



Pinhoe Target Shooting Club.

RULES

General

1. **Management & Control** These rules, issued by the Committee, are designed to ensure that:
 - All members derive the maximum benefit from Club facilities.
 - Reasonable and effective precautions are taken to prevent accident or injury and to comply with current legislation and regulations.
 - Arms and ammunition are rigidly controlled within existing regulations, to prevent loss and/or misuse.
 - The Club's finances are maintained correctly and in accordance with the Constitution.
 - Club communication rules.
 - The property of the Club is safeguarded and maintained to provide optimum facilities for members.

2. **Club Competitions** These Rules also lay down the conditions for all internal Club competitions.

3. Amendments issued by the Committee from time to time, in the light of current circumstances / legislation will be incorporated into the Rules.

4. The Rules shall be displayed prominently and permanently on the Club notice board and will be issued separately to all new members.

PART 1 **Management & Control**

Ranges, Winter & Summer Seasons

Club Hours Shooting may take place on the Ranges at such times as designated by the Committee.

Shooting may only take place when there are a minimum of two full members present, one of whom must be a senior.

When shooting takes place outside of organised club sessions the senior shooter will adopt the role of duty officer and range officer. The record of shooting, duty sheet & banking slip should be completed in the same way as an organised session.

Priorities of Shooting (The following guidelines are laid down)

- (a) **Wednesdays:** Priority shall be given to Novices, and Juniors, and others not included in Club teams to practice. Members requiring to shoot competition cards should not normally be given any priority unless special circumstances exist. Coaching to be conducted by 8.30pm whenever possible.
- (b) **Other times:** Priority shall always be given to members wishing to shoot competition cards. In the event of pressure on squadding, members not wishing to shoot a competition card may be asked to stand down in favour of a member having to shoot a competition card.

Management Decisions (The following guidelines are laid down)

All management decisions will be recorded in club committee, EGM and AGM meeting minutes by the club secretary or appointed alternate if the secretary is not present. The minutes shall be confirmed as a true and accurate record of the meeting at the next meeting by a majority of those present. The club secretary will distribute and keep copies of all agreed minutes.

Conduct of Club & Duties

Opening & Closing of Club Premises

In order to allow members, the fullest opportunity to shoot within the times laid down, the Duty Officer shall open the premises 15 minutes prior to the commencement of shooting, so that all mandatory preliminaries can be completed before the start of the first detail. Members arriving after 9.0pm will not normally be permitted to shoot, but the Duty Officer may use his discretion to permit such a member to shoot.

The premises shall normally be closed no later than 10.15pm, closure to be at the discretion of the Duty Officer.

SECURITY

Premises

When not in use the club premises shall be secured as follows:

- All external doors and the armoury locked
- All windows secured.
- Alarm set.
- Gate to car park padlocked.

Armoury – Gun & Ammunition Locker

During Club hours the armoury may only be opened by the Duty Officer, who is the person responsible for accounting for ammunition in stock, for monies contained therein, and for checking guns out of and back into the armoury.

If the Duty Officer is committed, a Committee member or Officer of the Club shall be authorised to open the armoury, but having done so he/she shall be

responsible for accounting for its contents either to the Duty Officer or by checking stocks and making up the books in the normal manner.

Members who have their own guns stored at the club may also enter the armoury for purposes of gaining access to that weapon but shall do so with the knowledge of the Duty Officer.

Keys

Those members of the Committee so designated by the Committee shall hold keys for the club. A set shall also be held for collection by authorised Club members at a location so decided upon by the Committee. If any key is lost or stolen at any time the fact must be reported to an Officer of the Club immediately who shall without delay replace the lock concerned and issue new keys.

Burglaries

If at any time any member notices that a break-in or attempted break-in has occurred, the fact should be reported immediately to the Secretary, who shall be responsible for reporting the matter to the Police, taking immediate action to have repaired any damage which is likely to compromise security, and making a thorough and immediate check of weapons, ammunition, and other club property.

Buildings

If at any time it is noticed that the fabric of any of the building has become so weak as to compromise security, the fact should be reported immediately to the Secretary.

Range Safety Rules

Range Safety Rules are issued separately for the Indoor and Outdoor Ranges. These rules shall be displayed prominently both in the clubroom and at the Firing Point of each Range.

Members failing to comply may forfeit their right to membership as detailed in item 7 of the club constitution.

Handling of Money

The Treasurer, Assistant Treasurer, and the member acting as the Duty Officer are normally the only persons authorised to handle money. Exceptionally, as specifically directed by the Committee, other members may be authorised to do so for a particular purpose.

Cheques

The Chairman, Secretary, Treasurer and Armourer are authorised to sign cheques on behalf of the club. No cheque shall be valid unless signed by two of these Officers.

Cash

- (a) The Petty Cash Box shall be kept in the Armoury when not in use.
- (b) The Duty Officer shall retain a cash float, in small change, in the petty cash box for use. The Committee shall lay down the amount permitted to be held in this float.
- (c) Cash taken from members during the course of shooting shall be placed in an envelope provided, with the appropriate certificate signed by the Duty Officer showing the amount received under various headings. The details on this certificate should agree with those in the Detail Book. The envelope containing the cash and the certificate shall be placed in the Cash Box.
- (d) No payments will be made from the petty cash tin or by deduction from amounts due to the club. Any Expenses incurred by club members must be approved, in advance, by the committee. Expense claims are to be submitted to the club treasurer, with receipts, for payment.
- (e) The Treasurer / Assistant Treasurer shall be responsible for collecting the cash in the cash box (with the exception of the float) and paying it into the bank no less than once a month, retaining the certificate for the Treasurer.

Conflict of Interest

As a registered Charity enjoying tax benefits and applying for grants from Public Bodies the club must be seen to be both transparent in how it operates and accountable for public funds.

Accordingly all members of Pinhoe Target Shooting Club will strive to avoid any conflict of interest between the interests of the club on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this rule is to protect the integrity of the club's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputation of members. Committee members will declare any potential conflict of interest, to the club secretary in writing, and they will not take part in any decision-making process or vote that relates to the conflict.

Club Communication

The primary method of communication for the club is email. See PTSC Privacy Policy (GDPR)

PTSC runs for the enjoyment of the club members. Communication should be courteous, friendly and helpful. Differences of opinion should be handled privately and discreetly through person to person communication.

Club members must refrain from destructive criticism, aggressive behaviour, inappropriate electronic communication, vulgar language, bullying and gossip. Inappropriate remarks or behaviours will not be tolerated. The PTSC disciplinary procedure will be implemented if breaches of these rules are identified.

Property of the Club

In this context, the Property of the Club comprises:

- Club weapons and ancillary equipment including telescopes and stands
- Trophies
- Club furniture and fittings
- Other portable club property

No property may be removed from the club premises without the express permission of the Committee, a written record must be kept.

Weapons & Ancillary Equipment:

The Committee through its members, the Officers of the Club and the Duty Officer are responsible for the security and safe keeping of all Club weapons and ancillary equipment. All members must also take their share of responsibility. A member of the Committee shall be elected as "Armourer". His duties shall include:

- To hold the club's Firearm Certificate
- To ensure ammunition stocks are maintained.
- To receive information from the members concerning the serviceability of equipment.
- To check weapons and all equipment for faults and serviceability on a regular monthly basis and reporting to the committee any repairs or replacements which may be necessary.
- To report any discrepancies to the committee.
- To maintain club weapons and equipment.
- To record the results of his checks.
- To maintain a record of private weapons stored in the armoury.
- (All member's private weapons stored at the Club shall be clearly marked with the owner's name, and details must be lodged with the Armourer.

Any club member not satisfied with the state of weapons or equipment should report details to the Armourer.

No member other than the Armourer or a qualified Coach shall remove items (sights, slings, etc) from any club weapon.

No Club weapons or ammunition are to be taken away from the Club premises for any reason without the express authority of the Committee. Any member wishing to do so must comply with the conditions required by the Police to possess that weapon / ammunition whilst away from the premises.

Trophies

The Committee shall elect a member as the “Trophies Officer”, who shall be responsible for the safekeeping and security of all trophies during such time as they are located in the Club. Each year, at least one month prior to the Annual Prize giving, he shall call in all trophies which have been awarded to and taken away by winners. On this occasion he shall be responsible for checking them for damage and completeness and for arranging for any minor repairs which may be necessary. He shall also arrange for their engraving in time for the Annual Prize giving. He shall keep a Trophies Book that lists and briefly describes each trophy and shall note, each year, the person to whom each trophy has been presented.

Club Furniture and Fittings

These shall be the responsibility of the Committee as a whole.

PART 2 **DUTIES OF OFFICERS.**

Duty Officer

The Committee is responsible for producing a Duty Officers roster throughout the year. Any member wishing to change duties must make personal arrangements to swap with another member and note the alteration in writing on the Duty Roster posted in the clubroom. Undertaking the task of Duty Officer is a condition of membership to the Club, and **ALL** members will take their turn as required. Any member opening the club, for shooting, outside the club sessions must assume the responsibilities of the duty officer.

Responsibilities The duty officer’s duties include:

- (a) Drawing the Club keys from the appointed place.
- (b) Opening the premises at least 15 minutes before shooting is due to commence and ensuring that the armoury and all doors are locked after the completion of shooting.
- (c) Switching on the lighting, ventilation, and heating (if required) on arrival and turning all off on completion.
- (d) Check the target wall at the **beginning** and **end** of the shooting session and identify any evidence of erratic shooting. This check to be recorded on the duty sheet; if erratic shooting is identified then this should be reported to the Club Secretary or Chairperson as soon as it is identified.
- (e) Opening the ammunition chest and checking the ammunition stocks against the holding shown in the register and checking the cash float.
- (f) Welcoming visitors to the Club, ensuring they sign the visitor’s book and introducing them to an adult Club member or Coach.
- (g) Recording all details in the Detail Book, showing against each name sales, range fees, and other payments made.

- (h) Ensuring that each shooter makes an entry in the Record of Shooting Folder.
- (i) Preparing the cards to be shot and fixing them to the appropriate target boards in good time for each detail, ensuring a smooth flow of details throughout the shooting period.
- (j) Arranging for the new target boards to be put up in the range and for the completed ones to be brought back to his desk.
- (k) Target boards must only be placed on the target wall in designated areas.
- (l) Examining all fired cards for discrepancies.
- (m) Ensuring that all relevant cards have been signed by the firer and signed and witnessed.
- (n) Ensuring that all completed cards are placed in the appropriate rack.
- (o) On completion of shooting, reconciling cash receipts against entries in the Detail Book, completing and signing the certificate.
- (p) On completion of shooting, counting ammunition stocks reconciling the stocks shown against the amounts sold and entering the reconciliation in the appropriate place.
- (q) Checking that the ranges have been cleared of all weapons, equipment and live ammunition.
- (r) Ensuring that all Club weapons, ammunition and the Cash Box are returned to the armoury and that this is secured.
- (s) A quick tidy up of the premises ready for the next occasion.
- (t) Returning the keys to the appointed place

Range Officer

A qualified Range Officer or Coach shall be appointed for those shooting periods (normally Wednesday) which are set aside for practice by Junior or Novice members and also for the duration of the Pinhoe Trophy Meeting.

At other times which are set aside primarily for competition shooting, an adult member of the club shall take on the duties of Range Officer.

Responsibilities

- (a) Ensuring that the Range Safety Rules for the particular range / detail are complied with to the letter.
- (b) Signing as a witness all competition cards, which require this.
- (c) Acting as a witness in the event of firers firing on the wrong target.
- (d) Ensuring that the N.S.R.A. Rules are observed and that no cheating takes place.
- (e) Ensuring that no Novice, Adult or Junior, shoots without an experienced member alongside him acting as coach.
- (f) Ensuring that at the end of each detail, all empty cases are picked up and placed in the containers provided.
- (g) Helping Juniors and new members in every way possible including spotting.
- (h) On completion of the final detail ensuring that the Range is cleared of all weapons, live ammunition, and other equipment. Switching off all lighting, fans, and heaters.
- (i) The Range Officer will have the full support of the committee to whom breaches of range rules will be reported.

Club Secretary The duties of the Club Secretary shall include:

- (a) Dealing promptly with day-to-day correspondence not requiring a Committee decision.
- (b) Referring correspondence to the Committee which requires a decision before reply.
- (c) Keeping an accurate and up-to-date Roll of Members.
- (d) Issuing membership cards to members.
- (e) Maintaining club records and filing correspondence.
- (f) Sending out notices to members of Annual and Special General Meetings and producing agendas for the same.
- (g) Taking, producing, and issuing minutes at all Committee, Annual or Special meetings.
- (h) Ensuring, with the Treasurer, that all Club subscriptions to external bodies are paid promptly.
- (i) Ensuring, with the Club Captain, that sufficient targets of all types are ordered well before the need arises.
- (j) Applying for, completing and despatching entry forms for all external competitions together with a cheque to cover entry fees, before the closing date for entries for each competition.

Club Treasurer The duties of the Club Treasurer shall include:

- (a) Maintaining the Club Accounts on a regular basis and keeping full records of all transactions, advising the Committee on the movement of monies between current and savings accounts.
- (b) Producing a written monthly financial report to the Committee, showing receipts and expenditure for the month and a monthly balance. This report should include stocks of ammunition held.
- (c) Producing an Annual Report to the Annual General Meeting, showing an up-to-date statement of current assets and liabilities and a summary of receipts and expenditure for the year.
- (d) Arranging for the Accounts to be audited in accordance with the Constitution.
- (e) Reminding the Committee when standing payments are due and arranging for the necessary payments to be made.
- (f) Recording all receipts and ensuring that all cheques and cash are banked promptly.
- (g) Ensuring all necessary insurances are obtained and premiums are paid on time.

Section Captains The responsibilities of the Captains shall include:

- (a) Recommending to the Committee what competitions should be entered and by how many teams.
- (b) Informing the Secretary of what entries have to be made.
- (c) Receiving competition cards and stickers and ensuring that they are available for use in time for the start of each competition.
- (d) Selecting Club teams and informing the members of their selection and shooting dates.
- (e) Keeping a register of individual scores and maintaining an up-to-date list of individual averages.
- (f) Certifying individual averages for external competitions.
- (g) Maintaining tables of results for teams entered in the Winter / National Leagues and publishing the same.
- (h) Ensuring that team members are aware of the date by which each card must be shot.

Match Secretary The responsibilities of Match Secretaries shall include:

- (a) Assisting the Captain in his duties as and when required.
- (b) Organising internal Club Competitions as follows:
 - Advertising internal Club Competitions on the notice board, giving starting and finishing dates, so as to attract maximum entries.
 - Posting entry lists on the notice board at least one month before the competition is due to start.
 - Preparing and posting on the notice board the necessary charts and knock-out draws.
 - Preparing, stamping, and naming competition cards and making them readily available to members.
 - Scoring all fired cards and writing individual scores on the charts as soon as possible after the cards have been shot.
 - Calculating and advertising final results.
 - Keeping a record of the results.

Winter League Secretary The responsibilities of Winter League Secretary shall include:

- (a) Collecting & collating all fired cards in the Winter / National Leagues.
- (b) Checking that they have been signed, witnessed, and dated and that there are no unexplained irregularities.
- (c) Despatching the fired cards promptly to the appropriate authority, making sure that they are received before the closing date.

Police Liaison Officer: The responsibilities of PLO shall include:

- (a) Advising the Police of members holding Firearms Certificates who fail to shoot at the club for a period in excess of 12 months (on a "rolling" timetable).
- (b) Informing the Police of details of persons applying to join the Club, after their application has been approved by the Committee.
- (c) Maintaining liaison with the Police to keep in touch with new legislation and local rules or requirements.
- (d) Informing the police of members who leave the club