



# Rules and Byelaws

As agreed, and adopted at the AGM – 10/02/2025

Amendments in RED for next AGM

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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## **MEMBERSHIP and FEES**

### **1.1 Classes of membership**

1.1.1 The following classes of membership shall apply: -

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

1.1.2 Annual and Junior/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 Range Fees**

1.3.1 For clarity, at the direction and discretion of the Management Committee, range fees are to be used towards paying the club's operating costs. Membership subscriptions and income from other sources are to be used for furthering the club's objectives.

1.3.2 We do not want to handle cash so all payments should be by standing order, payment card, cheque payable to the club, or by bank transfer to the Club account. In exceptional situations, we may invoice unpaid charges at the month end. These should be paid the following month.

1.3.3 Annual membership subscriptions are due on 1st January. If not fully paid by 31<sup>st</sup> 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.

1.3.4 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.

1.3.5 For insurance purposes, all members and visitors must sign into the Range on arrival on every occasion.

1.3.6 Range fees are payable for all shooting sessions, which must be booked in advance through the club website. These should be paid monthly by standing order and include for the use of the range facilities, compressed air and equipment, but not pellets.

1.3.7 Payment of Range Fees and booking of sessions.

- a) The standing order amount will be the monthly cost of the total number of regular sessions to be booked at the standing order range fee rate and set up to be paid to the club in advance at the beginning of each month.
- b) There are several packages of range fees to choose from. These vary from paying for just one session a month right through to 3 sessions per week. At this time, these sessions will be on a Monday, Tuesday or Friday. You should choose and book your session day(s) accordingly.
- c) In a five-week month, if there are five shooting session days in the month, then those who normally shoot that day each week will not be charged for the additional session.
- d) If a booked session has to be cancelled, this should be done through the booking system on the website, giving at least 24 hours' notice to allow us to reallocate the space. For simplicity, we must receive this notice before 10:00 on the previous day.
- e) It will not be possible to credit or transfer unused sessions to subsequent months, but if we receive at least 24 hours' notice of cancellation, it may be possible to rebook a later session that month.

- f) If requested and space is available, the member can book additional time on a vacant session at the ad-hoc range fee rate and pay on the day by card machine.
- g) If we are unable to open the range for any reason and we have to cancel shooting sessions, we will endeavor to give as much notice as possible by email to the members who have booked and are affected. We will credit the member with those booked sessions that have been lost. This credit may be used for an additional session on a subsequent day that month if there is a vacancy, or as part payment towards pellets purchased from the club.
- h) If a member joins the club during the year, a standing order for range fees should be set up from the next full month. The ad-hoc range fees apply until then.
- i) We have restricted our membership to match our range capacity and will actively manage the bookings. We advise members to book early to ensure they can secure a space at their chosen time.
- j) If a member wishes to pause their membership and standing order payments for personal reasons, they should let us know as soon as possible. Paid membership will continue for the remainder of the year with no refund being possible. The standing order range fee payments may be paused. When the member wishes to resume shooting, they must accept that their preferred past shooting sessions may have been lost to other members in the interim.
- k) Members must let us know if they ever wish to change the amount of their standing order. If the standing order is cancelled and not replaced with a new agreed amount, we will assume the member no longer wishes to shoot on our range.
- l) We keep records of attendances and range fee payments and in exceptional circumstances, we reserve the right to vary these rules at our discretion.

1.3.8 Visitors wishing to shoot on the range must request an appointment for a free taster session.

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

1.3.10 After 3 introductory sessions, anyone wishing to shoot on the range must apply to become a member and pay the relevant subscription.

1.3.11 If members make a purchase of club items, such as pellets, details should be recorded in the Register by the Range Officer and the cost paid on the day by card machine at the range.

1.3.12 Junior members (under 18 years) are not allowed by law to purchase pellets. These must be bought by the responsible adult,

#### **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 The name of the Safeguarding Officer and confidential contact email address will be given to each adult responsible for a junior member.

1.4.3 In particular, junior 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. If this changes, please let us know.

1.4.4 In certain situations, you may request a club member known and trusted by you to be the nominated adult. You must obtain their consent to this and confirm their agreement with us by email before the junior member attends the range. It is important that they will both be on the premises at the same time and the junior member must inform the Range Officer upon arrival. The Range Officer will ensure that both names are recorded in the Register.

## **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 If a visitor wishes to attend on more than 3 occasions in any year, they must apply for membership.

### **2.2 Taster Sessions**

2.2.1 When required, appointments for Taster Sessions will be made available. 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 ad-hoc 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 elects a President, who is not a member of the club, this will be an honorary position. There is no entitlement to be an ex officio member of the Management Committee and, not being a member, to vote at annual and extraordinary general meetings. Range Fees will be payable if the range facilities are used.

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 31<sup>st</sup> 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 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.

## **4.0 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 person from premises being used by the Club, without assigning a reason.

## **5.0 Range Safety.**

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 These **Safety Rules** below, or as may be amended, shall be displayed on the Club noticeboard at the Club's range, at all times when the Club's facilities are in use.

### **The Range Officer must: -**

- Allocate a firing point to each shooter.
- Confirm that the range is secure and that all equipment is in place prior to permission being given to uncase any guns.
- Ensure all shooters insert breech flags before approaching or moving away from the firing point.
- Give permission that firing may commence.
- If shooting needs to be paused for any reason, the command STOP will be given.
- Check that all guns have breech flags in place before anyone goes in front of the firing points.
- Give the command to recommence as appropriate.
- At the end of the session, give the command to box guns ensuring all guns are safe, flagged and cased before clearing up commences.
- Ensure commands (or those of their deputy) are obeyed without fail.
- Before leaving the range, arrange for a suitably responsible person to deputise until they return.
- Supervise the filling of air cylinders, or nominate a deputy to do this.
- Agree and supervise any proposals to fix problems with a gun or its sights, ensuring the air cylinder is removed, the regulator is empty and the muzzle is always pointing in a safe direction.

### **Shooters must: -**

- Sign in the Range Register.
- Listen to and obey the Range Officer and only start unboxing their gun on the command.
- Pistol shooters will bring boxes to the firing point, open the breech and insert flag before placing on the bench in a safe direction.
- If rifle shooters need to unbox on storage tables, a breech flag must be inserted while in box and in a safe direction. Rifles must be carried pointing vertically to ceiling across range to the firing point.
- Breech flags must be visible both ends of all guns and run from breech to muzzle.
- The use of a breech flag is NOT to show you that the gun has been proved clear, it is to show everyone else.
- Always be muzzle aware and never allow their gun to point at something they don't want to shoot - only down range towards the target area. This applies especially to pistol shooters.
- Not commence firing until the RO gives the permission to shoot command.
- Cease Fire immediately that command or Stop is given.
- Never move in front of the firing points without permission from the RO.
- Breech flags must be inserted when pausing shooting and resting gun down. Never put down and leave a loaded gun.
- If a shooter has a problem, or wishes to come off the firing point mid detail, a breech flag must be inserted and shooter should alert range officer by raising their hand.
- Supported rest shooters must load on their stands on in another agreed safe method.

- Rifles being carried to boxes off of the line must be carried pointing to ceiling with breech flag inserted and fully visible both ends.
- Once breech flag is removed in box, close the lid and do nothing else with the gun.
- Any repairs or sight modifications must be done safely in a location agreed with range officer. Air cylinders should be removed and the regulator empty. Breech flag must be inserted. Muzzles must be pointing at all times to a safe location.
- Spectators are not allowed at the firing points. Only the parent of a child under 14 years, or their nominated adult, is allowed in order to directly supervise the child whilst shooting.

## 5.2 Supervision of young people.

5.2.1 Young people under 18 years 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 Only match type rifles & pistols are approved for use on the range. These can be compressed air, single stroke pneumatic, spring or CO<sub>2</sub> powered and will usually have the pentagon symbol engraved on the action which indicates the maximum power generated is less than the ISSF limit.

5.3.2 The ISSF power limit is 7.5 Joules (5.5 ft lb) and only air or CO<sub>2</sub> powered guns with a muzzle energy not exceeding 7.5 Joules may be used on our targets.

5.3.3 We may check power levels at any time to ensure compliance with the rules and to protect the targets. See the Rifle Testing Procedure at 5.4.

5.3.4 Only 4.5 mm flat headed, lead based pellets are allowed. Steel or plastic projectiles are not permitted.

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

5.3.6 Repeating Pistols. This section to be read in conjunction with Section 5.1.4 – Safety Rules. Repeating match type pistols may be used subject to these additional safety procedures concerning magazines.

We do not permit rapid fire on our targets so magazines must never be loaded with more than one pellet. Magazines must not be loaded with a pellet until ready to shoot. The magazine may only be inserted into the pistol after the Range Officer gives permission to commence firing. The magazine must be removed from the pistol immediately the Stop command is given. Whenever shooting is paused, and at the end of each shooting session, the magazine must be removed and a breech flag inserted. This can be at the muzzle, if the breech is not accessible.

## 5.4 Rifle Testing Procedure.

5.4.1 The rifle to be tested shall be handed to the Range Officer who will conduct the test. PCP rifles shall be fully charged with air.

5.4.2 Three shots shall be fired using RWS R10 (8.2gr.) rifle pellets and the velocities recorded in fps.

5.4.3 The highest velocity from the 3 shots shall be used to determine the power.

5.4.4 If the highest velocity is less than 550 fps, which equates to 7.5 Joules, the rifle has passed.

5.4.5 If the velocity is more than 550 fps, the rifle is over-powered and cannot be used on our targets until it has been adjusted, retested and passed.



## **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 Shooting Sessions**

6.2.1 Shooting sessions must be booked through the club website which will be available for the previous 7 days.

6.2.2 Shooting sessions will be fixed at 1.5 hours each, or as otherwise determined by the management committee.

6.2.3 If a booked session has to be cancelled, this must be done through the booking system on the website, giving at least 24 hours' notice to allow us to reallocate the space. This must be received before 16:00 on the preceding Monday and 10:00 on the Thursday.

6.2.4 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 We expect all adult members of the club to occasionally undertake Range Officer duties to increase the club's resilience. All adult members will be offered training, at no cost, and be added to a rota to operate alongside experienced Range Officer members.

7.1.5 Range Officers shall ensure that the filling of compressed air and CO<sub>2</sub> reservoirs is carried out in a safe manner.

7.1.6 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.

## **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.

## **9. TALENTED JUNIOR ATHLETE BURSARY:**

9.1 Our Constitution has 3 objectives,

- a) To encourage and facilitate the development of and participation in the sport of target shooting.
- b) To maintain and improve the public image of shooting sports.
- c) To maintain and improve liaison with other shooting organisations.

We feel that these will all be met by offering our new generation of talented target shooters financial help towards the cost of attending distant competitions, which otherwise may not be possible.

9.2 The scheme is to assist our Junior Members with an award from the Club towards the cost of representing it at a recognised 10 metre air rifle or pistol competition or event. The cost may include entry fees, travel and accommodation expenses.

9.3 In making an application for assistance under this scheme known as the Talented Junior Athlete Bursary, the member (and their parent/guardian, if under 18) agree to the following terms and conditions.

9.4 The eligible events will include the British Open Airgun Championships, The Junior International, British Shooting National Schools finals, The British Wheelpower National Championships and the British Shooting Air Series. Other shooting events in the calendar may also be considered on a case-by-case basis.

9.5 To qualify, the member must be a full Junior/Student member of the club. ie. under 18 years of age and/or in full time education and be active in the club throughout the year. Regular attendance at team training sessions and coaching meetings is expected, as is the participation in all scheduled team events.

9.6 In addition, the member must be an active member of the Norfolk County 10m Air Rifle or Air Pistol team or equivalent level and also meet the entry requirements of the event being applied for.

9.7 The Club Committee will confirm with the member and their parent/guardian (if appropriate) if they qualify for entry to the event and the amount the Club will contribute towards the cost.

9.8 By accepting the offer of a contribution towards the cost of entering the event, the member will continue with preparations and complete the event as designated.

9.9 Payments of contributions will normally be made into the member's bank account immediately prior to the date of the event. If any earlier payments have been made by the Club, such as entry fees, the balance of the contribution will be paid into the member's bank account immediately prior to the date of the event.

9.10 If a member is in receipt of a contribution from the Club towards the cost of such an event and fails to attend without good reason, the total contribution must be returned as soon as possible.

9.11 We expect members competing at the same event to minimise costs by sharing transport and accommodation as much as possible.

9.12 The member is expected to abide by the Club's Constitution, Rules & Byelaws and any specific requirements pertaining to the event in question. Serious breaches will not be tolerated.