**CARISBROOKE RIFLE AND PISTOL CLUB**

**(CARISBROOKE R&PC)**

# BYELAWS & RULES

ALL MEMBERS AND GUESTS OF MEMBERS ARE EXPECTED TO ABIDE BY THE BYELAWS AND RULES OF THE CARISBROOKE R&PC. ANY FAILURE TO DO SO COULD RESULT IN DISCIPLINARY ACTION BY THE CLUB.

## Byelaws of the CARIBROOKE RIFLE & PISTOL CLUB adopted

## on the 4th day of December 2024.

**General**

**1.1 Definitions.**

1. ‘Written’ means by electronic means or hard copy.
2. “The Club” means the Carisbrooke Rifle & Pistol Club (CR&PC). This consists of the Carisbrooke Rifle & Pistol Club ‘Indoor Section’ and the Carisbrooke Rifle & Pistol Club ‘Outdoor Section’. CR&PC is a HOME OFFICE APPROVED Club under section 15 of the FIREARMS (AMENDMENT) ACT 1988.
3. Unless stated otherwise, “member” means a current Full Member, Family Member, Probationary Member, Junior Member/Associate Member or Honorary Member whose subscription is paid up to date.That is where a subscription is payable.
4. “Range(s)” means the range facilities owned, leased or occupied by the Club at Borthwood Farm and Shanklin Rifle & Pistol Club’s Indoor Range also inclusive of Shanklin R&PC Outdoor Range(s) and any facilities applicable thereto. This includes both the land and buildings appropriate to the use of those facilities.
5. The Club’s “premises” means the place(s) where the Club is legally allowed to carry out its activities. Also included are any other premises that the Management Committee deems suitable, and is consistent with Home Office Approval, where appropriate. (That being for the use of Firearms under Section 1 of the Firearms Act 1988, or Air Only where the aforementioned act does not necessarily apply in its entirety but may in part.) Included are those premises that are covered by the necessary insurance provisions as laid down from time to time by the insurance provider.
6. “The Club’s website” means [www.carisbrookerpc.com](http://www.carisbrookerpc.com/)

**Conditions**

1.2 The Club has approval for SMALL BORE RIFLES and FULL BORE RIFLES on approved ranges only and dependant on the class of membership attained. That is members can be either **Section I Firearms Plus Air** **or** **Air Only**. These memberships are consistent with the relevant firearms legislation for the relevant categories of firearm which are laid down from time to time by the Home Office Department granting such approval. This is granted in the form of a licence for which the club must seek approval as laid down therein. **IMPORTANT NOTE: Any member requiring validation of Club membership for a personal FAC certificate and/or to hold Sec 1 Firearms Plus Air, must be referred through the Club’s Police Liaison Officer and/or the Club’s FAC holder. No member can request the Club to act as referee for a personal FAC certificate unless this procedure is followed.** *CR&PC could be in breach of the Firearms Regulations in respect of the Club’s obligations to these regulations if this procedure is not followed.* **See also Memberships below.**

1.3 The Byelaws of the Club shall have the same force and effect as though they were part of the Constitution.

* 1. All classes of member shall have access to a copy of the Constitution and Byelaws and any amendments pertaining thereto are available via the website. A hardcopy can be requested. In accepting membership of the Club members confirm acceptance of the Constitution and Byelaws and will be bound by them.
  2. 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 which states:-

(*It is also a requirement that)*

The Secretary of State and the Chief Officer of police MUST be notified should any of the following occur:-

1. There is a change of club secretary/designated responsible officer
2. There is a change in the club secretary’s/designated responsible officer’s address
3. There is a loss of the club range(s) or intention to use alternative or additional ranges
4. There is a change to the name of the club, or
5. The club disbands

We are a Home Office Registered Club so we require a probationary period of 12 weeks attendance. We are obligated to request you to complete a Hampshire and Isle of Wight Constabulary Police Vetting form which will be submitted to the Firearms Licensing Department at Winchester. You will need to sign Section 21 of the Firearms Act 1968 which restricts the possession of firearms and ammunition by people who have been convicted of certain crime. This form is also submitted to Winchester. Vetting is also required for those family members on conjoint forms. See also Memberships below.

Our Club has another a range at Borthwood for Air Rifle and Air Pistol use only. However, this does not obviate the necessity for the 12 week probationary period nor the requirement for us to submit the police vetting check. This is a legal requirement for Home Office registered clubs under the Hampshire and Isle of Wight Constabulary district.

1.6 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.

1.7 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 between the Annual General Meeting and 31st December annually. This will be between the last week of November and the first two weeks of December as decided by the Management Committee.

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

* 1. The classes of membership within the Club are:

1. Full Annual Members/Family Members – **these are the qualifying memberships for voting purposes.** Classifications 2) and 3) are unable to vote. Please see below 2.14 Full Annual Membership/Family Membership.
2. Junior Member/Associate Member
3. Probationary Member
4. Honorary Member See 2.16 for definitions.

Only Full Annual Members/Family Members – up to a maximum of two adult participants per application form are entitled to vote at Annual and Extraordinary General meetings. Other members of the family included on the same form, excepting juniors, will be classified as Associate Members unable to vote.

Honorary Members **are entitled to vote.**

***Caveat: This is provided that they have been made an Honorary Member due to their past service to the Club. Others, who have been given Honorary Membership as a ‘title’ only, shall NOT be given voting status. An Example of this being similar to an Honorary Doctorate status where the person is given the ‘title’ as an ‘award’, rather than as a reward of time served.***

Probationary, Junior Member/Associate Members are not entitled to vote.

2.4 All applications or recommendations for any class of membership of the Club must be made to the Membership Secretary and/or Secretary, who shall be responsible for taking the steps necessary to process them. All membership forms shall be securely held by the officer designated to hold accountability for implementation of the Data Protection Act 2018 (or any subsequent Act herein after enacted by legal statute referencing the same) this being the Secretary. All membership forms should be held for the requisite time period as designated with reference to the Firearms Criteria for Approval of Clubs by the Home Office. This is presently six years. After that time period, the information retained will be destroyed in accordance with any process that is prescribed under the Data Protection Act on that date. This is providing the disposal is in accordance with any Home Office approvals that may apply. It will not be archived for a longer period unless the Club is under a legal obligation to do so. Data held on individuals will only be processed and used for their intended purposes and will be only that which is adequate, relevant and limited to what is necessary in relation to the purposes for which they are intended. Information is only shared with Affiliated Bodies, (for competition purposes) the Home Office Department, Police liaison Officers, (for legal purposes) Insurance providers or those who are of necessity required to have that information in order for the Club to run its activities in which the members participate. ***The information will NOT be used for any other purpose. Nor will it be passed onto any other third party.***  **Those who do not sign the declaration allowing the Club permissions to use the information in this way are not able to be Club members. This is because, under the Data Protection Act 2018, they are NOT giving the Club the right to retain information such as Name, Address, Telephone Number etc. This means that the Club would be liable to prosecution under the Data Protection Act if it retains such information without the approval of the prospective member.**  Applications for family membership are not exempt from this process.

2.5 Upon receipt of an application for election to any class of membership the Membership 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**.

2.6 On a vote on any application for membership a simple majority of those present and eligible to vote shall constitute acceptance. Approval for membership shall be deemed to be authenticated and approved if all available Committee Members agree unanimously. The Lead Name on a Family Membership Application is required to be responsible for the conduct of those others listed on the application. All or any notifications/issues/matters that arise from a conjoint member will, in the first instance, be addressed to the Lead Full Member as it will be assumed that they have taken on that responsibility. The conjoint candidate can separately request in writing, that any details referred back from the vetting process, are to be submitted to them personally. This must be acknowledged by the Lead Name on the Family Membership Application or a separate New Membership Application should be made.

2.7 Upon acceptance of an application prior to the completion of the Probationary period, the applicant is liable to pay the annual subscription appropriate to the class of membership to which the applicant wishes to be elected. The classification of membership is at the discretion of the Management Committee or another who has been designated by them as a competent person to assess their suitability to that classification.

2.8 Upon payment of the relevant subscription the Membership Secretary or Secretary shall issue a membership card and enter the applicant’s name in the Register of Members of the Club. This Register of Members will be held electronically and/or in hard copy format. The period of membership shall begin from the date of such entry in the Register. All application forms are to be held centrally by the Club Secretary for administrative purposes and to ensure that there is no breach of the Club’s Privacy Agreement or the rules of the Data Protection Act. Any forms received at the Outdoor Section should be sent as soon as is practicable to the Club Secretary for the statutory retention period as laid down in any legislation relevant thereto. This is to ensure that they are available in the event that there is a request for the application from any of the bodies to whom we are bound by legislation, insurance requirements or any other commitment. They can then be accessed immediately, effectively and without delay sent to the parties requesting said data/information. All fees to be entrusted to the Treasurer in accordance with the rules pertaining in the Constitution and Byelaws as soon as is practicable.

2.9 Any member of any class who fails to pay any relevant subscription by 1st February will automatically cease to be a Full Member of the Club with effect from that date. Suspension from full membership will mean that the member will have the status of Visitor or Guest Member and pay range fees at that rate.

2.10 The Management Committee has an absolute discretion to allow a person whose membership has lapsed as a result of non-payment of subscription to be reinstated upon payment of the relevant subscription and of any other sums which may be due and owing to the Club by the person concerned. The Management Committee may require a person whose membership has lapsed to re-apply for membership.

2.11 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 may be liable for any subscription, fees or charges which may at the date of termination be due and owing to the Club.

2.12 Any member shall immediately notify the Secretary if their authority or suitability to own, use or be in possession of any airgun, firearm or ammunition is or may be affected by any event or change in their circumstances.

2.13 The Borthwood range facility is for the use of Members and it is on a working farm. The animals live there and you are a guest in their environment. All guests should be aware of their responsibilities in that they must ensure that they do not inhibit the ability of the farm to work efficiently and effectively. Only use vehicles on the field to the range if it is viable to do so. This is so that it will not interfere or impact on those who are engaged in their daily tasks. Nor should you unjustly cause your presence to impact on those working on the daily running of the farm.

2.14 All Members of Carisbrooke Rifle & Pistol Club are bound by the Club’s Constitution and Byelaws. Please ensure you are acquainted with those parts that may be of most relevance to your membership.

## 2.15 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. The ‘Indoor Sections’ and ‘Outdoor Sections’ procedures for probationary membership are in alignment. The mandatory introduction of the Vetting form from The Firearms Licensing Unit Winchester also aligns the two classifications of membership. The two classifications of membership are: **Section 1 Firearms Plus Air** or **Air Only** to accord with the Club’s legal liabilities as a Home Office Approved Gun Club.
2. An applicant for probationary membership shall complete a Vetting form and prior to the completion of the probationary period must complete a Full Membership form to the classification of membership that they request. Full payment of any fees is required.
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 them for not less than two years. If the applicant intends requesting membership of the ‘Indoor Section’ for purposes of acquiring Section 1 Firearms Plus Air, then the applicant must provide the names and addresses of two referees who have known them for not less than two years, unless they are being sponsored by the training officer who has knowledge of their character.
5. The completed Membership/Vetting form, and details of referees if necessary, must be handed to the Membership Secretary, ‘Outdoor Section’ or Secretary ‘Indoor Section’ together with the relevant joining fee, if a fee is payable for membership of the ‘Outdoor Section’. The ‘Outdoor Section’ Membership Secretary (or their representative) will clarify the appropriate fee payable at the time of joining. This was further verified at the AGM 4/12/2024 and minuted. Members can view the Minutes on request.
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. All appropriate vetting procedures will also be made.
7. If the application is rejected by the Management Committee. The applicant will be notified of the rejection and any fees returned.
8. Once the application has been accepted by the Management Committee, and the applicant 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** or Club instructor.
9. The ‘Indoor Section’ membership criteria is in accordance with the Club’s legal liabilities as a Home Office Approved Gun Club and requires that there is a probationary membership period of not less than **three months.** This is also ensuring that the CR&PC is not in breach of any regulations affecting Shanklin R&PC that may be pre-eminent. There will also be a “Safe Handling and Introduction to Firearms Training”. This is in accordance with the Approved Club’s criteria under section 44 of the Firearms (Amendment) Act 1997, and/or other Home Office stipulations thereto.  **See also Conditions above.**
10. During this time the Probationary Member should have shot on the Club’s ranges on not less than twelve occasions, full membership will be considered at the next Management Committee’s communications on the subject of memberships. The applicant will be notified of their acceptance or rejection. The Management Committee’s decision is final.
11. The ‘Outdoor Section’ membership criteria also has a mandatory 12 week minimum probationary period. Successful completion of the ‘Outdoor’ Section requirement will enable the Probationary Member to an **Air Only** membership. This can be amended to **Firearms Sec 1 Plus Air**, if the member wants to attend the ‘Indoor Section’ to augment their attendance record to **three months and the “Safe Handling and Introduction to Firearms Training” requirement.** This is in accordance with the Approved Club’s criteria under section 44 of the Firearms (Amendment) Act 1997, and/or other Home Office stipulations thereto.  **See also Conditions above.**

**IMPORTANT NOTICE**

**ANY MEMBER WISHING VALIDATION FOR A PERSONAL FAC CERTIFICATE AND/OR TO HOLD SEC 1 FIREARMS PLUS AIR MEMBERSHIP, MUST BE REFERRED THROUGH THE CLUB’S POLICE LIAISON OFFICER AND/OR THE CLUB’S FAC HOLDER. NO MEMBER CAN REQUEST THE CLUB TO ACT AS REFERENCE FOR A PERSONAL FAC CERTIFICATE UNLESS THIS PROCEDURE IS FOLLOWED. CR&PC WILL BE IN BREACH OF THE FIREARMS REGULATIONS IF THIS PROCEDURE IS NOT FOLLOWED.**

1. 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.

## 2.16 Full Annual Membership/Family Membership

1. A Full Annual Member/Family Member is a person who has been elected to Full Annual Membership by the Management Committee and who has paid their membership subscription for the current year. This will consist of up to two named adult persons from one household. Other adult members in the Family household will be classified as Associate Members.
2. Any person who can prove that they are already a full member of another club, and any person who holds a current firearm certificate, may at the discretion of the Management Committee, become a full member of the Club without the need for a period of probationary membership.
3. Upon consideration of an application from a probationary member to become a full member, the Secretary shall obtain from the member(s) who have supervised the applicant during their probationary period a report on their safety record and progress, to lay before the Management Committee.
4. Upon election to annual membership a former probationary member shall be required to pay the balance of the annual membership subscription, if they have not already done so. Further to the minutes of the AGM 4/12/24 as updated therein. Copies of the minutes are available to members on request.
5. The Club has a range at Borthwood for Air Rifle and Air Pistol use only. However, this does not obviate the necessity for the 12 week probationary period nor the requirement for us to submit the police vetting check. See above for clarification. This is a legal requirement for Home Office registered clubs under the Hampshire and Isle of Wight Constabulary district.

**2.17 Junior Membership**

1) A Junior Member is a person who has not attained the age of 18 years at the start of their membership.

2) Where an applicant for probationary or annual membership is under the age of 18 years their application must be counter-signed by a parent or guardian.

## 2.18 Honorary Membership

1. An Honorary 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 AGM, in recognition of that person’s outstanding service to the Club. At the discretion of the Management Committee, this privilege may be revoked.
2. Honorary members shall not be required to pay any annual membership, just range fees.

## Administration of the Club

**3**.1 The Club premises are open to Full Members on Sunday’s (Borthwood Farm) between the hours the Management Committee from time to time determines. Week day shooting may also be available during summer months. Notices will be displayed. The Management Committee may close the Club’s facilities for such time it considers necessary. Shooting at the Shanklin R&PC indoor range is by arrangement with the Management Committee of that club and subject to the rules and conditions of that permission.

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 Chair of the meeting, shall determine who is entitled to vote at any Committee meeting, Annual General Meeting or Extraordinary General Meeting.

3.4 A register of all members past and present shall be kept by the Secretary and may be inspected by any member, subject to giving reasonable written notice to the Secretary. Notwithstanding, that the Club has legal obligations under the Data Protection Act 2018 and must adhere to the implementation of that policy. (Please see also Membership section 2.4 for a full explanation of these legal obligations as outlined therein.)

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’s end date shall be 16th October in preparation for auditing of the accounts prior to the Annual General Meeting.

3.8 Any member standing for election as an officer of the Club or member of the Committee must be proposed by two members and must give to the Secretary not less than two days before the relevant meeting his consent to stand for election.

3.9 Any member who is unable to attend an AGM or EGM shall be entitled to lodge a proxy vote with the Chair 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.

* 1. The business of the AGM 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.
7. Fixing membership subscriptions, joining fees, range fees and visitors’ fees for the coming year.
8. Election of Chairman.
9. Election of Vice Chairman – if required.
10. Election of Secretary.
11. Election of Membership Secretary ‘Outdoor Section’.
12. Election of Treasurer.
13. Election of Management Committee Members.
14. Appointment of Club Training Officer – if required.
15. Appointment of Children & Vulnerable Persons Representative – this appointment can be a co-opted if the representative has suitable qualifications.
16. Consideration of any recommendations by the outgoing Management Committee for changes to the Constitution/Byelaws
17. Consideration of any item(s) of business notified in writing to the Secretary by any member not later than two weeks before the date of the AGM. 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 AGM by at least two members of the Club.
18. Any other business at the sole discretion of the Chair 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 AGM or EGM.

3.11 Any full member may stand for election to the Management Committee, or as an officer of the Club, if proposed and seconded by at least two other members at an AGM or EGM.

3.12 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 EGM.

## 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. Management Committee meetings will normally be held quarterly, on the first weekend of December, March, June and September, or thereabouts as agreed by the Management Committee.

4.2. The Secretary shall agree the agenda of each Management Committee meeting with the Chair 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:-

1) Apologies for absence.

1. Approval of the minutes of the last meeting.
2. Matters arising from those minutes.
3. Specific items placed on the agenda for consideration, recommendation or ratification.
4. Consideration of applications for membership. Other than those that may have been already unanimously agreed by the Management Committee by electronic means prior to the meeting. (Please see Memberships above)
5. Recommendation for the AGM matters (Autumn Meeting).
6. Any other business at the discretion of the Chair 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. These matters will have been minuted and actions accorded a timeframe as agreed by the Management Committee. It is also agreed that the Minutes of any meeting will be produced to the Management Committee within 14 days of the meeting. If this is not possible for whatever reason a new timeframe will be agreed with the Management Committee.

* 1. Any member may address a meeting of the Management Committee in person, at the discretion of the Chair of the meeting. The Committee shall hear the member, but the member may not vote on matters raised.
  2. 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.
  3. The Management Committee may incur liabilities in respect of the purchasing of acquisitions from Club funds that are appropriate to the running of Club activities, and will pay any accounts on behalf of the Club in this regard.
  4. 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. The appropriate insurance may be held in electronic format. The Secretary will be familiar with this procedure as laid down by the relevant insurance company.

4.9 The Management Committee may recommend by way of a resolution for consideration and ratification at an AGM, or at an EGM 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 Chair (or deputy) 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 10.5of the constitution, subject to ratification by the Club in an AGM, the Management Committee may add, amend or delete any clause contained within these byelaws. Any such change must be supported by at least two-thirds of the members of the Management Committee.

4.13 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 Chair or in their absence by the Secretary is displayed at the Club’s premises. Notices sent by electronic means will be assumed to be delivered provided they show as ‘sent’ from the relevant electronic data folder.

## Conduct of Club Activities

5.1 Only Section 1 firearms and airguns may be fired on the appropriate ranges. Specifically, only non-FAC airguns may be fired at approved targets at either range, and Section 1 firearms fired at approved targets under the terms and conditions of firearms use at Shanklin R&PC ranges. All non-FAC airguns are subject to regular chronograph checks to ensure their compliance under the Firearms Act 1968. The Club will also adopt the BFTA guidelines on airgun power. Random or spot chronograph checks may be performed at the Range Officer’s discretion in the case of suspect airguns or airguns unknown to the Club. A record will be kept that will record date, make, model, serial number and recorded chronograph reading for all airguns checked. Airguns found to be outside the permitted legal power will be removed from the range until rectified and re-checked by a Club official. Only NON-FAC AIR WEAPONS are to be used at Borthwood Range AT ALL TIMES.

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. This includes exemption under Section 21 of the Firearms Act 1968, if circumstances occur between annual signed declarations.

5.3 Hearing protection must be worn by all persons on any part of the Club’s Section 1 firearm range(s) when firing is in progress. This is a necessity for everyone whether they are firing or not if on an active Section 1 firearm range. This is whether or not this activity is a shared Air Weapon facility. Hearing and eye protection is actively encouraged by CR&PC for all forms of target shooting.

5.4 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. All Range Officers are responsible for the conduct of shooters and must be visible to all shooting members.

5.5 One or more range logbooks, this will be in accordance with the Data Protection Act 2018 and is required for legal and insurance purposes as previously outlined. These 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), the date and time of their arrival and departure must also be recorded;
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.
   1. **All members must sign the range logbooks and where appropriate, 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)**.
   2. 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. Members who hold the appropriate classification of membership 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.
   4. **A probationary member must undertake a course of instruction in the safe handling of airguns and/or firearms** before they are permitted to take part in live firing on the Club’s range(s). Novice members must also demonstrate safe handling of rifles to the Training Officer or their representative, prior to being permitted to shoot air pistols. (Please see Memberships referred to above.)

5.10 **A probationary member must be supervised at all times when they are on the Club’s range(s) by a full member**, **a Range Officer or a qualified coach**.

5.11 No person under the age of 14 years shall have access to the range unless they are at all times under the supervision of a parent or guardian, or of a member appointed by their parent or guardian to supervise them. Competent persons between the ages of 14 and 18 years, may at the discretion of the Management Committee shoot unsupervised once this person has demonstrated that they may safely do so within the confines of the Club rules and any governing laws that prevail. Junior members must still be accompanied to the range by a parent or guardian, who remains present during their visit.

5.12 A person who becomes a member solely for the purpose of participating in airgun disciplines shall not have access to, or use of, Section 1 firearms or to the ammunition appropriate thereto on the Club’s premises. If such a member wishes to participate in the Section 1 Firearm discipline they must be subject to the same supervision as is required for a Probationary Member for a period of not less than **three months** and also they shall undergo “Safe Handling and Introduction to Firearms Training”. (Please see Memberships referred to above.)

5.13 Non members shall NOT have access to, or use of, Section 1 firearms or ammunition appropriate thereto on the Club’s premises.

5.14 Shooting details shall not have a finite time limit, unless a Range Officer deems it necessary, but members must have due regard to others waiting to shoot. This byelaw shall not apply during a competition, or if the Range Officer directs otherwise.

5.15 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.

5.16 Every shooter shall ensure that they leave the firing point clean and tidy when they have finished shooting, and that their spent cartridges (where appropriate) are placed in the bins provided. This applies even if the firing point was not left clean and tidy by the previous user.

5.17 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.

5.18 Animals are allowed on to any part of the Club’s premises if they are at all times under the control of its owner by being on a lead for example. This will not override any rules in place that the landlord of the premises consider paramount. It is in the Member’s interest to make themselves aware of what these rules may be.

5.19 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 person 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 National Small-bore Rifle Association (NSRA), subject to amendments necessary to reflect the particular circumstances of the Club. These may change from time to time and will be enacted as appropriate.

6.2 The Safety Rules shall be displayed on the Club notice board if available, and at each of the Club’s ranges, at all times when the Club’s facilities are in use if such methods of display are available. They are also displayed on the Club’s website. All members should familiarise themselves with the Safety Rules, a copy of which is given to each member when joining.

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.

6.4 Every person using the Club’s facilities has an individual duty of care towards fellow members, guests and the public. Not withstanding the above, each and every person shall act in such a way as to ensure the safety of themselves and others.

6.5 Disclaimer. All voluntary work for Carisbrooke Rifle & Pistol Club is undertaken by the Volunteer on the understanding that they (the Volunteer(s)) are responsible for ensuring that they (the Volunteer) is capable of the work involved in the task. If there is any doubt as to your ability, then DO NOT undertake any voluntary work for CR&PC. The Volunteer should make themselves acquainted with any tools or equipment (whether supplied by CR&PC or otherwise acquired) and is responsible for ensuring that the tools are suitable for them to carry out the work involved in the task. If there is any doubt as to the suitability of ANY tools or equipment (supplied by CR&PC or otherwise acquired), then DO NOT undertake any voluntary work.

**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. This person will be identified to all by use of an appropriate high visibility garment, or by some other means as appropriate.

7.2. The Range Officer on duty shall ensure that all shooting is conducted in accordance with:

1. the Range Orders and conditions laid down in the range safety certificate,
2. conditions laid down by governing authorities, or the landlord of the range,
3. the Club’s Safety Rules,
4. requirements laid down under “Conduct of Club Activities” in these byelaws.

7.3 Range Officers’ periods of duty shall be advised as needed to all shooters during any given range detail.

7.4. If a Range Officer is unable to be present on the range during the whole of their duty period they are responsible for arranging for a suitably qualified person to act as Range Officer in their absence.

* 1. 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.
  2. 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.
  3. The Range Officer is entitled to refuse permission for any person to shoot on the ranges if they have reason to believe that they are not in a fit condition to do so.
  4. 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. The Range Officer is responsible for maintaining the range logbook throughout their 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 their firearm certificate, and that the ammunition has been entered on the firearm certificate. Junior members may not be permitted to remove airgun pellets from the range. The Range Officer must ensure that they remain on the Club’s premises securely or that a duly authorised Parent or Guardian takes responsibility for their safe custody.

7.11 The Range Officers’ authority is **ABSOLUTE** whilst conducting range activities. Their authority overrides any intervention by Club members or officers whilst on duty.

## Disciplinary Matters

8.1 It is the responsibility of all members to inform the Management Committee of any conduct on or off the Club premises by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, conduct likely to cause other members harm or distress, or contrary to the conditions of the range safety certificate(s).

8.2 Such reports must be made to the Secretary, or if they are not available, to the Chairperson 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 (Chairperson 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 (Chairperson or Treasurer) shall convene a meeting of three members of the Management Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.

8.5 The Secretary (Chairperson 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.
   1. If there is a case to answer a Disciplinary Committee comprising five members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 8.4 above.
   2. At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with them a friend or advisor. If the accused does not attend they 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.
   3. The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision, which will be minuted.

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 8.6above, 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. These can be held and distributed electronically as appropriate. This does not necessarily negate a written report if it is deemed appropriate to the circumstances in question.

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. This can be sent to the Secretary by electronic means. However, this will not be considered delivered unless the Secretary acknowledges receipt of same. In doing so the Secretary will note the procedures that will be invoked and followed as set out in the constitution and/or byelaws with reference to such an 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 Chairperson 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 them.

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. In the absence of a notice board the decision will be posted on the Club’s website and/or displayed electronically as appropriate in the circumstances. No defamatory implication will be accepted by the Club (other than that as laid down by law) if the person or persons, being the subject of the Disciplinary action, are in breach of the Constitution or Byelaws as set down by CR&PC. If the person has become a member of the said Club they have, by so doing agreed to abide by the said Rules as laid down herein.

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 AGM.

8.23 The land owner and/or host club (eg Shanklin R&PC) requirements will take precedence over any Club byelaws, providing they do not breach the Club’s or members’ safety. Neither should their requirements or rules infringe on CR&PC’s members’ general legal rights per se; this is to ensure that neither the Club nor the members are compromised.

## 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**.

## 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. This is in order to provide them with such information as they may legitimately require ensuring that the activities of the Club and its members are conducted properly and in accordance with the Constitution, Byelaws and such legislation as may be laid down from time to time.

## 9.4 Range Conducting Officer

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

## 9.5 Range Officer

A person who is a Range Conducting Officer or Range Officer and being a person who is authorised by the Management Committee to act as their representative in supervision of the conduct of shooting on the Club’s premises.

## 9.6 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/or an experienced airgun target shooter, 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 they:

1. produce to the Range Officer their firearm certificate, or proof of membership of another club, and
2. confirms their eligibility to shoot by entering their 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, or other appropriate person as laid down by the Management Committee and
3. If an airgun shooter, confirms their eligibility to shoot by signing the appropriate declaration (a person is prohibited from shooting under section 21 of the 1968 Act (see paragraph 12.4 – of the said Act – for its terms) may not possess any firearms or ammunition, not just those for which a certificate is required. Thus the prohibition extends to all air weapons air gun pellets and shot gun ammunition) and signs the range register for the express use of “Visitors”, and pays the range fee and visitor’s fee as appropriate.

PLEASE CONTACT THE SECRETARY IF THESE RULES & REGULATIONS ARE REQUIRED IN A DIFFERENT FORMAT.

The above Club Byelaws and rules have been duly considered by the Management Committee and adopted by those signed below:-

Signed ………………………………………………….. Hon. Chairman

.…………………………………………………… Hon. Secretary

……………………………………………………… Hon. Treasurer