

Rules, Constitution & Byelaws



V2a 30th July 2024

Castle Field Target Air Rifle Club



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Preface

Castle Field Target Air Rifle Club prides itself with an unblemished safety record spanning more than 20 years. Please be aware that the public do not share your enthusiasm for air gun shooting. Always remember that you are an ambassador for your sport and represent all of us in your actions.

Safety

Safety with any type of firearm is everyone's responsibility. Shooting is one of the safest of all sports. The reason for this is that there are safety rules that MUST be always observed. The three fundamental rules are:

Always ensure the air weapon is pointing in a safe direction, preferably at the ground.

Never point a gun at anyone.

Always treat a gun as if it is loaded.

The other rules derive from the application of these fundamental rules in different circumstances.

Safe Handling of Guns

- When you get out your gun, check that it is not cocked or loaded.
- When handing a weapon to another person, always show that it is unloaded. Remember; it is better to check your gun is not loaded 100 times too often than once not enough.
- When you put your gun away check it is not loaded or cocked. Never put a gun away loaded.
- When you are handed a gun, first check that it is not loaded or cocked. If you are unfamiliar with the weapon, ask the owner how to do this.
- Never pick up a gun without permission from the owner
- Air weapons should be stored out of sight and separately from pellets.
- Air weapons should be covered when transporting them, in a gun slip for example.

Operating the Gun

- Always keep the gun pointing down range when in use.
- Only load the gun with it pointing downrange.
- Never load an air gun until you are ready to fire it.

When using break barrel or under-lever rifles, where the breach could snap shut on your fingers, always keep a hold of the barrel/cocking lever while loading.

- Never move between lanes with a loaded gun.
- When moving between lanes, open the breach and remove any magazine from the gun.

- Whilst carrying a gun it must not be cocked, the breach should be open, the magazine removed, and the gun carried with its muzzle pointing towards the ground.
- Keep your gun in a case when not in use.

Range Commands

- If you hear a single note on a whistle or the command STOP, stop immediately. Unshoulder the weapon. If loaded, the weapon should be discharged into the ground in front of you. You must not be in any position to fire.
- Always obey instructions from the range officials immediately
- Never go forward of the firing line without permission from the range official.

General

- Don't rely on safety catches to keep you or your companions safe.
- Don't try to attract someone's attention when they are shooting as it may cause them to turn around.
- Observe all the safety rules even when dry firing.
- Air weapons must not be stored where unauthorised people, particularly young people under the age of 18 might gain access to them.

Safety with Compressed Air

Many modern air weapons use compressed air as a power source. It provides convenient and effortless shooting, but we must never underestimate the amount of energy that is stored inside a cylinder.

A compressed air cylinder is a potential bomb if handled incorrectly.

- Store bottles away from sources of heat.
- Take great care not to drop bottles and avoid hard knocks to **any** compressed air cylinder.
- Do not use any bottle or fittings that appear worn or damaged.
- Always check the charge rating of unknown bottles and cylinders.
- Ensure that your bottle is in test.
- When tightening bottle fittings use a minimum of force. Hand tight is enough.
- While charging buddy bottles and other removable cylinders, never stand in front of the bottle as it is charged.
- Always keep control of bottles and hoses while charging.
- Avoid looking directly at gauges as you fill air cylinders.
- Always charge your gun slowly.
- Don't put full **test** pressure into the gun, only working pressure.
- Avoid contact between skin and high-pressure air systems.
- Avoid getting oils and greases in the high-pressure system.
- Never drill into pressure bottles for any reason, it invalidates the unit's test.

Safety with CO² Cartridges

CO² cartridges provide a convenient a convenient power source for modern air rifle and pistols. However, they require special care in operation in addition to the normal safety rules.

In the club room

- Do not load magazines.
- Do not install CO² capsules.

On the firing line

- When installing a CO² capsule the gun must point downrange
- When installing a magazine, the gun must point downrange.
- While exhausting spent CO² capsules the gun must point downrange.

Take care while handling exhausted CO² capsules as they become very cold.

Before leaving the firing range

- Remove and empty the magazine.
- Remove the CO² cartridge and place the gun in its case.

The Law

Shooting differs from all other sports in one major respect. It is the only sport that is covered directly by Criminal Law. All other sports have rules, regulations and safety guidelines that are considered “best practice.” i.e. the best way of doing things. Shooting also has these guidelines for best practice but has a legal requirement as well that is enforced not only by governing bodies but also by the police and legal system.

All air weapons are classified as firearms under the law. As an air gun user, you must ensure that you know the law and keep within it. Failing to do so can carry serious penalties including heavy fines up to and including life imprisonment.

List of laws by which you must abide:

- It is an offence for a person in possession of an air weapon to fail to take reasonable precautions to prevent someone under the age of 18 from gaining unauthorised access to it.
- It is an offence for a person under the age of 18 to purchase or hire an air weapon or ammunition for an air weapon.
- It is an offence to sell, let on hire or make a gift of an air weapon or ammunition to a person under the age of 18.
- It is an offence for anyone under the age of 18 to have with them an air weapon or ammunition unless:
 - they are under the supervision of a person aged 21 or over; or
 - they are shooting as a member of an approved target shooting club; or
 - they are shooting at a shooting gallery and the only weapons being used are either air weapons or miniature rifles not exceeding .23-inch calibre; or
 - the person is 14 years old or above and is on private premises with the consent of the occupier.
- It is an offence to part with possession of an air weapon, or ammunition to a person under the age of 18 except under the circumstances mentioned above.
- It is an offence for any person shooting on private land, regardless of age, to use an air weapon for firing a pellet beyond the boundaries of the premises.
- It is an offence for a supervising adult to allow a person under the age of 18 to use an air weapon for firing a pellet beyond the boundaries of the premises.
- It is an offence to have an air weapon in a public place without a reasonable excuse.
- It is an offence to trespass with an air weapon, whether in a building or on land.
- It is an offence to have an air weapon if you are prohibited from possessing a firearm. Anyone that has been sentenced to a custodial sentence of between

three months and three years is prohibited from possession of air weapons, other firearms, and ammunition for five years from their date of release.

Anyone who has been sentenced to three years or more is prohibited for life.

- It is an offence to fire an air weapon without lawful authority or excuse within 50 feet (15 metres) of the centre of a public road in such a way as to cause a road user to be injured, interrupted, or endangered.
- It is an offence to kill certain wild animals and birds intentionally or recklessly. When shooting live quarry, it is your responsibility to make sure that you only do so legally.
- It is an offence to knowingly cause a pet animal to suffer unnecessarily, which could be committed by shooting a pet animal.
- It is an offence to have an air weapon with intent to damage or to destroy property. It is also an offence to have air weapons and be reckless as to whether property would be damaged or destroyed.
- It is an offence to have an air weapon with intent to endanger life.

Licensing

The power of an air gun is measured in muzzle (or kinetic) energy. This is the energy at which the projectile leaves the muzzle of the gun.

You can purchase any air gun that does not exceed the UK maximum legal limit without a license.

Maximum UK legal
limits are.

Pistol 6 ft/lbs (8.14
joules)

Rifle 12 ft/lbs (16.27 joules)

All rifles and pistols sold in gun shops are below the legal limit. Those over the limit can only be purchased by first obtaining a Firearms Certificate from the Police. It is not possible to obtain a license for a pistol that exceeds 6 ft/lbs as they are now effectively banned.

It is the owner's responsibility to ensure that their air weapons power falls below these limits. If you are unsure of your air guns power, most good gun shops and clubs will be able to check the power for you.

Castle's Club Rules

1. Membership Fees

- New Members will pay a joining fee of £50, regardless of the time of year at which they join.
 - Existing Members will pay a renewal fee of £20 per annum. Members of the Management Committee do not have to pay this if they so wish.
 - Everyone will pay Range Fees of £60 per annum. For new members this may be pro-rated relevant to the time of year at which they join.
2. Minors aged up to 17 years of age are exempt from a subscription fee provided they are always accompanied by a fee-paying adult who is a parent or legal guardian of said minor(s).
 3. The Range Fees and Membership Fees are subject to adjustment at the AGM.
 4. All potential new members, or guests will be requested to undergo a brief period of safety tuition prior to their being allowed the use of either the main or practice ranges. Having satisfied the range officer of their competence they will be allowed three provisional visits, the first of which no fee will be charged.

Any ammunition or other items purchased by the visitor will be charged at the standard club rates. The visitor will then pay the standard visitors fee on the subsequent two visits. After three visits the visitor will be expected to pay the subscription fee due at the time, subject to acceptance by the committee, or cease to attend for the remainder of the club year. On joining the club, members will provide their name, address, email address (if applicable) and telephone number and agree to complete the New Members Application Form. Furthermore, any prospective member does, by joining Castle FTARC, automatically agree to accept and abide by the club rules and constitution.
 5. Any member who is six months in arrears with his or her subscription may at the absolute discretion of the committee have his or her membership terminated, having been given warning.
 6. Castle F.T.A.R.C shall hold no responsibility for any air rifle being used that exceeds the 12 ft/lbs limit, or pistols that exceed the 6 ft/lbs limit. It will be the sole responsibility of the owner to ensure that any weapon used at the club does not exceed the UK legal limit. All members will make reasonable efforts to be aware of any changes in the law regarding air weapons.

7. All members must ensure that their rifles are in serviceable condition, the club will hold no responsibility for any accident caused by weapons in a dangerous state. For this reason, we have excluded the use of drilled buddy bottles.
8. Rifles and pistols will not be cocked or have a pellet in the breach at any time other than when:
 - on the firing point and in a position to fire
 - on the main or practice ranges, or
 - using the chronograph.

In the case of weapons with magazines, all pellets still in the rifle must all be in the magazine and not the breach and removed from the rifle when the three exceptions above do not apply.

9. Should any target need attention during a shoot; one blast of a whistle must be given prior to anyone going to attend to the offending target. On the completion and return to the firing line, two blasts of the whistle must be given. On hearing one blast, all shooters must STOP, and rifles or pistols made safe (shooting the pellet into the ground just in front of the firing line if necessary) and only recommence on hearing two blasts.
10. Members are requested to assist in any way possible in the setting out and dismantling of courses and in general maintenance of the club's equipment and property.
11. The committee's ruling shall be final in all respects to the administration of the club, and the committee may make rules from time to time for the use of and maintenance of the club's rights and property.
12. The club shall on proof to its satisfaction have the power to refuse membership of any person whose conduct it considers to be contrary to the best interests and objectives of the club, or detrimental to the sport of air gun shooting.
13. Every member and officer of the club shall carry a current membership card, which may be produced on demand by any club officer or landowner or any other authorised person.
14. Any member may at any time contribute towards the objectives of the club via the suggestion box provided. All suggestions will be considered in "any other business" conducted at the end of every ordinary general meeting and the AGM.
15. All members and visitors will comply with any preservation order that protects these and/or any other shooting grounds.

Constitution of Castle Field Target Air Rifle Club

(Originally) Adopted on the 8th day of February 2004.

Revision V1b 28th June 2024

1 Name

The name of the club is Castle Field Target Air Rifle Club (Castle FTARC.)

2 Objectives

The Club's objectives are to promote the safe use of air guns and to encourage the use of them in a sporting competitive spirit, namely Field Target Shooting. To ensure a duty of care to all members of the club. To provide all its services in a way that is fair to everyone. To ensure that all present and future members receive treatment that is fair and equal.

3 Administration

Subject to the clauses set out below, the Club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause 7 of this constitution.

4 Powers

In furtherance of the objectives but not otherwise, the Management Committee may exercise the following powers:

- 4.1 The power to raise funds and to invite and to receive contributions provided that in raising funds the Management committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.

- 4.2 The Power to buy, take on lease or in exchange any property necessary for the achievements of the club's objectives and to maintain and equip it for use.
- 4.3 The power, subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the club.
- 4.4 The power, subject to any consent required by law, to borrow money and to charge any property of the club as repayment of money borrowed.
- 4.5 The power to cooperate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the club's objectives and to exchange information and advice with them.
- 4.6 The power to support any charitable trusts, associations or institutions formed for all or any of the club's objectives.
- 4.7 The power to do all such lawful things as are necessary for the achievements of the club's objectives.

5 Membership

- 5.1 Membership of the club shall be open to individuals who are interested in furthering the club's objectives and have paid the annual subscription, as fixed from time to time by the members present at the Annual General Meeting (AGM) or any "Special" General Meeting (SGM) called specifically for that purpose.
- 5.2 The Management Committee may unanimously and for good reason terminate the membership of any individual, provided the individual concerned shall have the right to be heard by the Committee, accompanied by a friend or representative before the final decision is made.
- 5.3 The Management Committee may create any class of member they deem necessary, and is permitted, on case-by-case review to amend the membership status of an individual member. The Management Committee may determine what benefits or rights such members may have and may also lay down procedures for the introduction of prospective new members to the club. The exercise of any such powers by the Management Committee shall be subject to ratification by the next AGM of the club by means of appropriate amendment to the byelaws of the club.

6 Honorary Officers

At each Annual General Meeting of Castle FTARC, the members shall elect from amongst themselves a Chairperson, a Secretary, and a Treasurer, who shall then hold the respective office from the conclusion of the meeting.

7 Management Committee

- 7.1 The Management Committee shall consist of not less than five members and no more than eleven. Those positions being: Chairperson; Vice Chairperson; Secretary; Treasurer; Assistant Treasurer; Competition Secretary; Scores Manager; Range Officer; Auditor and Development Officer.
- The club's chairperson will remain in post if he or she satisfies the terms and conditions identified in the current Rules, Constitution and Byelaws, and wishes to remain as Chairperson. Should the clubs' members deem it desirable or necessary for the Chairperson of the club to step down from the role, this should be presented as a proposal from a club member at the AGM, seconded by another member and subsequently put to the vote. If this is the case and the majority of members present at the AGM deem that the Chairperson should be replaced, the Vice Chairperson will immediately step up into the role of Chairperson and another vote for a new Vice Chairperson will take place at the same time.
- 7.2 All members of the management Committee must be current full members of Castle FTARC in their own right.
- 7.3 The Management Committee may in addition appoint up to four co-opted members. However, not more than one third of the total members of the Management Committee may be co-opted.
- 7.4 All members of the Management Committee shall automatically retire from office together at the end of the AGM. The re-election or re-appointment during said AGM is in force immediately following the close of the AGM.
- 7.5 The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint, or any defect in the appointment or qualification of a member.
- 7.6 No person may be appointed as a member of the Management Committee that is aged under 18 or who would if appointed be disqualified under the provisions of clause 8.

8 Determination of Membership of the Management Committee.

A member of the Management Committee shall cease to hold office if he or she:

- 8.1 Ceases to be a full current member of the club.
- 8.2 Becomes incapable by reason of mental disorder, illness, or injury, of managing and administering his or her own affairs.
- 8.3 Is absent without permission of the Management Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated.
- 8.4 Gives the Management Committee notice that he or she wishes to resign, with effect from a date at least one month after the date of notice, but only if at least five members of the Management Committee remain in office when notice of resignation is to take effect, (unless there are exceptional reasons.)

9 Management Committee Members not to have any personal interests.

9.1 Subject to the provision of sub-clause 9.2, no member of the Management Committee shall acquire any interest in property belonging to the club, (other than as a trustee for the club,) or receive any remuneration or is to have interests, other than as a Committee Member, in any contract entered by the Management Committee.

9.2 Any member of the Management Committee who is a Solicitor, Accountant or other person engaged in a profession, may charge and be paid all the usual professional charges for business done by him or her or their firm, when instructed by the other members of the Management Committee, to act in his or her professional capacity on behalf of the club, provided that at no time the majority of the members of the Management Committee do not benefit under that provision, and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that his or her own firm is under discussion.

10 Meetings and Proceedings of the Management Committee.

10.1 The Management Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chairman, Secretary or by any three members of the Management Committee, upon not less than seven days' notice being given to the other members of the Management Committee, of the matter to be discussed, but if the matter includes appointment of a co-opted member, then not less than 21 days' notice must be given.

10.2 The Chairperson shall act as Chairperson at meetings of the Management Committee. If the Chairperson is absent from any meeting the members present shall choose one of their number to be Chairperson of that meeting before any business is transacted. (Vice Chairperson is automatic first choice.)

10.3 There shall be a quorum when at least one third of the members of the Management Committee are present, or three members, whichever is the greater, are present.

10.4 The Management Committee shall keep minutes in books kept for the purpose of proceedings at all meetings of the Management Committee and any nominated subcommittee.

10.5 The Management Committee may from time to time, make or alter the byelaws of the club. Any such addition or alteration to the byelaws must be laid before the next AGM for ratification. No Byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.

10.6 The Management Committee may appoint one or more advisory or subcommittees consisting of one or more members of the Management Committee for the purpose of making any enquiry or supervising, or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a subcommittee, provided that all acts and proceedings of any subcommittee shall be fully reported to the Management Committee.

10.7 The Management Committee shall always ensure that the club and its members comply with all known and understood legal requirements in force and any rules appertaining to the conduct of the activities being undertaken.

11 Receipts and Expenditure

11.1 The funds of the club, including all donations, contributions, and bequests, shall be paid into an account operated by the Management Committee in the name of the club at such a bank or building society as the Committee shall from time to time decide. The club may operate more than one bank account. All cheques drawn on two members of the Management Committee must sign the club's bank account.

11.2 The funds belonging to the club shall only be applied in furthering the club objectives.

12 Property

12.1 Subject to the provision of sub-clause 12.2, the Committee shall cause title to:

a) all land held in trust for the club.

b) all investments held by or on behalf of the club.

c) all assets of the club other than land and investments to be vested in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Management committee at their pleasure and shall act only in accordance with the lawful directions of the Management Committee; if they do so, the trustees shall not be liable for acts and defaults of its members.

13 Annual General Meeting

13.1 There shall be an annual general meeting of the club, which shall be held each year in September or as soon as is practicable.

13.2 the Management Committee shall call every AGM. The Secretary shall give at least 14 days' notice of the AGM to all members of the club. All members of the club shall be entitled to attend and vote at the meeting.

13.3 The Chairperson of the club then in office shall be the chairperson of each AGM and of each Special General Meeting, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairperson of that meeting, subject to 9.1, 9.2 and 10.2.

13.4 The Management Committee shall present to each AGM the report and accounts of the club for the preceding year.

13.5 Nominations for election to the Management Committee must be made by members of the club in writing and must be in the hands of the Secretary at least 14 days before the AGM. The person nominated must confirm his or her willingness to stand. Should nominees exceed vacancies, election shall be by ballot.

14 Special General Meetings

14.1 The chairperson, secretary or the management Committee may call a Special General Meeting at any time on seven days' notice, stating the purpose of the meeting. The Secretary may also call a SGM on receipt of a written request signed by ten full members. Any such request must state the reason for the meeting, no other business may be discussed at the SGM.

15 Procedure at General Meetings

15.1 The secretary or other person nominated by the Management Committee shall keep a full record of the proceedings at every club general meeting.

15.2 There shall be a quorum when at least 33% of the full members of the club for the time being or 10 members of the club, whichever is the lesser, are present at any general meeting.

15.3 If after 30 minutes from the time stated for the commencement of the meeting there are still insufficient members present to form a quorum, the meeting shall be adjourned to another time and place. Recommencement of the adjourned meeting shall take place within 21 days of the adjournment, or as soon as is practicable.

15.4 If at the recommencement of the adjourned meeting there are insufficient members present to form a quorum, the meeting will proceed after a delay of 30 minutes unless sufficient members are present before that time to form a quorum.

16 Notices

Any notice required to be served on any member of the club shall be in writing and shall be served by the secretary or the Management Committee on such a member either personally or by sending it through the post in a prepaid letter addressed to the member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

17 Voting

Every member shall have one vote on any resolution on which he is entitled to vote. Every resolution shall be decided by a majority of votes by those present and entitled to vote on the proposal being tabled. In the event of a tied vote the Chairperson of that meeting shall have a second and casting vote.

18 Alteration to the Constitution.

The Constitution may be altered by resolution supported by no less than two thirds of the members present and voting at a general meeting. The notice of any resolution must be included in the notice of the meeting and set out the terms of any alteration proposed.

19 Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the club it shall call a meeting of all fully paid-up club members, of which not less than 21

days' notice shall be given stating the terms of the resolution to be proposed. If the proposal is supported by two thirds of those present and voting, the Management Committee shall have power to realise any assets held by or on behalf of the club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be shared to such other institution, any charity of choice, or redistributed to current fully paid-up members in the following ratios,

Duration of Membership less than 2 years 0%

Duration of Membership 2 years or greater but less than 5 years 50%

Duration of Membership over 5 Years 100%

20 Data Protection

The Data subjects (Members) are restricted to any person the process of whose personal data is necessary for the purposes of running the Club.

The data class (type of information gathered) is limited to data which is necessary for the purpose of running the Club.

Permitted disclosures. Other than those made with the consent of the data subject, disclosure is restricted to third parties that are necessary for the purposes of the running of the Club.

Retention of Data. If the relationship between the Club and the data subject ends, data shall be retained only as long as is necessary for the purposes of running the Club.

21 Byelaws

The Byelaws of Castle FTARC Revision 4.04 and adopted on 31/3/2013 in support of Castle FTARC's Constitution have been superseded by and incorporated within Castle FTARC's Constitution which takes precedence over said Byelaws Revision 4.04

Byelaws of Castle FTARC

Revision 4.04

Adopted 31/03/2013 in support of Castle FTARC's Constitution

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Introduction

Article 1

1.1 Name of the Club

This Club shall be known as the Castle Field Target Air Rifle Club

1.2 Objectives of the Club

The Club is a non-profit organisation and is committed to the following goals,

To provide land and facilities for its members for the shooting of non-live targets

To promote sportsmanship and safety

To educate others in the safe use of airguns

To support and promote Field Target shooting.

1.3 Authorisation

Membership cards are issued to full members and are proof of authorisation to use the land and facilities of the Club.

Article 2 Officers & Elections

2.1 The Officers of the Management Committee shall be chosen from the regular full members of the Club annually at the Club's AGM and shall consist of a Chairperson, One Vice Chairperson, a Treasurer, a Secretary, a Competition Secretary, and a Development Officer. Officers must be over the age of 18 years and be current full members. The Officers of the Committee may appoint co-opted members of the committee as they see fit, if the total numbers of co-opted members do not exceed the total number that makes up the Management Committee.

2.2 Election of Officers shall be by simple majority at an AGM or EGM called for that purpose.

2.3 Nominations for Officers shall be received by way of a proposal and a second from two other full and current members.

2.4 Members of the Management Committee are automatically retired at the end of each AGM excepting the Chairperson and Vice Chairperson. Newly elected Officers take their post at the conclusion of the AGM.

2.5 The Vice Chairperson automatically replaces the retiring Chairperson bi-annually and a new Vice Chairperson shall be elected to replace him.

Article 3 Duties of Officers

It is the duty of all officers of the Management Committee to follow the Club Rules, Byelaws & Constitution, leading by example in the furtherance of the Objectives of the Club and the spirit in which they are intended.

3.1 The duty of the Chairperson shall be to preside over meetings of the Club Management Committee and to provide guidance on matters concerning the Club's Constitution, Byelaws and Rules to the Management Committee and the membership. The Chairperson shall also be the representative of the Club in legal matters concerning the Club's activities and have broad discretionary powers in the administration and conduct of the affairs of the Club. He/she shall, however, co-operate fully with the recommendations of, and be answerable to the Management Committee and to perform any other duty pertaining to his/her office.

3.2 The duty of the Vice Chairperson shall be to perform the duties of the Chairperson should the Chairperson be absent or be unable to carry out his/her duties and perform any other duty pertaining to his/her office.

3.3 The duty of the Treasurer shall be to receive all monies paid to the Club and to pay all bills incurred by the Club. The Treasurer shall also maintain the financial records of the Club and report same to all meetings of the Management Committee. He/she shall

also maintain all bank accounts and relevant investments of the Club and perform any other duties pertaining to his/her office.

3.4 The duty of the Secretary shall be to keep records of all attendances, minutes of all transactions of General, Extraordinary and Annual General Meetings. Be responsible for publishing and posting notices and other duties pertaining to his/her office.

3.5 The duty of the Competition Secretary is to collect and collate scores for the Club League Table. Have broad discretionary powers concerning the matters of competitions held at the Club, remaining answerable to the Management Committee, and any other duties pertaining to his/her office.

3.6 The duty of the Development Officer is to manage the web presence of the Club and communications concerning the same. To have broad discretionary powers in the promotion of the Club's Objectives, remaining answerable to the Management Committee and any other duties pertaining to his/her office.

3.7 The duty of the Range Officer(s) shall be to ensure shooting is conducted to all safety rules, bylaws and UK laws and any other duties pertaining to his/her office.

3.8 The Management Committee shall

3.8.1 Take responsibility for the running of any meeting of the Management Committee in the absence of the Chairperson or Vice Chairperson by appointing a Temporary Chairperson

3.8.2 Take responsibility for the general supervision of all the business of the Club.

3.8.3 Have the power to terminate or suspend a member of any type when they deem it just and proper for the good of the Club and/or for the safety of its members.

3.8.4 The right to fill the vacancy on a temporary basis until the next AGM or EGM if it is deemed necessary.

3.8.5 The Management Committee has the power to discharge any incumbent Officer of the Management Committee according to Article 5.

3.8.6 The Management Committee are responsible to see that all rules, laws, byelaws, and the Constitution are complied with by all members of the Club.

Article 4 Membership

4.1 Members must be full UK residents.

4.1.1 Members must be legally entitled under UK law to shoot Air Weapons

4.2 there shall be three types of Membership. Honorary Life Member, Full Member and Guest Member.

4.2.1 An Honorary Life Member is a person who has been elected by a motion supported by not less than two-thirds of the members present and entitled to vote at an AGM.

4.2.2 A Full Member is a person that has been elected to be by the Management Committee who has paid his joining fee and therefore membership for the current year.

4.2.3 A Guest Member is someone whose application to be a Full Member is under process.

4.3 Child Protection Policy. The Club is affiliated to the National Small Bore Rifle Association and as such follows their Guide to Policy and Procedure of Protection of Children and Vulnerable Adults in target shooting. Further, the Club follows the guidelines that the BFTA apply to the supervision of minors during competitions.

4.4 Application for Membership. If a visitor to the Club decides to pursue membership, he shall be invited to complete an application form which, when completed, shall be returned to the Club Secretary or relevant member of the Management Committee with the annual subscription. The Applicant will be issued with a Guest Membership Card which he must always display whilst on the Club premises. The application will then be considered at the Management Committee's earliest convenience. If the application is accepted, then the Guest Member shall be provided with a Full Members Card and entered into Club's Membership Register.

4.5 Obligations of Members. By applying for or becoming a Full Regular Member the applicant agrees to abide by the Club Rules, Constitution and Byelaws. All members, Honorary, Regular, or Guest shall assist in the day-to-day duties required for the running of the Club. All members Honorary, Regular, or Guest shall abide by all relevant UK Law, Club Rules, Constitution and Byelaws without exception. Failure to do so may result in disciplinary action by the Club, any affiliated Governing Body, and the Crown Prosecution Service.

4.5.1 Guest Members under Home Office Rules shall be accompanied by an experienced Full Member and shall follow all direction of the same.

4.5.2 Regular Full Members and Honorary Life Members are expected to always guard the interests of the Club and shall take responsibility for guiding Visitors and Guest Members in all aspects of our sport.

4.6 Joining fees and subscription charges for the following year shall be settled by majority vote of the Membership of the Club at each AGM under guidance from the Treasurer's report and Management Committee.

4.7 Membership Ceiling. While insurance for membership has no ceiling limit it is a matter of practicality that the facilities are limited. Thus, the ceiling limit of the Club is set at (tbc) Full and Guest members combined and shall be revised as necessary by the Management Committee.

4.8 Access to Club Grounds. When a Guest Member becomes a Full Member, they are entitled to access the Club grounds at their own discretion providing they follow all Club Rules, Byelaws and UK laws and sign in according to Club policy. They shall be provided with the necessary means to access the Club grounds and the signing in cabinet. However, access to Club buildings is limited and only members of the Management Committee are entitled to be key holders by resolution. Visiting Members may, only at the discretion of any key-holder then present, use the Club facilities.

4.9 Suspension/Revocation of Membership. Where the Management Committee determines that a Club Member has discredited the reputation of the Club, the Member may have his membership suspended or revoked.

4.9.1 Where a member has been convicted of a crime.

4.9.2 For violation of UK Law, presiding authority, Club Byelaws, or other rule ratified by the Management Committee.

4.9.3 For causing damage to, depriving the lawful owner the use of, or inflicting injury upon any Club member, non-member, club property, public property, private property, or wildlife, regardless of whether such act was intentional or unintentional, or whether legal proceedings were instituted because of any such action.

Article 5 Disciplinary Matters

5.1.1 It is the responsibility of all Members to notify the Management Committee of any conduct on Club premises by any person, whether they are Club Member's or not, that is illegal, unsafe, dishonest, discreditable, ungentlemanly conduct or any occurrence likely to damage the reputation of the Club.

5.1.2 In the event of a report of any breach of UK law, Governing body rules and Byelaws or Club Rules and Byelaws as outlined in 5.1.1, the Chairperson and/or Secretary shall elect a Disciplinary Sub-Committee comprising of 5 members from the number of the Management Committee and fix a date as soon as practicable to investigate the reported matter. Should the report involve any member of the Management Committee then the Disciplinary Committee must not comprise of or be formed by the same accused, accuser, or witness. The meeting(s) of the Disciplinary Sub-Committee shall be closed meeting(s). The Sub-Committee shall elect at the opening of the proceeding a Chairperson and Secretary. All exchanges will be recorded. During the initial meeting, the Disciplinary Meeting has only one question to answer. Given the evidence before the Committee "is there any foundation for a Disciplinary Hearing?" The panel will weigh all evidence before the Disciplinary Committee

5.1.2.1 The only two conclusions are:

1. There is no case to answer
2. That there is a case to answer, and a Disciplinary Hearing will be necessary as laid down in 5.1.3. The Disciplinary Hearing date shall be set at the closing of the initial meeting at a suitable time not later than 28 days from then. All parties shall be notified as such.

5.1.3 Disciplinary Hearing. Witnesses, accuser(s) and accused may attend the meeting(s) or submit written statements for the consideration of the Disciplinary Sub-Committee. If in attendance, the accused may bring a friend or advisor. If the accused declines to attend the hearing, he shall be entitled to receive a copy of the minutes within 7 days of the conclusion of the Disciplinary Hearing. The Disciplinary Hearing will consider all written evidence as well as oral submissions before reaching their decision.

5.1.3.1 The disciplinary Committee shall first decide whether the allegation has been proven to the satisfaction of the hearing via a majority vote.

5.1.3.2 If the hearing decides that the allegation is not proven it shall declare the matter formally closed. The accused shall be entitled to request notice to be posted to members of this effect within 7 days of the dismissal of the charge.

5.1.4 Penalties If the Disciplinary Committee decides that the allegation has been proven, it shall then consider the seriousness of the offence and impose any of the following accordingly, all of which will be recorded by the Secretary in the Members Register.

5.1.4.1 A verbal warning

5.1.4.2 A written reprimand

5.1.4.3 Suspension of the right to use the Club's range for a fixed period, decided by the Committee.

5.1.4.4 Suspension of the right to use all the Club's facilities for a fixed period, decided by the Committee.

5.1.4.5 Suspension of Membership for a fixed period, decided by the Committee.

5.1.4.6 Immediate termination of Membership, or in the case of a non-member, termination of the right to make use of any Club facility.

In addition to these penalties, the Disciplinary Committee shall consider if the proven charge is serious enough to be reported to the NSRA or other governing body, or the Constabulary. If the Disciplinary Committee decides that further action should be taken, the Secretary of the Disciplinary Committee will report the matter in writing to the relevant authority within 7 days of the decision.

5.1.5 Appeals Procedure

5.1.5.1 Any person disputing any decision by the Disciplinary Committee, whether as to liability or penalty, may appeal against that decision by serving upon the Secretary of the Committee a notice of appeal.

5.1.5.2 Upon receipt of a Notice of Appeal the Secretary shall invoke the procedure set out in Article 8.3 to call an Extraordinary General Meeting of the members of the club to hear the appeal.

5.1.5.3 The appeal shall take the form of a re-hearing so the appeal hearing shall not enquire into the way the Disciplinary Committee reached its decision.

5.1.5.4 On the hearing of the appeal by the Extraordinary General Meeting the provisions of 5.1.2 to 5.1.4 shall apply.

5.1.5.5 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members attending the Extraordinary General Meeting shall be reached by a vote of those attending and eligible to vote. A simple majority shall decide the issue. In the event of a tied vote the Chairperson shall cast a second deciding vote.

5.1.5.6 The person who is the subject of the Disciplinary action shall not be entitled to a vote at the appeal proceedings.

5.1.5.7 When any penalty has been imposed on a member by a Disciplinary Committee or by an Extraordinary General Meeting, or by the NSRA or other governing national body, the Secretary shall post a notice setting out the exact nature and terms of the penalty.

5.1.5.8 The Management Committee shall report to each AGM any penalty imposed on any person because of disciplinary action by the Club, the NSRA or other national governing body since the previous AGM.

5.2 Grievance Procedure. The Club's aim is to ensure that Members with a grievance relating to Club matters can use a procedure which can help to resolve grievances as fairly and as quickly as possible.

- 5.2.1 Informal Discussions. If a member has a grievance, they should raise the matter with one of the two Liaison Officers or a member of the Management Committee.
- 5.2.2 If the grievance cannot be addressed by informal discussions, then the member raising the grievance shall initiate the grievance procedure by presenting his written grievance to the Club Chairperson, Vice Chairperson or Secretary
- 5.2.3 Within 14 days the Club Chairperson, Vice Chairperson or Secretary shall respond to the grievance, arranging and inviting the Member to attend a closed meeting of a panel of 5 members drawn from the Management Committee within 28 days of the grievance, or as soon as practical, where the alleged grievance may be discussed. The meeting to be arranged by mutual consent. (The aggrieved may be accompanied by one advisor).
- 5.2.4 After the close of this meeting the (acting) Chairperson for the grievance meeting will inform the aggrieved of the decision made by the Management Committee in writing within 7 days.
- 5.2.5 The aggrieved has the right to appeal to the whole of the Management Committee within 7 days. The meeting to be arranged to suit both parties within 14 days of the appeal notice. The Management Committee shall re-hear and consider the grievance and what action to take if any. The Management Committee's ruling on this stage is final.

Article 6 Committees

- 6.1 The Management Committee is responsible for all activities of the Club.
- 6.2 The 'core' management committee, The Chairperson, Vice Chairperson, Secretary, Treasurer, Competition Secretary and Development Officer, have the power to appoint or dispose of co-opted positions of the committee.
- 6.3 All members of the Management Committee must ensure that private or personal financial interests never influences their decisions.
- 6.4 All members of the Management Committee must ensure that they do not use their position for personal gain, financially or otherwise.
- 6.5 All members of the Management Committee must disclose to the Secretary any direct or indirect pecuniary interest or other interests which are not pecuniary, but which may influence their judgement, or give the impression that the Committee is acting out of personal motives as soon as they are aware of any such interest.
- 6.6 The Chairperson or Secretary has the right to request that a committee member withdraw from any part of a meeting when any such conflict of interest arises.
- 6.7 Any member of the Management Committee must resign from the Committee if they have any conflict with the Club Constitution or Byelaws, the rules of any governing body or UK law.
- 6.8 All members of the Management Committee must not gain any personal advantage by virtue of being a member of the Management Committee.
- 6.9 The Management Committee may at any time form sub-committees to deal with issues or projects beyond the normal scope of the business of the Management

Committee. Any such Sub-Committee remains answerable to the Management Committee.

Article 7 Forfeiture of Membership for Non-Payment of Dues

7.1 The Annual Subscription is fixed by the AGM and is due by the last day of the year following the AGM.

7.2 Failure to make payment by the last day of the year will result in immediate automatic removal from the Membership Register unless reasonable factors prohibited payment of dues, and only then by approval of the Management Committee shall the lapsed member be eligible to reapply for membership under the guidelines set out in section 4.4.

7.3 Any member failing to meet their obligations in terms of non-payment of charges such as range fees or purchases, shall be liable to Disciplinary Procedure as set out in Article 5.

Article 8 Meetings

8.1 General Meetings. The Management Committee shall hold at least 2 General Meetings each year. Notice shall be given of General Meetings not less than 14 days before said meeting.

8.1.1 The Chairperson shall act as Chairperson at meetings of the Management Committee. If the Chairperson is absent from any meeting those members present shall elect a Chairperson from their number to be Chairperson for that meeting (with Vice Chairperson being automatic first choice). He shall conduct the meeting in an orderly manner according to the agenda agreed upon 7 days prior to the meeting.

8.1.1.1 It is the responsibility of the Chairperson of any meeting, be he presiding or elected for the purpose of that meeting to keep order. If a point of order is raised it is his responsibility to rule on any point of order raised if he is able, referring to the relevant documents if necessary.

8.1.1.2 If any attendee is disruptive, the acting Chairperson shall request order. If disquiet continues, on the discretion of the Chairperson shall ask the aggrieved to enter a formal grievance at the conclusion of the meeting or vacate the meeting.

8.1.1.3 If in the judgement of the Committee the meeting cannot continue, a motion shall be passed for adjournment and the reasons recorded. The meeting shall be resumed as soon as is practicable.

8.1.2 There shall be a Quorum when at least one third of the members of the Management Committee are present. If a Quorum cannot be formed the meeting shall be adjourned until such time as it can be resumed.

8.1.3 The Management Committee shall keep minutes of all business for the permanent record. Quora and Sub-Committee's shall do likewise.

8.2 Annual General Meeting. There shall be an Annual General Meeting of the Club each year in September or as soon as practicable. Article 8 rules shall apply.

8.2.1 the Management Committee shall call every AGM. The Secretary shall give no less than 21 days' notice to the Club Membership. All Full Members shall be entitled to attend and vote at the AGM.

8.2.2 The Management Committee shall present to each AGM the report and accounts of the Club for the preceding year.

8.3 Extraordinary General Meetings. The Chairperson, Secretary or the Management Committee may call an Extraordinary General Meeting at any time upon notice of at least 7 days stating the purpose of the EGM. The Secretary shall also call an EGM upon receipt of written request signed by no less than 10 Full Members. Any such request must state the reason for the meeting. No other business shall be discussed at the EGM. Article 8 rules shall apply.

Article 9 Amendments to the Byelaws and Constitution

9.1 Revision of the Byelaws and Constitution. These may be amended at any AGM, GM or EGM called for that purpose. Amendments shall be available for consideration at least 30 days before their presentation for voting. Amendments shall only pass into Byelaw when accepted by a vote of not less than two thirds of those present and eligible to vote.

9.2 Filing of Club Rules. The Secretary shall keep on record with any relevant authority a copy of the latest version of the Club Constitution and Byelaws and provide a copy to anyone requesting such.

Article 10 Dissolution of the Club

Should the situation arise no matter what the cause, where the Management Committee deems it necessary and all activities of the Club are frozen, it may be necessary to dissolve the Club assets.

10.1 Distribution of assets upon dissolution of Castle Field Target Air Rifle Club.

Any assets remaining after the satisfaction of any proper debts and liabilities shall be shared to such other institution, any charity of choice, or redistributed to current fully paid-up members in the following ratios,

Duration of Membership less than 2 years 0%

Duration of Membership 2 years or greater but less than 5 years 50%

Duration of Membership over 5 Years 100%

Article 11 Data Protection

11.1 The Data subjects (Members) are restricted to any person the processing of whose personal data is necessary for the purposes of running the Club.

11.2 The Data Class (type of information gathered) is limited to data which is necessary for the purpose of running the Club.

11.3 Permitted Disclosures. Other than those made with the consent of the data subject, disclosure is restricted to third parties that are necessary for the purposes of the running of the Club.

11.4 Retention of Data. If the relationship between the Club and the data subject ends, data shall be retained only as long as is necessary for the purposes of the running of the Club.

Amendments Made

12/07/2020 change to committee structure - Constitution 7.1

Change to range fees payment method - Club Rules point 2.

22/02/2024 Change to Club Dissolution Para 19 Club Constitution and Byelaws Article 10.1 adding "or distributed equally to current and fully paid-up members".

Addition of new Para 20 Data Protection to the Club Constitution

Addition to the Club Constitution Para 21 Byelaws – Castle FTARC Revision 4.04 and adopted on 31/03/2013 has been updated 9/06/2024.

28/07/2024 Club Constitution para 5.3 amended to include,The Management Committee is permitted, on a case-by-case review, to amend the membership status of an individual member.

28/07/2024 Club Constitution para 19 Dissolution and Article 10.1 of the Club's Byelaws shall be amended to read,in the event of the Club's dissolution, following the sale of its assets after settling all liabilities, any surplus may be redistributed to fully paid-up members in the following ratios,

Duration of Membership less than 2 years 0%

Duration of Membership 2 years or greater but less than 5 years 50%

Duration of Membership over 5 Years 100%

