from the clubroom.

[When going forward to change targets, those shooters not going forward should stand a minimum of one metre behind the firing line.]

2. 50 metre range

Forward of the line of tables.

[For the purpose of going forward of the firing point all remaining shooters should be behind the yellow line on the floor.]

3. 100 yard range

The complete floor area forward of the preparation area.

[When going forward to change targets, those shooters not going forward should stand a minimum of one metre behind the firing line].

Talking must be kept to a minimum volume so as not to disturb other shooters. Moving of equipment or tables on the firing point should not take place until shooting detail has ended. Any person who interferes with, disturbs or annoys shooters in any way will be warned to desist, and upon failure to do so, will be ordered from the range.

Shooting on firing points that are in close proximity will normally be of only one format in terms of type of firearm used and course of fire. Shooting in two or more formats will take place only where there is no risk of safety being compromised. Confusion or distraction of shooters by any circumstance and/or different rates of fire) must be avoided.

Black Powder

HRPC will adopt the MLAGB basic safety rules and guidance regards handling Black Powder (or substitutes) on our ranges.

As you are all aware black powder can be ignited in multiple ways. When Black powder is ignited in an open space the powder will flash but not explode. When Black Powder is ignited in a confined space it will explode. The purpose of these rules is to reduce the risk of this happening.

General.

- The loading of Black Powder (or substitutes) direct from a flask/powder horn etc into a firearm of any sort is prohibited.
- Flasks/powder horns containing Black Powder (or substitutes) are not to be taken onto the firing point under any circumstances.
- A container of black powder of any size must only be opened on the range to dispense its contents into phials, after which it should be immediately re-closed. This should not be done on the firing point.
- The minimum quantity of powder should be opened at any one time.
- Smoking on the ranges is forbidden.
- Cooking with a naked flame on the ranges is forbidden.

Loading a Firearm.

- The actual loading of a firearm must be carried out on the firing point.
- All Black Powder (or substitutes) on the firing point must only be loaded into a firearm from phials holding the correct charge for a single firing.
- Phials should be kept covered when on the firing point.
- Filling of phials should where possible be carried out prior to attending the range or at the benches behind the firing point. The flask or containers should be covered when not actually in use.
- Any spillage of powder must be cleaned up immediately.

Priming a Flintlock/Matchlock firearm.

- The application of priming powder should preferably be done from a vial. If using a purpose-built priming device with screw caps on both ends, the end furthest away from the spout should be removed and replaced with a cork or similar 'blow-out' closure. This device should contain the minimum amount of priming powder needed for the session.
- If using a matchlock, the match should be lit away from the firing point and care should be taken to ensure that an ember does not blow onto an adjacent firing point.
- The match should be placed into a perforated container, that allows air to enter but prevents any sparks from escaping.
- The match should be removed from the firearm after a shot has been discharged.
- The match should not be replaced onto the firearm until it is ready to be fired.

Black Powder storage vial can be found on line.

http://www.reload.org.uk/black_powder.htm, Amazon.co.uk, Ebay.co.uk