

TEES VALLEY TARGET SPORTS CLUB

CLUB RULES

1. OFFICERS

As detailed in the Constitution.

Note that the office of Treasurer will not be conjugated with any other office.

2. ELECTIONS

Subject to the requirements of the Constitution any Full Member or Full Life Member of three years continuous full membership is eligible for election as a Committee member (or ten years in the case of officers) on the understanding that they will undertake the duties as specified in the job description for the post to which they are elected and promote the interests of the Club. To be eligible to stand for re-election incumbent Officers and Committee members must have attended more than 25% of all regular Committee meetings held since the preceding Annual General Meeting.

Officers and Committee members will be elected at the Annual General Meeting by majority vote and serve until the next Annual General Meeting. Affirmation will suffice in the event that only one person is proposed for a position.

No Full Member or Full Life Member may stand for election to the Committee at an Annual General Meeting unless present, or unless an explanation of absence and confirmation of willingness to be elected to the Committee is received in writing by the Secretary prior to the meeting (and is supported by nomination(s) at the meeting).

Full members and Full Life Members have voting rights at any General Meeting or Extraordinary General Meeting on production of their membership card.

3. AUTHORITY OF OFFICERS AND COMMITTEE

The Officers and Committee are vested with the full authority for the day to day running of the Club but must not make decisions which are contrary to the Rules of the Club or its Constitution and shall at no time surrender or abrogate the shooting interests of the Club to any other body except by decision of a General Meeting.

Officers are responsible for the maintenance of rights to shoot wherever these rights exist and to further these rights to shoot wherever possible and take steps to maximise participation in target sports by all Members.

Extraordinary expenditure may only be authorised by the Committee, but Committee Members may make day-to-day purchases for the effective running of the Club. The Committee may approve any other Club member to incur expenditure on behalf of the Club.

Direct or indirect allocation of club funds to any Member for purposes of remuneration or what might be considered as remuneration is prohibited.

In co-opting any member to the Committee in accordance with the Constitution, the requirements regarding service and membership class in Section 2 above do not apply. The Committee may appoint a person of any class of membership or length of service subject to it determining that the candidate has the appropriate skills to perform the task for which they are to be appointed.

4. MEMBERSHIP

Club Membership designations are Probationer, Full, Full Life, Sports Probationer, Sports, Sports Life.

There shall be two classes of Club activity: Category A and Category B.

Category A covers all TVTSC approved target sports activities using any legitimate target sports equipment including those comprising firearms and shotguns.

Category B covers all TVTSC approved target sports activities using any legitimate target sports equipment which does not require the possession of a firearm or shotgun certificate, and which does not entail the use of firearms or shotguns.

4A. Application for Probationer Membership, Category A

Each applicant shall apply for Probationer membership by completing the appropriate form as issued by the Club Membership Secretary and containing the following declaration:

‘I wish to be considered for Probationer membership of Tees Valley Target Sports Club, and I agree to abide by the Rules and Constitution as laid down by the Club. I understand that I must serve a minimum six month probationary term of training during which I must attend the range/ranges as directed in order to receive tuition and to demonstrate that I am a safe and responsible person.’

I..... hereby declare that I am not a person prohibited by virtue of Section 21 of the Firearms Act 1968.

‘I confirm that I have never received a police caution and that I do not have a criminal record (including time expired convictions). I know of no reason why I should not be granted a Firearms Certificate. I accept that Club subscriptions are due on 31st December each year and must be paid on time in order that I might remain a bona-fide Member.’

Each application shall be accompanied by three passport compliant photographs of the applicant and one year of the annual subscription then in force plus the non-refundable enrolment fee applicable at the time of application. If the application is unsuccessful then the annual subscription fee will be refunded.

Applications from persons who have convictions or a police charge/caution actual or pending may, depending on the circumstances, be considered for Probationary Membership. Any appeal against refusal of an application, giving reasons, shall be via the Club appeals procedure.

The Probationer may then enter into a minimum six-month period of training during which he/she must make at least fourteen appearances on Club ranges as stipulated on the application form. Two of these visits must be to Catterick ranges.

Within the training period membership can be withdrawn by the Committee upon the receipt of any materially adverse report as to training/behaviour etc. The Committee's decision in this regard is final. In these circumstances a pro-rata refund of the membership fee may be made.

If, after the training period, the applicant has satisfied the Committee as being suitable for membership, Full Member status may be granted.

Full membership does not carry with it the right to use Ministry of Defence/Bisley ranges unless the National Rifle Association (NRA) Safe Shooting System training regime as applied by the dedicated Club training programme, or by the governing body, has been satisfactorily completed.

The Club shall appoint members as necessary to instruct in the NRA Safe Shooting System. Formal certification shall be by the Club Chair and this responsibility cannot be delegated.

The requirements of the NRA Safe Shooting System, as applied through the TVTSC training programme, may be additional to the six-month period of training but may be undertaken concurrently.

There may be instances where the TVTSC training programme can also serve to constitute SSC training, but that is strictly at the discretion of the Club Chair.

After satisfactory completion of the appropriate period of probation, the Probationer may be accepted as a Full Member.

4B. Application for Probationer Membership, Category B

Each applicant shall apply for Sports membership by completing the appropriate form as issued by the Club Membership Secretary and containing the following declaration:

'I wish to be considered for Sports membership of Tees Valley Target Sports Club, and I agree to abide by the Rules and Constitution as laid down by the Club. I understand that I must undertake and complete satisfactorily a minimum three-month period of training during which I must attend the range/ranges as directed in order to receive tuition and to demonstrate that I am a safe and responsible person.

I..... hereby declare that I am not a person prohibited by virtue of Section 21 of the Firearms Act 1968.

I confirm that I have never received a police caution and that I do not have a criminal record (including time expired convictions).'

Each application shall be accompanied by three passport compliant photographs of the applicant and the annual Sports Member subscription then in force plus a non- refundable enrolment fee applicable at the time of application. If the application is unsuccessful then the subscription fee will be refunded.

Applications shall be considered by the Committee which shall have regard to public safety, the best interests of the Club and its membership, and the sport of target shooting. Any appeal against refusal of an application, must give reasons, and shall be via the Club appeals procedure.

Applications from persons who have convictions or a police charge/caution actual or pending may, depending on the circumstances, be considered for Probationary Membership. Any appeal against refusal of an application, giving reasons, shall be via the Club appeals procedure.

Applications as above shall be rejected where the caution or offence, whether time expired or not, relates to violence (including any firearms offence), drug taking or burglary. Any appeal against refusal of an application, giving reasons, shall be via the Club appeals procedure.

The Sports member must then enter into a minimum three-month period of training during which he/she must visit Club ranges as directed and satisfy the Committee as to his/her suitability to engage in Category B target sports activities under the Club's jurisdiction. Within the training period Sports Membership may be withdrawn by the Committee upon the receipt of any materially adverse report as to training/behaviour etc. The Committee's decision in this regard is final. In these circumstances a pro-rata refund of the membership fee shall be made.

Sports members are to have the status of Guests in relation to any Category A activity. (See section 6A below.)

4C Non-renewal and Termination of Membership by the Club

All categories of member must note that the Club is a Community Amateur Sports Club (CASC) organisation. Maintenance of CASC status is imperative to the continuance of the Club as a viable entity. The termination of membership of any member who fails to support the Club in maintaining its CASC status will be considered by the Committee as set out in this section. Protection of the Club's CASC status is paramount and will be considered as overriding the needs of any individual.

In summary, the basic CASC requirement is that a minimum of 50% of members participate in a minimum of twelve eligible Club activities per year. (Adjustment is made for people who are members for less than a year and other specific circumstances.)

Members of any category who are deemed by the Committee to be of such age, or sufficient infirmity, that they are unlikely to resume participation in Club activities may be nominally classified as Honorary Members and excluded for the purposes of any calculation and returns concerning CASC matters.

The primary means by which the participation of any member in eligible Club activities is measured will be the Electronic Shooting Recording System (ESRS) and the member's individual annual renewal application form, as appropriate.

Eligible Club activities will include:

- a. Participating in sports organised by the Club,
- b. Officiating in sports organised by the Club,
- c. Coaching in sports organised by the Club,
- d. Providing first aid cover in sports organised by the Club,
- e. Preparing or maintaining equipment for use in sports organised by the Club,
- f. Maintaining the land and buildings under the control and within the responsibility of the Club,
- g. Attending Committee meetings,
- h. Undertaking a relevant training course as approved by the Committee, and,
- i. Attending or assisting with official club activities.

These are examples and the list is not exclusive. The Committee may deem other activities to be eligible activities at its discretion and in consideration of the CASC rules.

Any member (of whatever category) who has attended eligible Club activities but less than twelve times in a calendar year will be written to by the Club Secretary or Chair asking for an explanation and a signed undertaking of the member to participate in a minimum of twelve eligible club activities in the forthcoming year.

Any member (of whatever category) who has not attended eligible Club activities for two calendar years or is in breach of their undertaking in the preceding paragraph, may have their membership renewal application unilaterally refused by resolution of the Committee, thus terminating their membership of the club. Notice of any such intention to consider a resolution must be given to the member in writing a minimum of twenty-eight calendar days before the resolution is considered and the notice must invite written or oral representation to be considered at the same time as the resolution. Notice in writing is presumed to have been served on the member after two calendar days if posted.

4D Life Membership

Life membership may be bestowed upon those members who have reached the age of seventy-five years by the 31st of December in the year preceding annual renewal and who

have achieved eighteen years continuous membership of the club, which period includes any period of (the now redundant category of) associate membership.

A lapse in membership may adversely affect the Committee's decision on Life Membership.

Life membership may be granted to existing members at the discretion of the Committee on payment of ten times the annual subscription in force at the time of the application or at no cost in the case of very exceptional service to the club.

4E Safeguarding and Vulnerable persons

The Club will appoint a Safeguarding Officer with the duty to advise the Committee, and any member running ranges, on their general responsibilities and give advice on specific interventions.

The Safeguarding Officer must:

- know how to recognise the signs of abuse,
- have the confidence to challenge poor practice, and,
- be able to respond appropriately to concerns – including understanding what steps they should take to report and record concerns.

Any person who in applying for membership, or during the course of their membership, has or develops disabilities that require safeguarding or other support is responsible firstly for making the matter known to the Membership Secretary and, secondly, for making their own arrangements to provide all the care/support that they require.

The Club welcomes applications for membership from persons of all abilities. Where an applicant has mental or physical disabilities the Committee will consider whether a bespoke package is suitable to support maximum participation but as a baseline this is expected to involve care & support arranged by the applicant.

Any child using the Club's facilities must be accompanied by a parent, guardian, or in the case of a youth group the youth leader. Other persons may be appropriate but must fall within the spirit of this requirement.

5. SUBSCRIPTIONS

Annual subscription rates will be decided by the Committee in consultation with the Treasurer. Subscriptions are due on or before 31st December each year.

If the current year's subscription is not paid by 31st January, membership shall be deemed to lapse unless a re-joining fee of the annual subscription for that year plus 25% is paid. This provision is only applicable within twelve months of the date on which the subscription is due, that is, 31st December. Thereafter an extension may be granted at the discretion of the Committee, but only under extraordinary circumstances such as major, long term illness.

Unless otherwise decided by the committee, where a Category A Member's membership has ceased, the lapsed member may still nevertheless make a standard application to re-join. In these circumstances, if the application is successful, the lapsed member will revert to the status of probationary member and shall be required to undertake the training programme indicated above.

It should be noted that the Secretary is obliged to send the details of any lapsed Category A activity member to the police and as such, may put in jeopardy the lapsed member's 'good reason' for possessing firearms.

Re-joining fees may be varied in exceptional circumstances at the discretion of the committee. Generally, written submissions of extenuating circumstances will be invited and be given due consideration.

A partner who follows the joining procedures shall pay half the current annual subscription but otherwise the Club rules shall apply in every respect.

Family membership of member plus one close relative, e.g. partner, child, or grandchild, may be granted at the subscription rate plus 50% but the Club rules as to training, qualification, entitlement, etc., shall apply. (A third family member will pay the appropriate non-discounted annual subscription.)

6. GUESTS, VISITORS AND OTHER CLUBS

6A. Guests (i.e. an individual without a Firearm Certificate)

Subject to this section a guest may, under close supervision, take part in target sports activities which do not involve the use of firearms but must be accompanied and supervised by a Sports Member of more than six months standing or a Full Member (Category A).

Subject to any local regulations and Club conditions, guests may attend any venue in use by the Club for the purpose of OBSERVING ONLY the use of firearms.

Guests can attend Moorsholm Range when firearms are in use but must be accompanied by a Class A Member and have the prior consent of the Secretary.

Guests MUST NOT use or handle firearms at any venue in use by the Club unless as part of a pre-arranged formal Club Open Day which complies with current Home Office requirements.

Guests are not allowed to be present at Club MoD full bore rifle events unless it is designated as a Club Open Day and then they may use Section 1 firearms but only under the direct supervision of a Class A Member who is also a valid Safe Shooting System certificate holder.

Guests who hold a valid Shotgun Certificate may attend and take part in any Club clay shoot at any venue provided the Secretary is notified beforehand, and has given consent, and the guest has produced satisfactory evidence of personal insurance cover. Participation is

limited to the extent permitted by law and limited to up to four occasions. Further participation in Club clay shoots is not permitted unless an application for club membership is accepted.

Any guest is at liberty to make a financial donation to Club funds in addition to any charge applicable at the event.

Guests may purchase shotgun cartridges to participate in the event but may not remove any unused shotgun cartridges from the range.

Overseas guests are permitted to use club facilities and participate in club events subject to them providing sufficient evidence of full name and permanent address. Evidence must be provided in good time for the Club to make any relevant enquiries.

All guests must make a declaration that they have not taken narcotics, alcohol or other substances that may affect their cognizance immediately prior to the visit.

6B Visitors (i.e. an individual who hold a valid firearms certificate or shotgun certificate)

Members of other rifle and muzzleloading rifle & pistol clubs may be invited to attend club events and premises provided that they are engaged as a member of that other club in connection with target shooting and are covered by either their own personal insurance or insurance provided by their club. Such visits are limited to two occasions unless an application for membership of TVTSC is made.

Visitors holding their own FAC can attend Moorsholm Range when firearms are in use but must be accompanied by a Class A Member and have the prior consent of the Secretary.

The use of home loaded ammunition by visitors, unless in competition and covered by a relevant SSC card, is prohibited. A relevant SSC card is one issued through TVTSC or through membership of the NRA.

An SSC card provided through another club is not valid proof of competency for unsupervised participation in TVTSC activities.

Visitors may have a taster session for air gun and archery for one participating visit providing they are continually supervised. Archery tasters require the supervision to be by an approved archery coach or instructor.

Visitors who are undertaking duties as coach, trainer, or instructor on behalf of a governing body are not subject to visit limits. That visitor may demonstrate the correct use of firearms as part of those duties.

Overseas visitors are permitted to use club facilities and participate in club events subject to them providing sufficient evidence that they possess an equivalent authorisation in their home country to a UK firearms certificate. Evidence must be provided in good time for the

Club to make any relevant enquiries. In addition, the visitor must produce satisfactory evidence of personal insurance cover valid in the UK.

All visitors must make a declaration that they have not taken narcotics, alcohol or other substances that may affect their cognizance immediately prior to the visit.

Any visitor is at liberty to make a financial donation to Club funds.

6C Other clubs

Other muzzle loading, miniature rifle, rifle & pistol, as well as sports clubs may use the facilities of TVTSC subject, to a fee to be determined by the Treasurer.

Other clubs using the TVTSC facilities must provide a written undertaking to observe TVTSC range orders and provide an indemnity for any damage caused by their activities.

7. YOUNG PERSONS

The requirements of current legislation and MoD conditions relating to participation in target sports by young persons are to be followed as set out in the Range Orders.

8. BADGES

All Members will be issued with an identity badge.

These badges MUST be worn when visiting all ranges. Visitors' badges will be available for issue on the ranges. Badge designations are as follows: -

- | | |
|------------------------|--------|
| i) Full | Red |
| ii) Probationer | White |
| iii) Sports | Green |
| iv) Sports Probationer | Orange |
| v) Life member | Yellow |

'Honorary Member' is a classification for CASC purposes only and will not involve the issue of a separate badge. The member will be issued with a badge as in the preceding paragraph. Designation as 'Honorary Member' is at the sole discretion of the Committee by Resolution.

A 'Visitor' badge may be provided by the club for instances where a non-participating parent, guardian or carer is providing assistance etc. to a club member. In this circumstance, the status of visitor in section 6B above, is disappplied.

9. OPEN DAYS (GUEST/VISITOR DAYS)

The Club may hold Open Days at any Club venue to the extent permitted by law. Open Days shall be nominated in advance by the Committee and shall be notified to the police.

The term 'Open Day' is to be taken as including events operated by the Club as a Miniature Rifle Club.

Visitors/guests may attend by invitation only, and each shall have a sponsor who shall be responsible for obtaining a declaration from them under Section 21 of the Firearms Act 1968 (as amended), including full name and address, and for the supervision or procuring supervision during the course of the Open Day. This information must be provided to the Secretary in sufficient time for him to give a clear 72 hours minimum notice to the police.

If the venue is to be Ministry of Defence property, the sponsor, and the supervisor (if different) must be in possession of a valid SSC card issued via TVTSC or through membership of the NRA.

10. DISCIPLINARY PROCEDURE

All members are subject to the Club's disciplinary procedure in the event of allegations of: -

- Dangerous behaviour at any venue in use by the Club;
- Chambering a rifle round without the butt being in the user's shoulder, the rifle pointed at his own target and permission has been given to shoot;
- A negligent discharge, that is, a round discharged deliberately or otherwise before the RCO/RSO has given permission to shoot, after the RCO/RSO has given an order to stop shooting, or a round fired outside of the boundaries of the safety area;
- A serious offence under the Firearms Act;
- Conduct unbecoming a member of TVTSC;
- Misuse of Club premises and property;
- Conduct which may invalidate any insurance policy; or,
- Any other matter considered by the Committee (acting reasonably) to be of such a serious nature as to warrant invocation of the disciplinary procedure.

The Club's disciplinary procedure is available for inspection upon request to the Secretary.

11. RANGE RULES (GENERAL)

REMEMBER – Safety, courtesy at all times, consideration for others and the good name of our Club are your primary concerns.

Range orders are posted on the Lawson Way and Moorsholm ranges and attached to these Rules in an Appendix. For the avoidance of doubt, consequential changes to the Appendix caused by updating range orders shall not constitute a change to the Club Rules.

i) Moorsholm (Cow Close Wood) Range

This Range is open for the use of FAC full members and FAC probationers under the supervision of FAC full members throughout the year. The range may, however, be closed for maintenance and at the request of the landlord farmer.

The Range may NOT be used by Sports Members unless they are attending as part of a Guest Day.

Range Orders are posted on the range. When the upper field is used for clay shoots, specific Range Orders are available from the Range Safety Officer.

The use of shotgun slugs is prohibited.

Parking is limited and during harvest time members must park on the main road (Freeborough Road) to avoid interference with the farmer's husbandry activities.

Parking near the range entrance i.e. by the flagpole at the top gate, is reserved for the Competition Secretary/Range Safety Officer. Vehicular access and parking in the top field is prohibited. Through traffic and/or field entrances must not be obstructed by parked vehicles.

Members attending the range must at all times appoint a Range Officer to oversee shooting when two or more people are in attendance.

ii) Lawson Way

Range Orders are posted in A Range and B Range.

The use of FAC airguns and jacketed ammunition is prohibited.

Users must acquaint themselves with the Range Orders and comply with them.

Any person not complying with Range Orders may be warned, asked to leave the range and/or subject to the Club's disciplinary procedure at the discretion of the Range Safety Officer on duty.

iii) MoD ranges and Bisley ranges

There must be full compliance with the Range Orders (and any local rules) relating to MoD ranges and the Bisley Ranges.

Members (and any visitors or guests) must follow the directions and briefing issued by the Club's Range Conducting Officer when on MoD ranges and the designated Safety Officer at Bisley.

All attendees at MoD ranges must be present for the RCO briefing. No person may shoot on an MoD range without having been briefed by the RCO.

No Club member or visitor may fire unsupervised at MoD ranges unless they have **in their possession** their own valid NRA Safe Shooter Certification card, as issued via TVTSC or as a member of the NRA.

Probationers (and persons without a valid NRA Safe Shooter Certification card issued via TVTSC or through membership of the NRA) must be supervised on a one-to-one basis when

firing. Supervision means; when the probationer/person without their own Safe Shooter Certification card is shooting, the supervisor isn't, and vice versa.

Visitors and guests are permitted to attend MoD ranges in accordance with Rule 6 above.

12. ADDITIONS/VARIATIONS TO THE CLUB RULES

The Committee may, acting reasonably, add to or vary these rules for reasons of public safety, the proper management of ranges and the proper administration of the Club and its affairs.

No rule shall be varied or introduced which adversely affects the Principal Purpose of the Club. Rules may be introduced which give additional safeguards to the Principal Purpose.

No rule shall be varied or introduced which conflicts with or has the effect of creating a conflict with the Club Constitution or the Club's status as a Community Amateur Sports Club.

Where any question of conflict occurs the Community Amateur Sports Club conditions and the Constitution (in that order) shall have precedence.

Following each Annual General Meeting the Committee shall review the Club Rules with the aim of ensuring that they are fit for purpose and comply with all operational and external requirements.

13. REFERENCES AND GLOSSARY OF TERMS

The Club Appeals Procedure.

The Club Disciplinary Procedure.

The Range Orders.

Glossary of terms:

CASC – Community Amateur Sports Club.

FAC – Firearms Certificate.

'governing body' – the NRA, Muzzle Loaders Association, etc., as the context requires.

Guest – an individual person who does not possess a Firearms Certificate or Shotgun Certificate of their own.

MoD – Ministry of Defence.

NRA – National Rifle Association.

Principal Purpose – as set out in the Constitution.

Range Orders – the range orders applicable to the range in question, which includes the Range Orders pertaining to MoD ranges and the NRA ranges at Bisley.

SSC – Safe Shooter Certification.

'the Club' – Tees Valley Target Sports Club.

TVTSC - Tees Valley Target Sports Club.

Visitor – an individual person who possesses a firearms certificate or shotgun certificate of their own.

By Order of the Committee

4th June 2024

APPENDIX 1

Range Orders – Moorsholm (Cow Close Wood)

Anyone using this range is deemed to have accepted that they:

1. Understand that this is a no danger area range.
2. Understand that if they are found pointing a loaded firearm anywhere other than at a properly placed target they may be asked to leave immediately.
3. May only chamber a rifle round when the rifle is in their shoulder and pointed at their own target. Similarly, may only chamber a pistol round if the pistol is pointed at their own target.
4. Take full responsibility for ensuring that the firearms and ammunition that they use are fit for purpose and safe. It is to be understood that this applies to both factory produced and home loaded ammunition.
5. Understand that fixing targets to the timber backstop or using tin cans/bottles, shotgun cartridges, etc. as targets is strictly forbidden.

Anyone failing to comply with these requirements may be subject to disciplinary action.

General requirements:

Shooting times are from 9.30am until 9.30pm or nightfall whichever is the earlier, seven days a week, and subject to the following general requirements: -

- The red flags at the top gate and the range gate must be hoisted before shooting commences.
- All, in so far as they are able, members are expected to take part in range maintenance duties and necessary work upon request by the range officer or a Committee Member.
- The range must be left clean and tidy after use.
- All breakages and damage must be reported to a Committee Member at the earliest opportunity.
- Any person causing wilful damage (which will be taken to include fixing targets to the backstop) will be subject to the Club's disciplinary procedure.
- Ammunition purchased on the range must not be taken away unless entered on the purchaser's Firearm Certificate by the Club's certificate holder.
- Guests must be supervised by the member bringing them to the range and may not use or take part in any activity involving the use of firearms.
- Children under the age of 14 years are not permitted on or near the range. Children 14 years old and over must be supervised at all times and must not handle or take part in any activity involving firearms.
- Section 1 pistol calibre firearms or Section 1 air rifles may be used, but not at the same time. The use of firearms takes precedence over the use of air rifles.
- All proper precautions shall be taken for the safety of all persons who come into the vicinity of the range on surrounding land.

- When two or more people are present on the range, a Range Officer must be appointed, who must be obeyed at all times.
- No firearm shall be holstered or cased in a loaded condition.
- Never handle a firearm without the permission of the owner nor in a manner which might be deemed unsafe by any other person.
- Never point a firearm in the direction of anyone; the only safe place is down range at all times.
- Do not handle firearms at all when people are forward or at the side of the firing point.
- Do not load until given the order to do so.
- Do not fire until instructed to do so.
- After firing, check the breech and magazines are empty, and have your firearm cleared by the Range Officer before leaving the firing point.
- Only firearms, ammunition and essential equipment should be placed on the tables at the firing point.
- In the event of a misfire, or if the report of a shot is unusual, the shooter must:
 - Remove his finger from the trigger.
 - Attract the attention of the RCO if there is one.
 - Keep the firearm pointed at his own target for a minimum of 30-seconds.
 - Warn those around him of a possible misfire.
 - Position his hand so that he can open the bolt/breach block without having his hand or any other part of his body behind the bolt/breach block because if the round fires as he opens the bolt there's a potential for the bolt/breach block to travel back with huge force.
 - Inspect the ejected round (and bore if the report of the shot was unusual).
 - Ask for help if he is in any doubt.
- The charging and loading of black powder firearms must be carried out away from the location from which they are discharged (i.e., the powder reserve must be separate from the point of ignition).
- When not in use firearms must be holstered, cased, or placed in the rack designated for that purpose.
- Appropriate hearing protection is mandatory.
- Metal jacketed ammunition must not be used on the metal plate targets.
- Section 1 shotguns and Long Barrel Pistols may only be used by their owners.
- The use of shotgun slugs and FAC airguns is prohibited.

Permitted calibres of ammunition:

The range has a safety certificate for the use of shotguns and pistol calibre firearms only. The range is NOT approved for:

- a) calibres over .455.
- b) high velocity and/or high muzzle energy centre fire calibres such as .17 Hornet, .17 HMR, .22 Hornet, .220 Swift and certainly not for .223 or above.

Ammunition maximum velocity 1000 m/s (3280 ft/sec), maximum energy joules 7000 (5160 ft/lbs).

Parking:

- Parking near the range entrance i.e., by the flagpole at the top gate, is reserved for the Range Safety Officer and Competition Secretary.
- Parking in the top field is strictly prohibited.
- Through traffic and/or field entrances must not be obstructed by parked vehicles.

Updated June 2024

Range Orders – Moorsholm Clays

General requirements:

Shooting times are from 9.30am subject to the following general requirements: -

- The red flag at the top gate must be hoisted before shooting commences.
- The field must be left clean and tidy after use. Everyone, in so far as they are able, is expected to take part in picking up broken clays after the shoot.
- All damage must be reported to a Committee Member at the earliest opportunity.
- Any person causing wilful damage may be subject to the Club's disciplinary procedure.
- All shotgun cartridges to be fibre wad.
- Guests must be supervised by the member bringing them to the range.
- Children under the age of 11 years are not permitted on or near the range. Children over that age must be supervised at all times.
- Section 1 shotguns are not allowed on the clay range.
- Semi-auto and pump action shotguns are allowed but must have a safety flag inserted when not in use.
- All proper precautions shall be taken for the safety of all persons who come into the vicinity of the range on surrounding land.
- The Range Safety Office is to nominate persons to operate the clay traps, and ensure they understand the correct operation.
- Never handle a shotgun without the permission of the owner nor in a manner which might be deemed unsafe by any other person.
- Never point a shotgun in the direction of anyone; the only safe place is down range at all times.
- All shotguns to be cleared when people are forward of the firing line.
- When clay traps require reloading, all shotguns to be cleared by the Range Officer.
- Do not load until given the order to do so.
- Do not fire until given permission to do so.
- After firing, the shooter must have the shotgun cleared by the Range Safety Officer before leaving the firing line.
- When not in use shotguns must be cased.
- Appropriate hearing protection is mandatory.

Parking:

- Parking near the range entrance i.e., by the flagpole at the top gate, is reserved for the Range Safety Officer and Competition Secretary.
- Parking in the top field is strictly prohibited.
- Through traffic and/or field entrances must not be obstructed by parked vehicles.

Range Orders – Lawson Way ‘A’ Range

Anyone using this range is deemed to have accepted that they:

1. Understand that if they are found pointing a loaded firearm anywhere other than at a properly placed target they may be asked to leave immediately.
2. May only chamber a rifle round when the rifle is in their shoulder and pointed at their own target. Similarly, may only chamber a pistol round if the pistol is pointed at their own target.
3. Take full responsibility for ensuring that the firearms and ammunition that they use are fit for purpose and safe. It is to be understood that this applies to both factory produced and home loaded ammunition.

Anyone failing to comply with these requirements may be subject to disciplinary action.

General requirements

1. Firearms and Ammunition:
 - Rimfire ammunition maximum velocity 530 m/s (1732 ft/sec), maximum energy joules 285 (210 ft/lbs).
 - Centrefire ammunition maximum velocity 520 m/s (1705 ft/sec), maximum energy 645 joules (475 ft/lbs).
 - Maximum calibre 0.455 inch.
2. Firing Distances:
 - Minimum 10m, Maximum 30m.
 - With intermediate firing distances: 15m, 20m, 25m, 25yds for rimfire, centrefire pistol and carbine.
3. Target centres: Highest 1.4m, Lowest 0.6m (as indicated by benchmarks).
4. Firing postures: prone, kneeling, sitting, benchrest, or standing, all at the discretion of the RCO.
5. Range to be inspected before use by RCO. RCO to confirm by signing Attendance Record Log and to ensure Range Orders are observed.
6. Red light must be illuminated during firing with no entry to range allowed.
5. The wearing of hearing protection is mandatory at all times during firing and eye protection is recommended.
7. Only approved targets may be used.
8. Club membership badges must be worn at all times.

9. Firearms using Black Powder/Pyrodex are strictly prohibited.
10. Only lead ammunition may be used. Copper coated ammunition is permissible, but copper jacketed ammunition is strictly prohibited.
11. Maximum 4 shooters using designated lanes is permitted. Firing outside of lane or across lanes is strictly forbidden.
12. When shooting without the use of the screens between firing points, adjacent lanes must not be used.
13. No person other than the RCO, and four shooters are permitted on the firing point unless a shooter is being coached when a coach may be permitted at the discretion of the RCO.
14. No firearm is to be placed on the firing point, or handled, when persons are forward of the firing point.
15. Only firearms and ammunition may be placed on firing point tables.
16. Any cleaning or other pre shooting preparation is to be done off the firing point and only with the permission of the RCO.
17. Dry firing in any location (other than the firing point) is strictly forbidden.
18. Firearms must not be handled without the permission of the owner nor in a manner which might be deemed as unsafe by any other person.
19. During loading, unloading and inspection, firearms must be held parallel to the ground, pointing in the direction of the firer's own target.
20. Breech flags are to be used at all times immediately a practice has finished (rifles and pistols). Revolvers must have cylinders open.
21. RCO must supervise all shooting practices. Firing not to commence until RCO gives specific instruction to that effect. RCO to ensure that all firearms are unloaded at cessation of shooting practice.
22. In the event of a misfire, or if the report of a shot is unusual, the shooter must:
 - a. Remove his finger from the trigger.
 - b. Attract the attention of the RCO.
 - c. Keep the firearm pointed at his own target for a minimum of 30-seconds.
 - d. Warn those around him of a possible misfire.
 - e. Position his hand so that he can open the bolt/breach block without having his hand or any other part of his body behind the bolt/breach block because if the round fires as he opens the bolt there's a potential for the bolt/breach block to travel back with huge force.

- f. Inspect the ejected round (and bore if the report of the shot was unusual).
 - g. Ask for help from the RCO if he is in any doubt.
23. In the advent of an accident or incident:
- a. Stop firing and isolate area.
 - b. Administer immediate first aid.
 - c. Call 999 as appropriate.
 - d. Do not tamper with any firearm involved - area to be cordoned off.
 - e. RCO to make a written record, including statements from witnesses, in accordance with RCO training & qualification.
24. Ammunition purchased on the range must not be taken away unless entered on the purchaser's FAC (as stipulated on ammunition purchase record). Only the Club's FAC holder may sell ammunition to be taken away.
25. When not in use, a firearm must be cased. No firearm shall be holstered or cased in a loaded condition.
26. Firing may not take place concurrently at more than one range distance nor may any person be forward of the firing point in use.
27. Guests must be supervised on a one to one basis by the member introducing them and may not take part in any activity involving the use of firearms unless it is a designated Guest Day.
28. Children under the age of 14 years are not permitted on or near the range.
29. Every range user must play their part in ensuring that proper precautions are taken for the safety of all persons who come into the vicinity of the range.
30. The range must be clean and tidy after use. Clean up all empty cases and litter.
31. Any breakages or damage must be reported to the RCO at the earliest opportunity.
32. Range Conducting Officer to wear identifying reflective jacket at all times.
33. The ventilation system must be switched on a minimum of 20 minutes before shooting commences and remain in operation for a minimum of 30 minutes after shooting has finished.
34. A report on range issues, including any safety audit, must be given at each monthly committee meeting.

Updated June 2024

Range Orders – ‘B’ Range, Lawson Way

General requirements

1. Range to be inspected before use by Range Conducting Officer. Range Conducting Officer to confirm by signing Attendance Record Log and to ensure Range Orders are observed.
2. Only approved targets may be used.
3. Club membership badges must be worn at all times.
4. Maximum 5 airgun shooters or 4 archers using designated lanes is permitted.
5. No person other than the Range Safety Officer, and five shooters/four archers are permitted on the firing point unless a shooter/archer is being coached when a coach may be permitted at the discretion of the Range Safety Officer.

Archery specific requirements

1. Appropriate clothing and equipment must be worn.
2. Use a bow-stringer when stringing recurve and long bows.
3. No archer may draw their bow except when standing at the shooting line.
4. ‘Dry firing’ a bow is forbidden.
5. Arrows may only be nocked with the tip pointing downwards.
6. An arrow may only be nocked when the archer is ready to shoot.
7. If anyone becomes aware that shooting should be halted for safety reasons, that person must call “FAST”. On hearing this call, all archers must immediately stop shooting, returning all un-shot arrows to the quiver.
8. On the command “Stop” the archer must immediately undraw his bow and un-nock the arrow.
9. Only fire when the Range Safety Officer gives permission to do so.
10. Nobody may move forward of the firing line until the Range Safety Officer gives permission to do so.
11. All archers must be on the same firing point so if firing is to take place concurrently at different distances, the targets must be moved closer to the firing point to create the shorter distance.
12. When junior archers (i.e. archers under 18) are shooting individually or in groups they must be supervised by an adult member of Archery GB.
13. Probationary members must be supervised on a one-to-one basis.
14. Broad head, edged, bodkin, silver spoon and any other large diameter arrow piles are not permitted.

15. An archer's equipment must not represent an undue obstacle to other archers on the shooting line.
16. The targets may be set up at any angle between vertical and 15° but a line of targets shall be set up at the same angle.
17. The Range Safety Officer may allow dispensation from such of the above rules as he deems appropriate for disabled archers, subject to the archer satisfying the Range Safety Officer that he is still able to shoot in a safe manner.

Airgun specific requirements

1. In using the Club's facilities members (of any category) using their own airguns accept the right of the Club, through its officials, to require the owner to prove that an airgun does not exceed the following:
 - a. Air rifles must be less than 12 ft/lbs.
 - b. Air pistols must be less than 6 ft/lbs.
2. No airgun is to be placed on the firing point, or handled, when persons are forward of the firing point.
3. Only airguns and necessary accoutrements are to be placed on the firing point.
4. All uncasing and re-casing must be done on the firing point.
5. Airguns must not be handled without the permission of the owner nor in a manner which might be deemed as unsafe.
6. No airguns may be cocked or loaded other than on the firing point and after the Range Safety Officer has given permission to shoot.
7. Bi-metallic pellets (e.g. zinc or copper) are strictly prohibited.
8. Firing not to commence until Range Safety Officer gives specific permission to that effect. Range Safety Officer to ensure that all airguns are unloaded at cessation of shooting practice.
9. Eye protection is recommended.
10. Loaded airguns must be pointed at the shooter's own target.
11. Nobody may touch an airgun or any equipment on the firing point if people are forward of the firing point.
12. Nobody may move forward of the firing point without the permission of the Range Safety Officer.
13. Nobody may place anything on the firing point or remove it from the firing point if persons are forward of the firing point.
14. When not in use, an airgun must be bagged. No airgun shall be bagged in a loaded condition.

15. Before an airgun is bagged the Range Safety Officer must check that it is clear. Self-declaration that an airgun is clear is prohibited.
16. Firing may not take place concurrently at more than one range distance nor may any person be forward of the firing point in use.
17. If you have a problem, inform the Range Safety Officer before trying to correct the problem.
18. PCP airguns must not be re-charged, or gas cartridges changed, at Lawson Way.
19. Probationary members must be supervised on a one-to-one basis.
20. Children under the age of 9 years are not permitted on or near the range.
21. The range must be left clean and tidy after use.
22. Any breakages or damage must be reported to the Range Safety Officer at the earliest opportunity.

Updated June 2024

Fw: CASC review

Peter Nicol<petnic479@aol.com>

David Hart

You

At the last committee meeting there was review of the Club's standing in relation to CASC and in particular the Club's compliance with the CASC rules. There was no appetite from those present to volunteer to undertake a forensic check but after looking at the Chair's report (Item 5) and looking at the CASC guidance, I believe the following notes address the Authorising Officer's concerns and may well be regarded as a 'forensic check'. I provided the following notes to the Chair and he has asked that you circulate it to committee members and ask that they agree/consider whether or not it can be passed to the Authorising Officer as the forensic check that he was seeking.

1. Being able to demonstrate the club is open to the whole community.

The club in its rules and constitution shows it is open to members without any discrimination. Likewise it's facilities are open to all members. The clubs fees are such that they do not represent a significant obstacle membership or use of the facilities. (The Chair's paper last month (Item 5) to C'tee set this out.)

2. Organised on an amateur basis

The club is non-profit making, it only provides the ordinary benefits of an amateur sports club for members and their guests, it has a governing document that requires any net assets on the dissolution of the club to be applied to an approved sporting or charitable purpose. All addressed by the club's constitution and rules.

3. Only provides ordinary benefits of an amateur sports club

The club provides sporting facilities for its activity to promote target sports. The club provides reasonable provision and maintenance of club owned sports equipment. By having Lawson Way, Moorsholm and booking MoD ranges, the club provides facilities for the sport it promotes. The Club has equipment that members can use for the sports promoted (Archery equipment, firearms, targets etc.) Full club members and holders of Firearms Certificates mentor probationers and through the Safe Shooters Certification promoted by the NRA give guidance and training.

4. Reasonable travel and subsistence expenses.

Not applicable.

5. Sale and supply of food and drink

Not applicable

6. Prizes and competitions

Prize competitions allowed to promote participation in the sport. Permitted where the value of the prizes is in keeping with amateur participation. The club complies by having an AGM with prize giving for competitions run through out the year. The prizes consist of medals, cups and trophies that have a nominal value.

7. Use of assets on dissolution

Covered by the constitution.

8. Provide facilities for promoting participation in an eligible sport.

Covered by the constitution and availability of Lawson Way, Moorsholm and booking of MoD ranges.

9. Social membership threshold and meaning of participation

Club must ensure at least 50% of the members are participating members.

If a club finds over 50% no longer participate, the club needs to take action to encourage existing members or recruit new members. The club has an approved action plan to encourage/require greater participation.

10. Fit and proper person test

The condition is met where a club's managers are fit and proper persons. Persons who have general control and management of the club. It can include committee members.

The clubs constitution and rules ensures that committee members that have overall control of the running of club, are fit and proper. In addition the club reviews and updates a risk register that includes the CASC requirements.

11. Suitable governing document

The club complies by having a robust constitution and set of rules.

Peter

Tax Liabilities for the Club

VAT

A sports club is liable to VAT (Value Added Tax) when its taxable turnover exceeds the VAT registration threshold set by the government. If a sports club's taxable turnover surpasses this threshold, it must register for VAT and charge VAT on its taxable goods and services.

We would only have to register for VAT if our turnover breached the £85000 threshold in a rolling 12 months - we are nowhere near this level of turnover.

Income Tax

A sports club itself isn't typically liable for UK income tax, as income tax is usually paid by individuals on their personal earnings. However, if the sports club employs staff or pays salaries to coaches, administrators, or other personnel, it would be responsible for deducting income tax from their salaries under the Pay As You Earn (PAYE) system and remitting it to HM Revenue and Customs (HMRC). We do none of these things.

Additionally, if the club generates income from activities like renting out facilities or hosting events, it may need to pay tax on that income, but it wouldn't be called "income tax"; instead, it would be subject to corporation tax or other applicable taxes. We have not rented out property but we have, in the widest sense, hosted events for the NRA with nominal charges to cover costs etc. The income from these 'events' has only a small effect on our turnover.

Corporation Tax

A sports club is liable for corporation tax if it's considered a trading entity, meaning it engages in commercial activities that generate profits, such as selling merchandise, hosting events, or providing services. If its activities fall under the definition of trading for tax purposes, it must pay corporation tax on its profits, just like any other business.

Community Amateur Sports Clubs (CASCs) in the UK are eligible for certain tax benefits, including relief from corporation tax on trading profits up to certain limits. However, CASCs must still pay corporation tax on any profits that exceed these limits or arise from non-primary purpose trading activities.

CASCs can benefit from the following tax advantages:

1. **Small Trading Tax Exemption:** CASCs can earn up to £50,000 per year in trading income from non-primary purpose trading activities (such as selling merchandise or hosting events) without incurring corporation tax.
2. **Tax Relief on Other Trading Profits:** If a CASC's non-primary purpose trading income exceeds £50,000 per year, it can benefit from a trading tax relief scheme that calculates corporation tax on a sliding scale based on the level of trading income.
3. **Gift Aid Scheme:** CASCs can also benefit from the Gift Aid scheme, which allows them to claim back tax on eligible donations made by UK taxpayers.
4. **Property Income:** As well as the £50,000 tax relief on Trading Income there is also a further £30,000 on property income giving full exemption on qualifying activities up to £80,000.

Overall, while CASCs may be liable for corporation tax on certain profits, they can benefit from tax exemptions and reliefs designed to support their community-focused activities.

Legal Structure and Tax Breaks

As mentioned above, dependent on the club's legal structure we can be eligible for certain tax breaks and/or exemptions. For example, a charity/qualifying body can have a certain number of fundraising events for which it may be eligible for exemptions.

Reserves Policy

A good reserves policy would enable the club to ring-fence funds which would not be taxed. It can be acceptable to set aside funds for things like contingency (e.g. financial crises, covering running and potential dissolution costs for up to six months), facilities development, projects and/or club vehicles.

Having club reserves allows us to maintain the club's future sustainability. We have not, per say, invested the club funds in anything other than current accounts paying low interest rates which only slightly generate additional annual income for the club. However these funds are available for one-time, non-recurring expenses that will build the long-term capacity of Tees Valley Target Sports such as investment in infrastructure or expansion.

The funds also maintain an adequate level of unrestricted net assets to support the club's day-to-day operations in the event of unforeseen shortfalls (such as Covid lockdowns etc).

Non-recurring expenses to build the club's long term capacity could mean financial support for activities that include:

- Developing the club's distinct identity
- Purchase of land & buildings
- Expanding the number of target sports disciplines within the club
- Developing new sporting activities operating under the club's name
- Strengthening Member participation, including inter-club competitions
- Expanding access for Members with disabilities
- Improving engagement with local communities

On this basis I have created a possible reserves policy for your consideration.



**TEES VALLEY TARGET SPORTS
RESERVES POLICY**

TEES VALLEY TARGET SPORTS RESERVES POLICY

It is the opinion of the Committee that the Club should hold financial reserves because:

(i) it requires protection against any inability to continue operating due to any significant delay in income streams (e.g. loss of donations due to Covid19) ;

(ii) it requires protection should the Club lose significant income/funding or have to cease some of its operations (e.g. changes in Firearms legislation);

(iii) it requires protection against general risks & unforeseen costs;

(iv) it would like to purchase the freehold for the range facility in Lawson Way, Middlesbrough (Potential cost ~£30,000);

(v) it requires funds to repair the fabric of the building and maintain the range facility in Lawson Way, Middlesbrough;

(vi) it requires funds to develop the club through acquisition of an external range (Potential cost ~£50,000 *see funding calculation*)

The definition of financial reserve for this purpose is the amount of unrestricted reserves not invested in fixed assets.

The Committee believe that an appropriate (target) level of reserve for the Club is £80,000.

An annual review of reserves will be carried out in order to:

- compare current reserves held with current policy level
- ensure the reserves level requirement continues to be appropriate after consideration of all financial risks and current/future plans
- ensure current budgets and future financial plans remain consistent with the reserves policy.

Outdoor Range Requirements

An ideal scenario for Tees Valley Target Sports Club would be to have a single piece of land for the purposes of Archery, Air Rifle and Firearms shooting.

Outdoor Target Archery Range:

Archery GB outlines minimum standards for outdoor target ranges. The club is not affiliated to, or registered with, Archery GB as it does not meet the minimum criteria for outdoor archery. On this basis the club can only offer recreational archery facilities until a suitable outdoor facility is available.

The minimum dimensions specified by Archery GB dimensions are as follows:

A grass sports field that is at least 124 yards (113.4 meters) long and 41 yards (37.5 meters) wide.

Additionally, the standard dimensions recognized by World Archery are:

18 meters for target archery.

25 meters or more for extended distances.

15 meters for recreational shooting.

This land area = $4253\text{m}^2 = 1.05$ acres

Note that this area provides no parking area, storage facility etc

Outdoor Firearms Range:

The club currently has use of a small piece of land that, including storage, is approximately 40m x 20m. The bullet backstop is provided by a steep natural earth embankment which, while not part of the range, extends for further 25m behind the managed backstop. This short range is limited to pistol calibre ammunition so offers no facility for full bore rifle shooting. The latter type of shooting can only be carried out by visiting other clubs or by hiring military ranges (namely Bellerby Ranges at Catterick, North Yorkshire). Military range use is typically on a monthly basis but they are highly susceptible to weather issues (high, windswept hilltops which are often obscured by low cloud, rain, snow etc).

Range hire is also expensive and is therefore a drain on club funds. As the ranges are used by the military for exercise, training etc there are times when ranges can be cancelled or changed at short notice. A military range can allow shooting at distances of 300m which is attractive for many shooters but last minute range changes can result in only short ranges being available (if not cancelled) and this prevents some competitions from going ahead.

The club desires a piece of land allowing shooting to be carried out at distances of up to 100m. To allow parking, secure storage and basic facilities the club would require a piece of land at least 40m wide and 130m long. However, in order to permit the construction of earthwork berms at each side of the range we would need to increase the width to 60m.

A backstop height at 100m we would need (60x10cm) + 470cm ~11 metres

For a backstop height at 200m we would need (60x20cm) + 470cm ~17 metres

For a backstop height at 300m we would need (60x30cm) + 470cm ~23 metres

Assuming earthwork berms are constructed with an angle of 45° the bases of such berms would be 22m, 34, & 46m

Therefore the land length required for

100m range = 152m (minimum area = $9720\text{m}^2 = 2.4$ acres)

200m range = 265m (minimum area = $15900\text{m}^2 = 4$ acres)

300m range = 376m (minimum area = $22560\text{m}^2 = 5.6$ acres)

An archery field could also be used for Hunter Field Target Archery so taking a single piece of land for firearms, air rifles and archery we would look to purchase 3.5 – 7 acres of land

Assuming a "poor arable" land value of £7,000 per acre we would require (ideally) £50,000 for land + development costs which would include hard standing, earthworks, removal of ricochet sources etc.

If the club were to find such land it would be possible to build a minimal distance range then extend the length working backwards as additional funds became available.