



Southampton Buccaneers Field Target Club

Risk Assessment and Safety Policy Document

1. Introduction

- a. “ Being totally committed to the safety of its members, observers and members of the public Southampton Buccaneers Field Target Club (SBFTC) will operate so far as is reasonably practicable in accordance with the club rules, Constitution, risk assessments and NGB guidelines
- b. The club is affiliated to the National governing Bodies for our sport British Field Target Association and The Central Southern Field Target Association as detailed in “The Rules “
- c. It is the responsibility of the secretary to ensure that all affiliate membership and up to date insurance is in place and all members are kept up to date with any changes to current NGB guidelines
- d. It is the responsibility of the individual to bring to the attention of the committee any known medical condition or previous injuries that may affect their or other club members safe participation within the sport. If the issue is of sensitive nature then this must be raised with the club chair person
- e. In its continued effort to promote good practice, SBFTC will display its current club rules and risk assessment and any other relevant safety information on the clubs web site
- f. **The following information must be read in conjunction with appendix B – Club rules and Appendix C - The Club Constitution**

2. Club Activities

- a. The club’s main activities are field target shooting, but it also supports all types of air rifle / air pistol shooting
- b. Members of the club have the opportunity to compete in the club league and national competitions.
- c. Air guns of any calibre which comply with the statutory limitations in force at the time of the Club day may be used. FAC air guns may not be used at the Club

3. Safety Officers

- a. The club committee are responsible for the safety of the shooting environment during club and competition sessions. There must be at least two committee members present before the range is declared open and this person shall be nominated by the committee on a rota basis

4. Activity Registration

- a. All club members, visitors and guests must sign in before access to the shooting range is allowed. The book is located in the porta-cabin

5. First Aid Provision

- a. The first aid equipment is located in the porta- cabin

6. Accident an Emergency Procedures

- a. In the event of an incident or accident occurring during club sessions the following procedure must be followed
 - a. Immediately administer appropriate first aid treatment
 - b. If necessary call the emergency services
 - c. OS GRID REFERENCE SU3404917183
 - d. Document ALL details however trivial in the accident book located in the safety folder in the porta-cabin
 - e. Inform the club chairperson at the earliest opportunity
 - f. If appropriate contact Next of Kin
- b. All contact with the press or media shall be dealt with by the committee chairperson or any member he / she sees fit to delegate

7. Inspection of air rifles and pistols.

- a. All air rifles and air pistols will be subject to velocity testing prior to their use on the range, to establish that they are below the legal limit of 12 ft/lb for rifles and 6 ft/lb for pistols
- b. All new members to the club must have their weapons velocity checked before access to the range is allowed.

8. Child Protection

- a. Persons under the age of 18 are only permitted on the shooting range and in the club environment when under full and constant supervision by their legal parent or guardian

9. Risk Assessment

- a. The current risk assessment is in annex A
- b. It shall be reviewed once per year or as often as it is deemed necessary by the committee

10. Club Rules and Guidelines

- a. The club rules are in annex B
- b. They shall be reviewed by the committee once per year or as it is deemed necessary

11.Club Constitution

- a. The club Constitution is in annex C

12. Review and Amendments Log

Annex A

Risk Assessment

Southampton Buccaneers Field Target Club	Location. Broadlands Estate, Romsey, Hampshire	Date of initial Assessment; 28 th April 2013
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Serial	Activity	Hazard, Hazardous Event & Expected consequences	People affected	Assessment of Risk Likelihood level x Consequence Level = Risk			Control Measures Required
				Likelihood	Consequence	Risk	
1	Shooting ammunition of any calibre lead pellets designed for air powered weapons	Negligent discharge Death / serious injury	Fellow shooters / spectators	1	5	5	YES
2		Ricochet of pellet from target		5	5	25	Yes
3	Moving Vehicles	Run over, crushed Serious injury. On busy days a traffic marshal is allocated	Anyone	1	5	5	No
4	Cleaning of chemical toilet	Medical Infection Hepatitis etc. Serious illness	Anyone tasked with the job	2	3	6	Yes
5	Pre-charged rifle / pistol filling	Flailing compressed air lines	Anyone	1	5	5	No
6		Overfilling pressure cylinder's		2	5	10	Yes
7	Slips, Trips and Falls	'Shooting line marker rope, Uneven ground	Club Members	2	4	8	Yes

Serial	Activity	Hazard, Hazardous Event	People	Assessment of Risk	Control
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		& Expected consequences	affected	Likelihood level x Consequence Level = Risk			Measures Required
				Likelihood	Consequence	Risk	
8	Loading weapons	Finger entrapment with springer rifles. Serious Injury	Club Members	3	3	9	yes
9	Air rifles and pistols within legal limits	Rifles over 12 fps Pistols over 6 fps	Club Members	5	5	25	Yes
10	Alcohol Consumption	Consumption of alcohol prior or during club sessions or competitions	Anyone	1	5	5	No

	Low risk – No further action required 1 to 5
	Medium – Control measures required and re-assessment 6 to 10
	High – Immediate action required and control measures put in place prior to re-assessment 11 to 25

Date of Assessment:	28 th April 2013	Review Period	Yearly			
Assessors Name	Tim Bannister	Committee Acceptance	Name	Signature	Date	

Risk Assessment review and control measures.

Southampton Buccaneers Field Target Club	Broadlands Estate, Romsey, Hampshire
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Work Activity (From Risk Assessment)	Existing Controls	Further Risk Controls Required	Residual Risk			Description of Monitoring Required
			Probable Potential New Likelihood Level x Consequence Level = Risk Level			
Shooting .177 & .22 lead pellets	Loaded rifles and pistols must only be located at the firing line with the muzzle pointing down range.	Please refer to the club rules for further guidance. New members have to pass a probationary period before full membership is offered. Any member breaking the rules will be asked to leave the grounds	1	5	5	Yearly
Ricochet from pellets	None	Ballistics test to be carried out to establish the range of ricochet from pellets hitting targets <10yds	1	5	5	Tests carried out by the BFTA. Only lead alloy pellets to be used Yearly
Cleaning of chemical toilet	None	Appropriate hand and eye protection should be worn when handling / emptying the unit. The unit should be sanitised after every flush out, using appropriate cleaners	1	3	3	Yearly
Overfilling rifle / piston pressure vessels	None	All members who have access to the club re-charge bottle are to be fully trained, and signage is to be displayed to notify the pressure capacity of the bottle	1	5	5	Re-advise safety concerns bi-annually to all club members

Slips, Trips and Falls	None	Warning signs are to be located in prominent positions when club sessions are in progress.	1	4	4	Before any event that is not regular club activity or as the conditions dictate.
Loading Weapons	None	The risk of finger entrapment posed by 'Springer' rifles is considerable, Full training and awareness of the dangers must be raised with new and existing members. Junior members must be under full supervision at all times	2	3	6	Bi Annually
Air rifles and pistols within legal limits	None	All new rifles and pistols to the ground will be checked before being allowed on the range. Spot checks of member's guns will be carried out twice a year on a spot check basis.	1	5	15	Yearly

Date of Evaluation	29/07/2013	Review Period	Yearly			
Assessors Name	Tim Bannister	Committee Acceptance	Name	Signature	Date	

SBFTC CLUB RULES

The principal objective of the Southampton Buccaneers FTC is to support, encourage and promote all aspects of the sport of air rifle field target shooting.

The Club is affiliated to the British Field Target Association (BFTA) through the Central Southern Field Target Association (CSFTA) and will abide by the rules, regulations and constitution of the BFTA.

The Club's ground is near Ridge (South of Romsey) and is leased from the Broadlands Estate.

Rules and Regulations

Membership is offered on the condition of acceptance and abidance with these rules.

General

Due to planning restraints, the Club may meet a maximum of 28 times per year.

There will be advance notice of Club days, however, in the case of adverse weather or a clash in the shoot calendar we may be forced to postpone or cancel a day's shoot at short notice. The land we shoot on is agricultural and may mean that a club day is abandoned mid shoot as the needs of our landlord will always come first. The Club cannot guarantee that there will be the full 28 club days per annum. The Club's calendar shall be set by the committee and may change from time to time to accommodate competitions or when other commitments prevent at least 2 Committee members being present.

No one will be permitted to shoot at the Club Grounds on a non-Club day.

No one will be permitted to shoot at the grounds on club days unless a Committee member is present and the range has been declared open.

All shooters must abide by the safety regulations required under legislation, set out in the BFTA instruction manual and those contained within this web site.

All members should ensure that they have for immediate production their SBFTC membership card. Proof of membership to The Club may be requested by Broadlands Estate Staff or other tenants in neighbouring areas to the Club Ground. The club shall arrange for members to obtain a BFTA card at the members own cost.

Air guns of any calibre which comply with the statutory limitations in force at the time of the Club day may be used. FAC air guns may not be used at the Club.

Shooting of wildlife is strictly prohibited and could result in an immediate suspension from the Club.

There will be limited key-holders and, as per our agreement with Broadlands Estate. The key-holders are responsible for ensuring that the Ground is unlocked on a Club Day and securely locked up at the end of each Club Day.

On-going subscription for membership is due on March 1st of each year.

Due to insurance requirements, non-payment of subscriptions, one month after this dates will be considered as a cessation of membership.

Membership may only be offered after a minimum probationary period of 5 paying visits in which the safety of the prospective member will be assessed.

The Club reserves the right to refuse membership or extend the probation period if the prospective member does not demonstrate an adequate level of safety awareness, or has not abided to the Clubs rules and regulations including those regarding range safety.

Junior members are welcome, but must be supervised at all times by a parent or guardian aged 21 or over. The Club is unable to supervise juniors and their parent or guardian must be present at the club for the duration of their visit.

Prospective members are required to disclose any previous convictions which may prevent them from acquiring, possessing or using an air gun. In relation to the firearm act 1968 convictions are never spent, and any conviction of 3 months or more carries a 5 year ban. Should any members circumstances change in relation to this condition they must promptly advise the Committee accordingly. If the member is banned under the 1968 act from owning, acquiring or using an air weapon their membership will be immediately terminated with no refund.

Prospective members are advised (this is not a compulsory requirement but is recommended) to disclose any current medical conditions they may have. The club does not discriminate on grounds of disability or medical condition; however, some conditions such as uncontrolled epilepsy may lead to a member injuring themselves or others. Due to the relatively remote location of the club and its lack of cover it is recommended that members should advise the committee of any medical conditions such as diabetes and where appropriate provide training to the committee to allow assistance to be provided if required and to help spot early symptoms.

Any decision regarding membership would be made wholly on the basis of safety and would be made with the full involvement of the prospective member. As a guide, if you are prevented from holding a full UK drivers licence on medical grounds you will not be able to shoot. We would review this on a case by case basis if required and may require the prospective member to provide a letter from their Doctor at their own cost to support their application for membership.

The Range Officer or any Committee member shall have absolute authority during Club days or Club events regarding safety.

It is a condition of membership (including probationary) that you agree to abide in full to any decision communicated by a Committee member or Range Officer on the grounds of safety during any club activity. This does not diminish your ability to appeal any decision at a later date.

All members shall treat each other with respect and without prejudice.

The club shall not tolerate any behaviour of a discriminatory, sexist or racist nature and may terminate membership as a result.

The Club expects all members to behave in a manner that promotes both the Club and the sport in a positive way. Any action (which includes any actions taken outside of the Club and which may not directly contravene any of the Clubs rules and regulations) that brings either the Club or the sport into disrepute may lead to suspension or termination of membership.

Club Days

The Ground will be opened at 9:00am and will close at 12.30 pm on a Club Day.

The Club may extend this period at its option on a case by case basis but is at the discretion of the committee members present at the time. Club days may be shortened at the discretion of the committee.

To meet insurance regulations, all shooters should sign-in before starting to shoot on a Club day.

All members are expected to help in the setting out and clearing away of shoot equipment on a Club day.

The Committee:

The Committee will consist of a minimum of 3 elected members. Elections to the Committee will occur annually. Any member whether 'full or range' may be elected onto the committee.

The Committee will be responsible for ensuring that all shooters are aware of local, regional and national BFTA organised competitions.

The Committee will be responsible for collecting subscriptions and providing all members with an annual balance of the Club's accounts. The assets and monies of the Club will be in the responsibility of the Committee.

Appendix C

The Club Constitution

The club constitution was agreed in 2007

1. Aim and Objectives

- 1.1. Southampton Buccaneers Field Target Club will hereinafter be referred to as SBFTC OF The club
- 1.2. The aims and objectives of SBFTC are to develop ranges and facilities of a high standard for air rifle shooting at Busheylease Farm, Romsey and to utilise these facilities in a manner intended to best promote the sport of field target shooting.
- 1.3. It is the express purpose of The Club to provide diverse facilities for the shooting of air rifles for the benefit of its members and to assist in the development of members shooting skills
- 1.4. It is the express purpose of The Club to promote the sport of field target and to encourage all members to participate fully. No member will be pressurised to participate in any activity that is contrary to their own interests.
- 1.5. The Club will be known as an unincorporated members' club. Each member contributes to the funds by way of membership subscription and range fees out of which the expenses of conducting the club are paid. The club is not recognised as having a legal existence apart from the members of which it is composed. Unless the rules prove to the contrary, the property and funds of The Club belong to the members in equal share. The property and funds of The Club is in the hands of the committee, and the business of The Club will be conducted by the committee in accordance with the rules.
- 1.6. The Club shall affiliate with the British Field Target Association (BFTA) and the Central Southern Field Target Association (CSFTA) and any other bodies deemed appropriate by the committee
- 1.7. It is the intention that the club be run in an informal manner whilst maintaining the levels of safety and regulation commensurate with the sport and to maintain adequate and appropriate insurance for activities at the clubs ranges during formal club days. The Club shall not provide insurance cover for any activities performed by members at other times or at other locations.
- 1.8. In the event of SBFTC being wound up, all remaining assets will be disposed of in a manner to be decided upon by the committee and endorsed by a minimum of 50% of current members at that time by means of a vote held at the AGM or an EGM. In the event that a decision cannot be reached by this process the committee may elect to allow a decision to be made by majority vote of those present except under 1.81.
 - 1.8.1. If The Club is being succeeded by a new enterprise, or to be merged with another organisation duly agreed under the conditions required of an AGM or EGM then all funds and assets shall be transferred to the new enterprise

2. **COMMITTEE**

2.1. The Club shall be run by a committee consisting of a Chairman, Secretary and Treasurer to be elected annually at The Clubs' AGM by majority vote. Additional committee members may be elected at the AGM to assist the Chairman, Secretary and Treasurer to perform their duties and obligations.

2.1.1. Any member of the committee may be suspended from duty or removed from office at either an AGM or EGM by a majority vote of 50% of the current membership or with immediate effect for a breach of the club rules and regulations by a majority vote by the committee

2.1.2.

The appointed committee members are the exclusive point of contact for any external organisation or individual. This includes but is not limited to Broadlands Estate, BFTA and CSFTA.

2.1.3. Only the committee may represent the interests of The Club externally

2.1.4. The committee shall receive no payment or benefit from their positions and are subject to the same rules and subscription fees as all other members.

2.2. Notice of the AGM will be given at least 28 days prior to the meeting and will be posted on The Clubs website at www.sbftc.co.uk and also at The Clubs' ranges.

2.3. Every full member is entitled to vote at the AGM and all votes carry equal weighting with the exception of 2.31.

2.3.1. Junior members do not have voting

2.4. After completing one year's continuous membership any full member over the age of 21 may stand for election for any of the committee posts. Committee members are expected to attend the club on at least 50% of the confirmed club days in any given calendar month.

2.5. The committee shall advise members of the dates of both club days and external competitions by means of The Club website

2.6. The Club is limited under the terms of its lease to a maximum of 28 club days per annum. The committee shall make reasonable endeavours to offer the members a maximum of 28 club days per annum. Club days will only be on dates where at least two committee members attend.

2.6.1. In the case that two or more committee members are not available to attend a club day, the club day may be abandoned on grounds of safety and without prior notification.

2.6.2. The Club is not bound to offer 28 club days per annum and shall not offer a refund if this is not met. 28 days is a maximum number of club days that can be held and not a guarantee.

2.7. If any person ceases to be a member of The Club they immediately also cease to hold office on any committee or subcommittee of The Club and may no longer represent The Club or its interests.

2.8. The committee may at its choice appoint another member to perform duties as required in their place without the requirement for ratification by vote by the membership. Any member so appointed must step down at the following AGM but may be elected as a member of the committee at that meeting.

3. General Meetings

- 3.1. The Club shall hold an AGM in December of each year at a time and location to be decided by the committee. The agenda must be made available to all members no less than 14 days prior to the meeting. All current members may propose additions and/or changes to the agenda in writing no less than 7 days prior to the meeting at the discretion of the committee. Only current members and probationary members of The Club may attend an AGM.
 - 3.1.1. The committee shall present full and up to date accounts at the AGM, copies of which shall be made available to all current members
 - 3.1.2. All committee members must stand down and seek re-election into office at the AGM by majority vote of those present or have chosen to vote by proxy in a written statement
 - 3.1.3. Subscription fees for the following year are to be decided at the AGM
 - 3.1.4. All current members shall have the right to cast a vote at the AGM. In the case of equity of voting, the chairman shall have the casting vote
- 3.2. An extraordinary general meeting (EGM) may be called at any time by the committee
 - 3.2.1. Any resolution agreed at an EGM must be voted upon by a minimum of 50% of current club members. In the event that 50% of members are not available to vote and have been given at least 7 days' notice of the EGM and the agenda, the committee may at its option allow a majority vote of those present to be decisive and binding
 - 3.2.2. If the subject of the EGM is one relating to safety or law, the committee are not required to give notification of or to hold an EGM and can ratify any decision by a vote held between the Chairman, Secretary and Treasurer

4. Membership

- 4.1. Membership to prospective members may be granted after 5 probationary visits. The first of which will be at no charge and then the subsequent 4 at the prevailing rate. Completing the required number of visits does not guarantee membership being offered
 - 4.1.1. During this probationary period the committee may withdraw the offer of membership or require additional probationary visits at their discretion should the conduct of the prospective member not be of a safe standard or has behaved in an inappropriate manner
 - 4.1.2. During the probationary period it is the sole responsibility of the prospective member to demonstrate an awareness of safety and also to comply in full to the clubs rules and regulations. A failure to do so may result in the offer of membership being withdrawn
 - 4.1.3. The committee may at any time impose restrictions upon the maximum number of club members as they deem appropriate
 - 4.1.4. Upon completion of a satisfactory probationary period the prospective member must choose to pay a membership subscription to The Club or to leave the club. After the 6th visit (or if the period has been extended, upon the first visit after the probationary period ceases) the only time they may return to The Club is as a fully paid up member of SBFTC
- 4.2. Junior membership is granted on the condition that they are supervised at all times by a parent or guardian over the age of 21
 - 4.2.1. Junior members do not have voting rights
 - 4.2.2. The Club assumes no responsibility for the supervision of junior members who must at all times be accompanied and supervised by a parent or guardian
- 4.3. The annual subscription will be decided at the AGM on an annual basis
- 4.4. Members are required to pay their membership subscription on or before the due date. The Club will hold membership open for one calendar month after the date it is due but will not permit the member to use The Clubs' ranges or facilities until payment is made in full and backdated to cover any period that has elapsed between expiry and renewal dates. Any member that does not renew within this one month period will be deemed to have resigned their membership and may be subject to a new probationary period, or may be refused renewal

- if there is a restriction imposed on membership numbers unless permission for late payment is sought from the committee and approved prior to their subscription being due
- 4.5. The committee is solely responsible for the interpretation of the rules
 - 4.6. In the instance of a disciplinary matter arising, the committee shall represent the interests of The Club and may suspend or terminate membership without refund.
The member shall have an opportunity prior to the committees' decision to be heard (unless the termination is as a result of clause 5.1), however, the committees' decision shall be final and conclusive
 - 4.7. Neither The Club, nor any officer of The Club, shall be liable to any member, guest or visitor for loss or damage to any property occurring from whatever cause in or about The Clubs' meeting place. Nor for any injury sustained by any persons whilst entering or leaving The Clubs' meeting place
 - 4.8. Members are expected to treat each other with respect and courtesy and to promote our sport in a positive light. Any behaviour which includes but is not limited to: bullying, threats, physical abuse, inappropriate language, sexist, racist or ageist may lead to suspension from the club. The Club respectfully requests that members, guests and visitors do not seek to promote political, racial or religious beliefs whilst on club property
 - 4.9. If there is any reason why any member or prospective member is prohibited under law from using, acquiring or owning an air rifle or air pistol this must be brought to the attention of the committee immediately. Such members shall immediately be suspended from using any air rifle or air pistol at club ranges in accordance with law until such prohibition is lifted

5. *Safety*

- 5.1. Only air rifles and air pistols which do not require a Fire Arm certificate (FAC) may be used at the club grounds. The club reserves the right to chronograph any weapon at its grounds without cause and to take actions as appropriate if the test should indicate the weapon is rated as FAC. Refusal to allow this test to be performed to The Clubs full satisfaction shall result in an immediate termination of membership without recourse or refund. In this sole instance of termination of membership there will be no ability for the member to be heard and no further discussion relating to the matter will be entered into regardless of the outcomes of any subsequent tests. The act of refusal is the sole cause for the termination of membership in this instance, not the output of the weapon, and is not capable of remedy.
- 5.2. All members, guests and visitors shall pay due regard to the accepted rules and practices for the safe handling of air weapons at all times
 - 5.2.1. The committee and/or acting RCO are responsible for safety at The Club and may from time to time make requests relating to safety. Failure to comply fully and willingly or the need to repeat requests may result in suspension or termination of membership
- 5.3. At no time may a loaded weapon be in the possession of a member, guest or visitor at any place other than the firing line.
 - 5.3.1. Magazines may not be fitted to any air weapon at any location other than the firing line. To do so shall constitute a loaded weapon.
- 5.4. Air weapons may only be discharged over the firing line. Dry firing is also only permitted over a firing line unless expressly permitted to do so by a committee member or acting RCO.
- 5.5. Only lead or lead alloy ammunition may be used.
- 5.6. Upon hearing a cease fire called, all weapons must be immediately discharged into the ground and not reloaded until shooting resumes
- 5.7. No live quarry may be shot, or shot at
- 5.8. No alcohol may be consumed at The Club
 - 5.8.1. No one on club grounds may be under the influence of alcohol or prohibited drugs. The committee may if reasonable grounds exist, request a member to cease shooting if they appear to be under the influence of alcohol or drugs whether prescribed or otherwise

5.8.2. In the case of prescribed medication or known medical condition that may influence the shooters safe behaviour, this must be disclosed by the participant or their parent or guardian to the committee who may require a doctor's note to be produced stating that it is safe for them to use an air weapon. (Note: Generally if the applicant is not permitted to hold a UK drivers licence on medical grounds this will prevent membership being granted or in the case of an existing member may result in membership being suspended until a date that they can procure a doctor's note stating they are safe to shoot). The Club does not discriminate on grounds of medical condition and recognises the importance of Doctor/Patient confidentiality; however, it has a duty of care towards all members.

6. Disciplinary Matters

- 6.1. It is the responsibility of all members to inform the Management Committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, ungentlemanly or contrary to the conditions of the range safety certificate(s).
- 6.2. Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.
- 6.3. If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 6.4. The Secretary (Chairman or Treasurer) shall convene a meeting of *three* members of the Management Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 6.5. The Secretary (Chairman or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(es), and will lay those statements before the Sub-Committee when it meets.
- 6.6. The Sub-Committee, having examined the evidence, may decide:
 - 6.6.1 That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed, or
 - 6.6.2 That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 6.7 If there is a case to answer a Disciplinary Committee comprising *five* members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 8.4 above.
- 6.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- 6.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 6.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 6.11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he does so such notice must be given within 7 days of the decision being made.

- 6.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
- 6.12.1.1 A verbal warning.
 - 6.12.1.2 A written reprimand.
 - 6.12.1.3 Suspension of the right to use the Club's ranges for a fixed period of time.
 - 6.12.1.4 Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - 6.12.1.5 Suspension of all membership rights for a fixed period of time.
 - 6.12.1.6 Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities.
- 6.13 If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the NSRA or other national governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 6.14 All proceedings of the Sub-Committee under 8.4 and 8.6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- 6.15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- 6.16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or byelaws for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 6.17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 6.18 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8.8 to 8.14 inclusive shall apply.
- 6.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary the Chairman shall have a second or casting vote.
- 6.20 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- 6.21 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by the NSRA or other national governing body, the Secretary shall post on the Club noticeboard a notice setting out the precise nature and terms of the penalty.
- 6.22 The Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Club or by the NSRA or other national governing body since the last annual general meeting.

