



Rules and Byelaws

Agreed and accepted at the AGM on 28/02/2023

The Norwich City Target Club is an air only target club. Some of the regulations pertaining to the use of firearms are not applicable and may not have been included in these Rules & Byelaws.

These Rules & Byelaws have been written to clarify how the club should operate to give a safe, equitable and pleasant experience to all members.

They should be read in conjunction with the Club's Constitution

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1. MEMBERSHIP and FEES

1.1 Classes of membership

1.1.1 The following classes of membership shall apply: -

- a) Annual member.
- b) Student member – under 18 years and/or in full time education.
- c) Associate member – for non-shooting parents, spouses & friends of members.

1.1.2 Annual and Student members are full members of the Club and are entitled to vote at annual and extraordinary general meetings. Associate members are not entitled to vote.

1.2 Application for membership

1.2.1 Each new year, all shooting members must complete a membership application form to confirm their compliance with Sect 21 of the Firearms Act 1968 and their acceptance of the Club's Rules & Byelaws and pay the appropriate subscription.

1.3 Subscriptions and Fees

1.3.1 Annual membership subscriptions are due on 1st January. If not fully paid by 31st January, the membership shall cease. Members joining during the year may pay a pro-rata annual subscription. Annual subscriptions for all classes of members, any joining fees and range fees shall be confirmed by the members at the annual general meeting.

1.3.2 Renewal of membership is at the discretion of the Management Committee, which shall satisfy itself of the member's behaviour and commitment to the Club. If appropriate, the membership will be renewed and a new membership card issued for the following year.

1.3.3 For insurance purposes, all members and visitors must sign in to the Range on arrival on every occasion.

1.3.4 We do not want to handle cash so all payments should be by cheque payable to the club, or by bank transfer to the Club account.

1.3.5 Range fees are payable for each session attended. These fees include for all targets & compressed air, (but not pellets), and for the use of the range facilities and equipment.

1.3.6 Range fees will be billed monthly in arrears and should be paid by cheque or by bank transfer. Range fees may also be paid in advance as an annualised sum, being a 20% discount, or by monthly standing orders, being a 15% discount based on a year of 50 weeks attendance.

1.3.7 Visitors wishing to shoot on the range are entitled to their first session free of charge.

1.3.8 Visitors who wish to return may do so for up to 2 more sessions, but range fees are payable.

1.3.9 After 3 sessions, visitors will be expected to apply for club membership and pay the relevant subscription.

1.3.10 If members make a purchase of club items, eg. pellets, details should be recorded in the Register by the Range Officer and the cost will be billed at the end of the month.

1.4 Safeguarding Children and Vulnerable Adults in Target Shooting.

1.4.1 It's everyone's responsibility to protect children & vulnerable adults from abuse. The club will implement safeguarding procedures broadly in line with the current guidance provided by the NSRA.

1.4.2 In particular, student members or visitors under 18 years of age must be accompanied whilst on Club premises by an adult, either a parent, guardian or a person nominated by the parent/guardian to be responsible for the safeguarding of that child.

2. VISITORS

2.1 Supervision

2.1.1 The visitor must be accompanied and supervised at all times by an experienced adult member of the Club or the Range Officer.

2.1.2 On their first visit, visitors must complete an Application Form to declare their compliance with Section 21 of the Firearms Act 1968 and register their details. They may attend on up to two more occasions as a visitor, but range fees are payable and the Register must be completed.

2.1.3 A visitor may only attend the range three times in any year, after which the Management Committee may request that the individual applies for membership.

2.2 Taster Sessions

2.2.1 When required, appointments for Taster Sessions will be made available on the last Tuesday of the month. The first session attended will be free of charge. If a visitor has had a free taster but still wants to revisit to gain more experience, they can apply for up to 2 more sessions, but normal range fees will apply.

2.2.2 Experienced target shooters who might like to join, but don't want/need a taster session should email their details and arrangements will be made for them to come along and meet everyone on a normal club night.

3. GOVERNANCE

3.1 Management Committee

3.1.1 The Management Committee is defined in the Constitution and comprises the Chairman, Secretary, Treasurer and committee members, all to be elected at the AGM.

3.1.2 If the Club has a President, they shall not be an ex officio member of the Management Committee but are free to stand for election to that Committee.

3.1.3 The Management Committee may incur liabilities and pay any accounts on behalf of the Club.

3.1.4 The members of the Committee are hereby indemnified by the Club in respect of:

- a) Any liability reasonably and properly incurred by them on behalf of the Club; and
- b) All claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Club's activities on the Club's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.

3.1.5 The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.

3.1.6 The Management Committee may recommend by way of a resolution for consideration and ratification at an annual general meeting, or at an extraordinary general meeting called for that specific purpose, changes to membership fees, range fees, any other Club charges levied upon its members or upon other users of its facilities.

3.1.7 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.

3.1.8 A register of all members past and present shall be kept by the Secretary in accordance with the General Data Protection Regulations Privacy Policy and may be inspected by any member, subject to giving reasonable written notice to the Secretary.

3.1.9 The Treasurer shall maintain the general accounts and ledger books of the Club and shall receive, or be notified of all monies paid by, or given to any member which is for the benefit of the Club.

3.1.10 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer, or other Club bank account signatories.

3.1.11 The Club's financial year end date shall be 31st December and the AGM should be held within 2 months from that date.

3.2 The Annual General Meeting

3.2.1 The business of the annual general meeting shall be: -

- a) Apologies for absence.
- b) Approval of the minutes of the last annual general meeting.
- c) Matters Arising from those Minutes.
- d) General reports covering the preceding year and the present state of the Club and its members.
- e) Presentation and acceptance of the accounts for the preceding financial year.
- f) Appointment of auditors.
- g) Confirming membership subscriptions, joining fees, range fees and visitors' fees for the coming year.
- h) Election or re-election of President.
- i) Election of Chairman.
- j) Election of Secretary.
- k) Election of Treasurer.
- l) Election of Management Committee Members.
- m) Consideration of any recommendations by the outgoing Management Committee for changes to the Constitution.
- n) Consideration of any item(s) of business notified in writing to the Secretary by any member not later than four weeks before the date of the annual general meeting. Before any such item is placed on the agenda for discussion it must be proposed as an item for inclusion on the agenda for the annual general meeting by at least two members of the Club.
- o) Any other business at the sole discretion of the Chairman of the meeting. Any matter discussed under "any other business" may only be for consideration or recommendation and must be ratified at a future meeting of the new Management Committee, or (where necessary) at a future annual general meeting or extraordinary general meeting.

3.2.2 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 notice to the Secretary not less than two days before the relevant meeting of their consent to stand for election.

3.2.3 Any member who is unable to attend an annual or extraordinary general meeting shall be entitled to lodge a proxy vote with the Chairman of the meeting provided that the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.

3.3. Management Committee Meetings

3.3.1 The Secretary shall give to all Committee members at least 14 days' notice of each meeting of the Management Committee, such notice to be by email or in writing.

3.3.2 The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 14 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.

3.3.3 The business at Management Committee meetings shall be: -

- a) Apologies for absence.
- b) Approval of the minutes of the last meeting.
- c) Matters arising from those minutes.

- d) Specific items placed on the agenda for consideration, recommendation or ratification.
- e) Consideration of applications for membership.
- f) Recommendation for the annual general meeting of membership fees for the coming year.
- g) Any other business at the discretion of the Chairman of the meeting.
- h) 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.

3.3.4 Any member may address a meeting of the Management Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least 14 days prior to that meeting.

3.3.5 Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Secretary who will place them before the Management Committee at its next meeting. Such representations must be received by the Secretary at least 14 days prior to the meeting at which they are to be considered.

3.3.6 In the event of any dispute over voting rights the Secretary or in their absence the Chairman of the meeting, shall determine who is entitled to vote at any Committee meeting, annual general meeting or extraordinary general meeting.

3.3.7 Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.

3.3.8 Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.

3.3.9 In accordance with clause 10.5 of the constitution, subject to ratification by the Club in annual general meeting, the Management Committee may add, amend or delete any clause contained within these byelaws. Any such change must be supported by at least two-thirds of the members of the Management Committee. Any proposal for such addition, amendment or deletion shall be published to the Club membership by a notice displayed at the Club premises for not less than four weeks immediately preceding the date of the meeting at which the proposal will be considered.

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

3.3.11 A member of the Management Committee may be removed from office by a motion supported by at least two-thirds of those present and voting at an extraordinary general meeting.

4 DISCIPLINE

4.1 Conduct on club premises

4.1.1 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.

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

4.1.3 Shooting members and visitors shall carry out all instructions and requests by the Range Officer or other Officer of the Club. In the case of failure to comply the officer may require the member or members concerned to withdraw from the range and shall report the circumstances to the Management Committee.

4.1.4 The Management Committee may remove from the roll of members, upon sufficient reason being shown, any member whose conduct on the range or upon any premises occupied by the Club or elsewhere is unsafe, objectionable or calculated to bring the Club into disrepute or who fails to comply with any Byelaw made by the Club or the Executive Committee. The Management Committee may impose an alternative penalty if it sees fit.

4.1.5 A person aggrieved by a decision under this rule may appeal in person to the next Committee Meeting, subject to giving written notice to the Secretary within 14 days of receipt of notification of the penalty. If the appeal is unsuccessful the person may appeal to a General Meeting of the Club convened according to clause 14 of the Constitution, which may reverse the decision, subject to the person giving notice to the Secretary within 14 days of the unsuccessful appeal. A member whose membership has been terminated shall have no claim on the Club for any subscription paid.

4.1.6 In exceptional circumstances, any member of the Management Committee may exclude any non-member from premises being used by the Club, without assigning a reason.

5 SAFETY

5.1 Safety Rules

5.1.1 The range will be open for use by members only at the times specified. At least 2 adult members must always be present during any shooting session.

5.1.2 The Club has broadly adopted the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Club.

5.1.3 Every person using the Club's facilities must at all times abide by the Safety Rules and the Range Officer's orders.

5.1.4 The Safety Rules below, or as amended, shall be displayed on the Club noticeboard, and at the Club's ranges, at all times when the Club's facilities are in use.

The Range Officer must: -

- Confirm that the range is secure and that all equipment is in place prior to any guns being uncased.
- Give permission that firing may commence.
- Ensure all shooters insert breech flags and lay down guns before targets can be changed or moving away from the firing point.
- Before leaving the range, arrange for a suitably responsible person to deputise until they return.
- Ensure at the end of the session, all guns are safe and cased before clearing up commences.
- Ensure commands (or those of their deputy) are obeyed without fail.

Shooters must: -

- Be muzzle aware and never point their gun at something they don't want to shoot - only towards the target area.
- Not commence firing until the RO gives permission.
- Raise their hand to notify the RO of any problem whilst shooting.
- When not shooting, ensure their uncased gun is always unloaded with a breech flag in place.
- Never put down and leave a loaded gun; always make it safe and flag the breech.
- Listen to and obey the Range Officer.
- Cease Fire immediately that command is given.
- Never move in front of the firing points without permission.

5.2 Supervision

5.2.1 Young people under 18 years and over 14 years of age must be accompanied and supervised by a parent, guardian or other responsible adult (see clause 1.4 above). Children under 14 years of age will not normally be allowed on the premises.

5.3 Approved guns

5.3.1 Normally, match type rifles & pistols only are approved for use on the range. These can be compressed air, single stroke pneumatic, spring or CO₂ powered and will usually have the pentagon symbol engraved on the action which indicates the maximum power generated.

5.3.2 Only air or CO₂ powered guns with a muzzle energy of less than 8 joules (6 ft lb) may be used on the electronic targets. Higher powered rifles (up to 12 ft lb) may only be used on paper targets and approval from the Range Officer must be obtained and their directions followed on each occasion.

5.3.3 Only lead based pellets are allowed, normally 4.5mm calibre. Steel or plastic projectiles are not permitted.

5.3.4 Replica firearm airguns are not permitted to be used on the range.

6. THE RANGE

6.1 Range Opening and Closing.

6.1.1 There are 4 key holders for the gate to the range compound. The range will be opened when the first key holder arrives and it will be closed when the final key holder is ready to leave.

6.1.2 We recommend that members check their email at 14:00 on the days they have booked a shooting session, just to be certain that there is no delay on when/if the range will be open.

6.1.3 The range has to be set out, put away and the hall left in a clean and tidy condition on each shooting day. It is essential that all members help with these tasks so that the work does not fall upon the same people every time.

6.1.4 The setting up and shutting down of the electronic target system has to follow a fixed procedure. Details are available on site.

6.1.5 The targets should be stored neatly so as to occupy minimum space in the store room and securely locked together. Tablets, other valuables & air cylinders are to be locked in the cabinet.

6.2 Range Booking System

6.2.1 Sessions are to be reserved one week in advance by adding the member's name to the Range Booking System on the club website.

6.2.2 Only one session can be booked each week, although if there is a vacant lane on the day, it can be used with no additional charge after giving regard to other members who may be waiting.

6.2.3 If a reservation has not been made, there is no guarantee that range space will be available.

6.2.4 The range fee is payable for each session booked and this is non-refundable unless cancelled with 24 hours' notice, (i.e., by 16:00 on the preceding Monday afternoon.)

6.2.5 The Range Booking System will assign a range Officer to each session.

6.2.6 A notice board will be displayed at the range showing the name of the Range Officer and members who have reserved a lane on each session.

6.3 Shooting Sessions

6.3.1 Shooting sessions will be fixed at 1.5 hours each with 3 sessions per evening, or as otherwise determined by the management committee.

6.3.2 If circumstances are such that members who have reserved a session are prevented from using their lane and all other lanes are occupied, the Range Officer may ask other members, who may not have reserved a lane, to finish shooting and move from the firing point. Members asked to do so, shall do so willingly and the range fee will not be charged.

6.3.3 Shooters shall assist in the setting up of the range and ensure that the firing point is left in a clean and tidy condition when they have finished shooting. They shall also assist in the clearing of the range when shooting has finished for the day.

7. RANGE OFFICERS

7.1 Responsibilities

7.1.1 Range Officers will be appointed by the Management Committee and will be responsible for the conduct of shooting during the session of which they have charge.

7.1.2 The Range Officer on duty is authorised to act as the Management Committee's representative on the range when shooting is in progress.

7.1.3 Range Officers will ensure all shooters, including visitors, are logged in the Registers, and will account for all monies taken and keep accurate records of all sales made during their session.

7.1.4 Range Officers shall ensure that the filling of compressed air and CO₂ reservoirs is carried out in a safe manner.

7.2 Rota.

7.2.1 Range Officers' periods of duty shall be set out in a rota and posted on the Club's website &/or the noticeboard, or as decided by any member of the Management Committee who is present.

7.2.2 If a Range Officer is unable to be present on the range during the whole of his duty period, he is responsible for arranging for a suitably qualified person to act as Range Officer in his absence.

7.3 Training

7.3.1 If considered necessary or requested by the member, Range Officers will be offered training, including safety aspects.

8. TROPHIES:

8.1 Members who hold trophies that belong to the Club are responsible for keeping such trophies safe and in good condition.

8.2 Only members of the Club may hold trophies that belong to the Club.

8.3 Any member who holds a trophy that belongs to the Club must return it in good condition before it is again competed for, unless the competition rules state otherwise.