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SURBITON POSTAL RIFLE CLUB BYELAWS

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1.0 General

1.1 Definitions

- a) "The Club" means Surbiton Postal Rifle Club
- b) "Range" means the range facilities leased by the Club at Eureka Road, Cambridge Estate, Kingston-upon-Thames and includes the building and the car park area.
- c) 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 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.

2.0 Membership

2.1 The classes of membership within the Club are:

- 1) Probationary Member
- 2) Full Member with sub categories;
 - a. Adult Member
 - b. Junior Member
 - c. Senior Member
 - d. Life Member
 - e. Country Member
- 3) Associate Member
- 4) Social member
- 5) Affiliate Member
- 6) Honorary Member

All categories of Membership except Probationary, Social, Affiliate and Honorary members are entitled to vote at Annual and Extraordinary General Meetings.

2.2 All applications or recommendations for any class of membership of the Club must be made to the Secretary, who will process them in liaison with the Membership Officer.

2.3 Upon receipt of an application for election to any class of membership, the Membership Officer or Secretary shall post details of the application on the Club Notice Board. If the prospective member intends to use firearms of a category for which the Club is approved by the Home Office, the Secretary or the Police Liaison Officer shall inform the police of receipt of the application and of the outcome of the application, including changes from Probationary to Full member and also when the member leaves the club.

2.4 Progress of probationary membership applications shall be regularly reviewed at each meeting of the Management Committee. On a vote on any application for Full, Associate or Social membership, a simple majority of those present and eligible to vote shall constitute acceptance.

2.5 Upon acceptance of the application for Full, Associate or Social membership, the applicant is liable to pay the balance of the annual subscription appropriate to their class of membership. The approved subscription will be calculated on the basis of one twelfth of the annual subscription for each complete calendar month remaining in the year from date of acceptance. When payment is received, the Membership Officer 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 completion of the membership application form and payment.

- 2.6 All fees (membership, locker, annual range) fall due on 1st January each year. A grace period is allowed until the end of January, after which point an additional penalty fee shall apply as agreed at the Annual General Meeting alongside other fees. If a member is experiencing genuine hardship then an application must be made to the Committee for an extension of the grace period into February. Except for any such approved cases, no member who owes any fees will be permitted to shoot after the end of January. Membership will be terminated for any member of any class who fails to pay the relevant subscription by the end of February. This rule may be waived by the Management Committee in exceptional circumstances.
- 2.7 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 to the Club by the person concerned. The Management Committee may require a person whose membership has lapsed to re-apply for membership.
- 2.8 Any member shall immediately notify the Secretary if their authority to own, use or be in possession of any firearm or ammunition is or may be affected by any event or change in their circumstances.
- 2.9 The Committee may refuse to admit any person for any class of membership without assigning any reason.

2.10 Probationary Member

An applicant for probationary membership shall complete the online Home Office Declaration form and bring the printed form with them on their first visit to the Club. At this time, the applicant should provide photographic identity and proof of address.

Typically this first visit is on a tour of the club and the applicant is not permitted to shoot during the first visit to the club, nor until the Firearms Enquiry Team (FET) checks have been successfully completed.

When Police clearance has been received, the applicant shall be invited to an upcoming open day and on into the induction programme. Prior to joining the induction programme the applicant will complete the club application form and will pay the induction fee which includes half the annual fee as determined by the Committee at the time of booking onto the induction programme.

When the applicant completes the induction programme, the training officer will confirm the name of the Full club member who will sponsor their application to the club.

Once the application has been accepted and the applicant has successfully completed the induction course, if the applicant is signed off for any discipline the Training Officer will confirm the details and ensure they are recorded in the member's record.

The probationary member may then shoot any discipline on the Club's ranges for which they have been signed off. If the applicant was not signed off in a discipline at the end of the induction they must be supervised by a Full (non junior) member who holds a firearm certificate until such time as a level of proficiency has been attained such that one to one supervision is no longer required. The applicant is required to attend the Club regularly (approximately twice per month).

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.

After completing six months as a probationary member, the Management Committee will review the application and confer Full membership where all conditions of probationary membership have been satisfactorily fulfilled.

Upon election to Full membership, the former probationary member will be required to pay the balance of the annual membership subscription

2.11 Full Member

If a membership application is submitted by an experienced shooter who is already a full member of another Home Office Approved club and/or in possession of a current Firearms Certificate the Management Committee may, at its discretion, waive the six months' probationary period or apply an appropriate period of probationary membership as the circumstances may dictate. In the case of an air gun shooter who is admitted to Full membership without completion of the designated period of probationary membership and who subsequently wishes to shoot cartridge rifle, then a course of instruction in the safe handling of firearms under supervision as set out in clause 2.10 of these Byelaws must be completed.

The Committee may refuse to admit any person for Membership without assigning any reason.

2.11.1 Adult Member

An Adult Member is a person between the ages of 21 and 65 who has been elected to membership by the Management Committee and who has paid the membership subscription for the current year.

2.11.2 Junior Member

A Junior member is a person who has not attained the age of 21 years at the start of the calendar year, and whose membership application has been approved by the Management Committee.

Where an applicant for probationary or junior membership is under the age of 16 years, the application and Home Office Declaration Form must be countersigned by a parent or guardian.

Junior members are eligible to pay the Junior Subscription fee as determined by the Committee. When a junior reaches the age of 21, the Adult membership subscription will be payable from the start of the next calendar year. Full time students may pay the Junior Subscription fee until the next subscription year following their 21st birthday or termination of their full-time education if later.

Competition entry fees for Junior members may be subsidised by the Club in accordance with the prevailing policy as determined by the Management Committee and reviewed on an annual basis.

2.11.3 Senior Member

A Senior member is an Adult Member who has attained the age of 65 years at the start of the calendar year, and whose membership application has been approved by the Management Committee. Senior members are eligible to pay the Senior Subscription fee as determined by the

Committee.

2.11.4 Life Member

A 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.

Life Members shall not be required to pay any membership subscription or range fees.

2.11.5 Country Member

A Country member is a person who has previously been elected to one of the other classes of Full Membership and whose application for country membership has been accepted by the Management Committee.

A Country member may shoot on the Club's premises no more than six times per calendar year.

A Country member shall pay an annual subscription as determined each year at the Annual General Meeting.

2.11.6 Family Member

A Family member is a second or subsequent Adult who resides within the same household as another Adult member. All rights and privileges are the same as for an Adult member, the only difference being a discounted membership fee as agreed at the Annual General Meeting.

2.12 Social Member

A Social member is a person whose application for social membership has been accepted by the Management Committee.

A Social member shall not have access to any firearms or airguns on the Club's premises but shall have access to all other Club facilities including use of the car park. The only permitted exception to this being where a Social member has a firearms licence of their own.

An applicant for Social Membership shall complete the relevant sections of a membership application form. If the applicant is known to an existing current Full member of the Club that member may act as the applicant's sponsor.

If no sponsor is available within the Club, the applicant must provide the name and address of two referees who have known them for not less than two years.

A Social member will pay an annual subscription as determined each year at the Annual General Meeting.

2.13 Associate Member

An Associate member is a person who does not wish to shoot, but who helps substantially with the running of the club.

An Associate member can be created by the Management Committee, but this must be ratified at the subsequent Annual General Meeting. Associate members will pay no annual subscription fee.

An Associate member shall not have access to any firearms or to cartridge ammunition on the Club's premises but shall have access to all other Club facilities including use of the car park.

2.14 Affiliate Member

An Affiliate Member is a person over the age of 18 who is an experienced shooter who is already a full member of another Home Office Approved club and in possession of a current Firearms Certificate (if required for the discipline that they shoot). They are seeking to shoot at the Club due to circumstances preventing them shooting at their main club. Membership of this class will be granted for periods of 3 months at a time, on payment of the subscription fee determined by the Committee. Affiliate members may shoot as frequently as they wish during their membership period.

2.15 Honorary Member

An Honorary member is a person who does not wish to shoot, but who promotes the aim of the club and supports with the running of the club or fundraising exercises.

An Honorary member can be created by the Management Committee, but this must be ratified at the subsequent Annual General Meeting. Honorary members will pay no annual subscription fee.

An Honorary member is not covered by section 15 of the Firearms (Amendment) Act 1988 (as amended) and shall not have access to any firearms or to cartridge ammunition on the Club's premises but shall have access to all other Club facilities including use of the car park.

An Honorary member may participate in a club open day.

3.0 Administration of the Club

- 3.1 The President and Vice-President(s) 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 their 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 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.
- 3.5 The Club's financial year end date shall be 30th September.
- 3.6 Any Full member of at least 6 months standing, standing for election as an officer of the Club or member of the Committee must be proposed and seconded by persons who are Full members of the Club and must give to the Secretary not less than two days before the relevant annual or extraordinary general meeting their consent to stand for election.
- 3.7 Any member who is unable to attend an annual or extraordinary general meeting and is eligible to vote 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.
- 3.8 The business of the annual general meeting shall be:
 - a) Apologies for absence
 - b) Approval of the minutes of the last annual general meeting
 - c) Matters arising from those minutes
 - d) General reports covering the preceding year and the present state of the Club and its members.
 - e) Presentation and acceptance of the accounts for the preceding financial year
 - f) Appointment of auditor/independent reviewer if necessary by law or club statute.
 - g) Fixing membership subscriptions, joining fees, range fees and visitor's fees for the coming year.
 - h) Election of the President and Vice President as appropriate.
 - i) Election of Chairman, Secretary, Treasurer, Club Captain and Management Committee Members
 - j) Consideration of any recommendations by the outgoing Management Committee for changes to the constitution and byelaws
 - k) Consideration of any item(s) of business notified in writing to the Secretary by any member not less than one week before the date of the annual general meeting.
 - l) Any other business at the sole discretion of the Chairman of the meeting.
- 3.9 A member of the Management Committee may be removed from office by a motion supported by at least two-thirds of those present and voting at an extraordinary general meeting.

4.0 Management Committee

- 4.1 The Secretary shall give to all Committee members at least 14 days notice of each meeting of the Management Committee.
- 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. 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:
 - a) Apologies for absence
 - b) Approval of the minutes of the last meeting
 - c) Matters arising from those minutes
 - d) To receive reports from members of the committee
 - e) Specific items placed on the agenda for consideration, recommendation or ratification
 - f) Consideration of applications for membership
 - g) Recommendation for the annual general meeting of membership fees for the coming year (4th quarter).
 - h) Any other business at the discretion of the Chairman of the meeting.
 - a. 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 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:
 - a) any liability reasonably and properly incurred by them on behalf of the Club; and
 - b) 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 under 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 notified to the Secretary at least two days prior to the date of the relevant meeting.
- 4.12 In accordance with clause 21 of the Constitution, subject to ratification by the Club at a 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 prior to submission to the membership for consideration at a general meeting.
- 4.13 Following approval of addition to, amendment of or deletion from the Constitution and/or Byelaws, all members shall be deemed to have been notified of such changes or of any other matter over which the Management Committee has jurisdiction once a written notice thereof,

signed by the Chairman or in their absence by the Secretary is published on the Club's website for a period of 4 weeks.

- 4.14 Should any member of the Management Committee be unable to fulfil their duties, the remaining members of the committee shall appoint another person (who does not have to be a member of the committee) to carry out those duties until such time as the job holder is able to resume those duties.

5.0 Safety

- 5.1 The Club has adopted the Standard Safety rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 5.2 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.
- 5.3 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.

6.0 Disciplinary Matters

- 6.1 It is the responsibility of all members to inform the Management Committee of any conduct relating to the Club by any person, member of the Club or otherwise, that is illegal, unsafe, unseemly, objectionable, dishonest, discreditable, likely to bring the Club into disrepute or is contrary to the conditions of the Range Safety Certificate.
- 6.2 Such reports must be made to the Secretary, 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 receipt of statements per clause 6.5.
- 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. Except where extenuating circumstances prevail, the statements should be obtained within 14 days of notification of the incident.
- 6.6 The Sub-Committee, having examined the evidence, may decide:
- a) That there is no case to answer in which case the accuser and accused will be informed by the Secretary (Chairman or Treasurer) that the matter is closed, or
 - b) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 6.7 If there is a case to answer a Disciplinary Committee comprising three members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 6.4 above.
- 6.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with them a friend or adviser. If the accused does not attend, a copy of the record of the hearing may be requested within 7 days of it taking place, or within 3 days of requesting the same, whichever is later, but not later than 10 days after the hearing
- 6.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching its 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 requested, such notice must be given within 7 days of the decision being made. The Secretary (Chairman or Treasurer) shall post a notice stating that the matter has been closed on the Club noticeboard and Members' section of the Club's website for a period of four weeks
- 6.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
- a) A verbal warning
 - b) A written reprimand
 - c) Suspension of the right to use the Club's ranges for a fixed period of time.
 - d) Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - e) Suspension of all membership rights for a fixed period of time.
 - f) In the case of a Committee member, removal from office.
 - g) 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.
- The above list of penalties is not exhaustive. The Disciplinary Committee may impose any other penalty that is deemed appropriate to a specific incident.

- 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 (Chairman or Treasurer) 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 a notice of appeal upon the Secretary (Chairman or Treasurer) within 7 days of the hearing referred to in 6.7.
- 6.16 Upon receipt of such a notice of appeal the Secretary (Chairman or Treasurer) will invoke the procedure set out in the constitution and/or byelaws for the purpose of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 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 extraordinary general meeting the provisions of Clauses 6.8 to 6.14 inclusive shall apply.
- 6.19 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 of the extraordinary general meeting 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 them.
- 6.21 When the 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 (Chairman or Treasurer) shall post a notice setting out the precise nature and terms of the penalty on the Club noticeboard and Members' section of the Club's website for a period of four weeks.
- 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.

7.0 Conduct of Club Activities

- 7.1 Only airguns, .22 calibre cartridge rifles, lightweight sport rifles and gallery rifles may be fired on the appropriate ranges.
- 7.2 All shooters must be signed off for a specific discipline before shooting that discipline unsupervised on any of the club ranges (including the air range). Details of disciplines which a member has been signed-off for are recorded alongside the membership records and are printed on the back of the membership cards, which all members are required to have with them when on the Club premises.
- 7.3 All persons on any part of the Club's ranges when firing is in progress must use adequately effective hearing protection.
- 7.4 The following logs shall be accessible from the Club's premises for the purposes of recording:
a) the names of all persons shooting on the Club's ranges and firearms used
b) any infringement of the Club's Safety Rules;
c) all sales of ammunition and other goods to persons using the Club's facilities;
d) any other information which the Management Committee may require.
- 7.5 All members must be entered into the attendance register giving details of the firearms or airguns used and pay the appropriate range fee on every occasion when shooting on the Club's range(s).
- 7.6 All visitors and guests must be registered and pay the visitor's fee and range fee if shooting on the Club's range(s).
- 7.7 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.
- 7.8 No person under the age of 18 years shall have access to the range(s) unless at all times under the supervision of a parent/guardian or a member appointed by their parent/guardian (who must be over the age of 21).
- 7.9 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 cartridge ammunition on the Club's premises. If such a member wishes to participate in a small-bore discipline, the same conditions as a probationary member will be applied (see 2.10).
- 7.10 All members, visitors and guests using the Club's range(s) are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range(s).
- 7.11 Every shooter shall ensure that the firing point is left clean and tidy after shooting, and that spent cartridges are placed in the bins provided.
- 7.12 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 7.13 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. Specifically, no animal shall be allowed on the firing points whilst shooting is in progress.
- 7.14 A member may apply to the Management Committee for permission to shoot out-of-hours. If this involves requiring access to the main club then the applicant must be a Firearms Licence holder. Proof of insurance, in the form of NSRA Full Annual Membership or other specific insurance to be explicitly agreed with the Management Committee, will be required on an ongoing basis. If the insurance lapses then the member's permission to shoot out-of-hours will be automatically forfeited and the member will need to re-apply for permission once insurance is in place again. The granting of permission and, where applicable, provision of keys, remains solely at the discretion of the Management Committee. There is an expectation that all keyholders shall assist the club in some way such as manning the desk, instructing/coaching others, maintaining the premises etc.. A condition of being granted permission to shoot out of hours is that the member shall pay the Annual Range Fee. A deposit fee to be determined by the Management Committee will be required to cover the cost of keys.

Notes:

1. Lone shooting (ie. just the one person on the premises) is not permitted for insurance and safety reasons. Each person in attendance must be specifically approved in their own right to shoot out-of-hours.
 2. All shooting must cease by 22:30 and the premises be vacated by 23:00.
 3. Guests are not permitted to attend out-of-hours without prior written approval from the committee.
 4. The desk is not to be opened during out-of-hours shooting. Therefore it is the shooters responsibility to ensure that they have sufficient ammunition etc. in their possession. Access to club ammunition and cash is expressly forbidden.
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- 7.15 All members are required to be registered in the attendance log for all club visits regardless of whether they are shooting or not.
- 7.16 We are strictly a target shooting club in line with the Objects defined in section 3 of our Constitution. Training for other purposes (military, police, security etc) is not permitted.
- 7.17 Competition fees are due when notified by a member of the Management Committee. Prompt payment is appreciated as the club will already have incurred the costs. Any member not paying fees for a season will not be entered into competitions for subsequent seasons until outstanding fees have been settled.
- 7.18 Only approved targets may be used on any of the club's ranges. Anyone wishing to use alternative targets must apply to the Committee with full details of the targets and the requirement for their use. Alternative targets may not be used without approval from the Committee in advance.

8.0 Desk Officer

- 8.1 The Desk Officer (DO) on duty is authorised to act as the Management Committee's representative on the premises when shooting is in progress. The DO's authority concerning matters of safety and conduct is absolute, however the DO may consult with Committee members present in arriving at any such decision. Where a member disagrees with a decision which directly impacts them, then the member should raise it with the Secretary formally so that the Management Committee may review it and provide clarity of guidance for similar future situations.
- 8.2 The Desk 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
- 8.3 Desk Officers' periods of duty shall be set out in a rota and posted on the Club's noticeboard and the Club's website.
- 8.4 The Desk Officer on duty is responsible for opening the premises before shooting begins, and for ensuring that the ranges are in a safe condition for shooting to take place.
- 8.5 When shooting has finished the Desk Officer is responsible for ensuring that the premises are secured in accordance with any requirements laid down by the Management Committee.
- 8.6 The Desk Officer is responsible for maintaining the range logbook throughout the duty period.
- 8.7 The Desk 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 their firearm certificate, and that the ammunition has been entered on the firearm certificate.

9.0 Definitions & Miscellaneous

9.1 Guest

A Guest is any person visiting the Club's premises who is not currently a member of the Club. All Guests are required to enter their name, address, FAC number if applicable, other club name if applicable and date in the Guest Register.

9.1.1 Visiting to Shoot

If the Guest is a member of another Home Office approved club and is visiting the club for the purpose of shooting then the following steps must be followed:

- a) Provide proof of current membership of another club.
- b) Show their Firearm Certificate (if the discipline they wish to shoot requires a licenced firearm).
- c) Be known to at least one member of the Management Committee.
- d) Pay the range fee and visitor's fee.

For the avoidance of doubt, both dry-firing and live-firing are classed as shooting in the context of this clause.

If a visitor wishes to shoot and does not meet all of the above criteria then they will not be able to shoot but will need to apply to join the club so that the process may be initiated to conduct the necessary background checks.

9.1.2 Other Visitors

If the Guest is not a member of another Home Office approved club then they must:

- a) Follow the standard club process for applying to join the club if that is the end-goal. This ensures that the club meets its legal obligations and also make necessary arrangements for induction etc. as well as collecting fees.
- b) Not have access to any firearms without having followed the standard joining process. This applies also to family members who accompany juniors and remain on the premises whilst their offspring are shooting.

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

9.4 Range Conducting Officer

A member who holds a Range Conducting Officer's qualification awarded by a national governing body and who has been authorised by the Management Committee to act as their representative in the supervision of the conduct of shooting on the Club's premises.

9.5 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.

9.6 President

A person who has performed valued service for the Club, as a member of it, over a number of years and who has been elected as a President for life at an annual general meeting.

Amendment History:

Date:	Author:	Description of change:
01-May-2020	I.J. Potts	Font increased from 9pt to 10pt throughout to improve legibility.
01-May-2020	I.J. Potts	B1 – Membership class terminology changed as follows to be friendlier and less ambiguous: - Normal Member to now be known as Full Member - Full Member (as was) to be now be known as Adult Member Minor formatting updates in section 2 for consistency.
01-May-2020	I.J. Potts	B2 – Clause 2.6 amended to shorten the “grace” period for payment of fees due to abuse in recent years.
01-May-2020	I.J. Potts	B3 – Clause 3.8 (11) amended to reduce the notice period for matters to be considered at the AGM from four weeks to one week. This is also to remove inconsistency with the requirement for the Secretary to provide 14 days notice of general meetings per Constitution clauses 16.2 and 17.
01-May-2020	I.J. Potts	B4 – Minor pragmatic changes to sub-clauses pertaining to the disciplinary procedure in section 6.
01-May-2020	I.J. Potts	B5 – Section 7.2 (sign-off) expanded
01-May-2020	I.J. Potts	B6 – Clause 7.14 amended to clarify and tighten the area of out-of-hours shooting.
01-May-2020	I.J. Potts	B7 – Section 7.16 added to re-inforce that our activities must be aligned with the objects of the club.
01-May-2020	I.J. Potts	B8 – Section 7.17 added concerning payment of competition fees.
01-May-2020	I.J. Potts	B9 – Clarified and strengthened aspects of section 8 (Desk Officer’s role).
01-May-2020	I.J. Potts	B10 – Section 9.7 (Visitor) removed and combined with 9.1 (Guest). Subsequent section renumbered.
01-May-2020	I.J. Potts	B11 – Section 9.5 (Range Officer) combined into section 9.4 (Range Conducting Officer).
15-Sep-2020	I.J. Potts	B12 – Section 2.10 clarified to state that prospective members may not shoot until Police checks have been successfully completed.
15-Sep-2020	I.J. Potts	B13 – Section 7.18 added concerning the use of approved targets only.
15-Sep-2020	I.J. Potts	B14 – Section 2.3 clarified.
15-Sep-2020	I.J. Potts	B15 – Family membership class added to sections 2.1.2.f and 2.11.6
15-Sep-2020	I.J. Potts	B16 – Various minor changes to reflect the replacement of paper-based systems with electronic.
02-Nov-2020	I.J. Potts	B17 – Address updated to reflect that the club is not technically in Surrey.
02-Nov-2020	I.J. Potts	B18 – Clause 3.9 merged into clause 3.6 as they were very similar. 3.10 then renumbered to new 3.9.
02-Nov-2020	I.J. Potts	B19 – Clause 8.4 removed as no longer reflective of current practice. Subsequent clauses in section 8 renumbered accordingly.
28-Jan-2021	R.M.Tinkler	Multiple changes to make the language gender neutral
08-Apr-2021	S. Flowers	B6.1 Remove wording that limits events to just those at the club 6.11 and 6.21 modified to include posting notices on the club website 7.14. Delete reference to lone shooting from main body of the paragraph 8.3. Add Club’s website
27-Nov-2021	R.M.Tinkler	Changed: Honorary Life Member to Life Member Inclusion of Honorary non shooting member Alterations of member joining process and member sponsorship