

www.etlfieldtarget.co.uk **etlfieldtarget@gmail.com**

The Constitution and Rules

of the

East Tilbury & Linford Field Target Club

2026/27 Version

Constitution & S.O. & O.R. *~ first ratified at A.G.M. 27/03/2016.*

Constitution *~ last amendments ratified at E.G.M. 24/11/2019*

S.R. *~ last amendments ratified at A.G.M. 12/04/2026*

O.R. *~ last amendments ratified by Committee 19/10/2025*

Written with guidance from:

"The Chairman's Handbook" by Sir. R. Palgrave *(Clerk to the House of Commons)* **[1883]**
"Roberts Rules of Order" by M. and S. Robert [1970v]
"The Legality of Social Clubs' Disciplinary Procedures" by Stephen C. Miller [2003v].
"Club Law & Management" by Phillip R. Smith [2008v]

While noting this 1952 ruling by the then Master of the Rolls, Lord Denning:

"The Courts have no wish to sit on appeal from their *[the club's]* **decisions in such a matter** *[expulsion from a club]* **any more than from the decisions of a family conference. They** *[the rules on expulsion from the club]* **have nothing to do with social rights or social duties. On any expulsion they** *[the courts]* **will see that there is fair play. They will see that the man** *[to be expelled]* **has notice of the charge and a reasonable opportunity of being heard. They will see that the committee observe the procedure laid down by the rules** *[the club's rules]***, but will not otherwise interfere."**



East Tilbury and Linford Field Target Club

THE CONSTITUTION

*Unless stated otherwise this Constitution was ratified at the A.G.M. of **27th March 2016** with immediate effect.*
This document shall be read in conjunction the club's Statutory, Ordinary Rules, and appendices.

(A) The club shall be known as 'East Tilbury and Linford Field Target Club', hereinafter referred to as 'the club' or 'The Club'.

(Emended 15/04/2018 with no material change)

(B) The club shall consist of:

(i) Full Members: i.e., Adult Members, the 'Lead Adult' of a Family Membership and Honorary Members. From these 'full' members, the offices of chairman, secretary and treasurer, and any other offices deemed necessary, together with a Committee, shall be elected at AGM or EGM to manage the club within the framework of the Constitution and Rules.

(ii) Associate Members: i.e., adults and juniors associated to, but not independent of, either Adult or Family Membership. Associate Members have no voting rights.

(Amended E.G.M. 24/11/2019)

NOTE: *i.e. Only the 'Lead Adult', as entered on the membership application/renewal form(s), and Honorary Members are deemed full members and are the only ones allowed voting rights.*

(C) Membership to the club shall be by annual invitation of the Committee and payment of the annual membership fee. *(Amended E.G.M. 24/11/2019)*

(D) All members shall abide by the 'Statutory Rules' [S.R.] and 'Ordinary Rules' [O.R.] of the club.

(E) The aim of the club is:

(i) To practice and promote target shooting to the highest levels of safety with the proper use of non-FAC air rifles and pistols, and in doing so safeguard the future of our sport. Therefore, FAC weaponry is not allowed at the club. *(See notes below).*

(ii) To encourage and promote all aspects of the sport of 'Field Target Shooting' (FT).

(iii) To advise on all matters relating to competitive 'Field Target Shooting' including coaching in the sport and running field target competitions.

NOTE 1: *The Constitution is a simple statement of how what the club is called, how it is made up (i.e. what it consists of. e.g. members, shareholders, etc.) and its objectives. It is this that gives the club legitimacy. It is this that banks, insurance companies may ask to see to prove we are legitimate; they're not interested in anything else.*

NOTE 2: *Non-FAC air powered rifles & pistols <u>are firearms</u> exempt from requiring a Fire Arm Certificate (FAC) under The Firearms Acts. i.e. Air powered rifles with less than 12ft/lb. power and air powered pistols with less than 6ft/lb. power do not require a FAC. Therefore, firearms above these powers require certification and are not allowed at the club, nor any firearm that requires and FAC, nor its ammunition.*

NOTE 3: '*Statutory Rules' are agreed by the membership at AGM/EGM, being of a permanent nature outlining the procedures required to run the club in accord with the constitution.*
These 'Statutory Rules' shall be read in conjunction the club's 'Ordinary Rules' and appendices.

NOTE 4: '*Ordinary Rules' are semi-permanent, pertaining to the day to day running of the club. They are made, amended or deleted by the committee charged with administering the club. These 'Ordinary Rules' shall be read in conjunction the club's 'Constitution and Statutory Rules'.*



East Tilbury and Linford Field Target Club

STATUTORY RULES

*Unless stated otherwise these rules were ratified at the A.G.M. of **27th March 2016** with effect from the end of this meeting.*
This document shall be read in conjunction the club's Constitution, Ordinary Rules, and appendices.

(1) **Rules of procedure**: Changes to the club's constitution can only be made by AGM or EGM and ratified by a two-thirds majority vote [S.R.4(ii)]. Once ratified, the constitution shall come into immediate effect.

(i) Changes to the club's statutory rules can only be made at AGM or EGM and ratified by a majority vote [S.R.4]. Once ratified, the new or amended statutory rules will come into effect at the end of the meeting.

(ii) In the event that the constitution or any part of the statutory rules and ordinary rules is contrary to the law, the law shall take precedence.

(iii) Offices and officers of the club can only be created or removed by AGM or EGM.

(2) **Quorum**

All meetings should be quorate, however if a quorum is not present at the allotted time the meeting may begin with the chairperson declaring (and the minutes show) a quorum is not present [sans-quorate], or postponed.

(i) If the meeting continues any decisions made at the meeting shall carry forward as recommendations to be ratified later, if another member arrives and a quorum is achieved, or at the next quorate meeting.

(a) However, the inability to make decisions and transact business does not detract from any club rule requiring the meeting to be held. i.e. such rules were complied with as the meeting was convened. [See S.R. 27(i)]

(ii) Should anyone become aware the meeting ceases to be quorate, they shall notify the chairman immediately who shall declare the meeting 'sans-quorate' and this fact shall be minuted. The meeting may continue and all resolutions made before being declared sans-quorate are valid. [See S.R.(2)(i)].

(iii) At AGM or EGM, a quorum consists of eight full members including 2 officers.

(iv) At Committee meetings a quorum consists of eight committee members including at least three officers. Where there are less than eight committee members a quorum shall be 50% of the committee including at least two officers.

(Amended A.G.M. 12/04/2026)

(3) **Quorum at Committee meeting**: A quorum cannot consist of a single person and in the case that there are eight or more people on the committee, a quorum shall consist of no less than eight committee members (including at least three officers). Where there are less than eight committee members a quorum shall be 50% of the committee (including at least three officers). [See S.R. 27(ii)].

(4) **Counting of Votes**:
A simple majority vote shall be used at all times except for changes to The Constitution. [See S.R.4(ii)] i.e., When the number of votes for the proposal is greater than the number of votes against the proposal, the proposal is passed thus becoming a resolution. When the number of votes against the proposal is greater than the number of votes for the proposal, the proposal is defeated. The chairman does not have a vote and abstentions are discarded. However:

(i) In the event that the number of votes for a proposal is equal to the number of votes against the proposal, [tie vote] the chairperson shall then be entitled to vote, having the casting [deciding] vote. But:

(ii) For changes to The Constitution a two thirds majority vote is required for any proposal to pass. i.e. the proposal shall be passed when the number of votes for the proposal is greater than or equal to twice as many as the number of votes against the proposal; otherwise, the proposal is defeated. Abstentions are discarded and the chairman may vote but has no casting vote.

(iii) The manner in which a vote is held, e.g., show of hands, secret ballot or any other way, is at the discretion of the chairman of the meeting.

(Amended E.G.M. 24/11/20219

(5) **Voting at Meetings**: No vote shall take place or be deemed upheld if there is not a quorum.

NOTE: *An inquorate meeting may be held and proposals agreed and seconded for a future meeting to decide. If some urgent matter can't be delayed and must be acted upon, the members proceed at their own risk with the hope that a later meeting with quorum will ratify the action.*

(6) In the event that it is deemed necessary to take a vote:

(i) A proposer must make a proposal to vote upon, and:

(ii) The proposal must be seconded by someone other than the proposer.

(iii) Once proposed and seconded the proposal (motion) shall be debated and voted upon.

(iv) A 'Proposal for Closure' may be made by anyone at the meeting, at any time during the debate of a proposal, to end the debate and take an immediate vote.

(v) In the case of a committee meeting, all committee members elected at AGM or EGM, with the exception of the chairperson, shall be entitled to vote provided:

(a) That they are in attendance of the meeting. That is to say, proxy votes are not allowed. (This is to ensure that there is no misinterpretation of the intentions of the voter).

NOTE: *See Appendix 4 for 'Procedure at meetings'.*

(7) **Voting at AGM or EGM:** Adult, Lead Adults of Family Membership [see membership application form] and Honorary-Members are deemed 'full members', and are entitled to vote in accord with S.R.4 provided they are in attendance of the meeting. That is to say, no proxy votes. Associate members cannot vote. *(Amended E.G.M. 24/11/20219*

(8) Each entitled voter shall have one vote. In the event that a single person has assumed more than one role (e.g. more than one officer role) that person has only one vote. They do not have a vote for each role. Each entitled voter shall vote either; for a proposal, against a proposal or shall abstain from voting. In the event that an entitled voter does not cast their vote, their vote shall be counted as an abstention.

(9) **Election of Officers and committee**: All officers and committee members required to run the club in a safe and efficient manner shall be elected annually at AGM, or midterm at EGM, to serve until the next AGM. *(Amended E.G.M. 24/11/20219)*

(i) If, after all officer roles are decided there are still more people willing to stand than there are remaining vacancies on the committee, the membership shall vote on each individual vacancy, whereby the candidate with the greatest number of votes fills the vacancy and repeated until all vacancies are filled.

(ii) If there is an adequate number of vacancies on the committee for the number of people willing to stand, the remaining committee may be voted in 'en bloc'

(10) **The committee**: The committee should consist of no less than twelve members and no more than twenty members, including the elected officers. In the event that more than twenty people are willing to stand or that more than one person is willing to stand for any particular officer role, the presiding committee shall be determined by the procedure described by S.R. 9. In the event that twelve people are not willing to stand as committee members, the committee shall consist of all those willing to stand. In the event that none are willing to stand as committee members, the club shall be wound up as stated in S.R. 60.

(11) **Each committee member** and officers shall:
(i) Be a full member of the club of at least 12 months standing. And,
(ii) Shall be of, at least, the legal age to possess an air rifle. *(i.e., aged 18 or over).*
(iii) Endeavour to attend the club at least once per month.
N.B. Also see O.R. 5 and Appendix 3
(Amended by AGM 16/04/2023)

(12) **The committee** shall consist of the following classes of committee member:
(i) Officers, who must fulfil the specific role for which they were elected in addition to their responsibilities as an ordinary committee member.
(ii) Ordinary elected committee members. *(i.e., not an officer)*
(iii) Co-opted, non-voting committee members to fulfil specific tasks.

(13) Persons may be co-opted onto the committee, in a non-voting roll, by the elected committee members, to take on a specific roll. e.g.: keyholder, Child Protection Officer, webmaster [to maintain social media] etc. *(Amended by AGM on 16/08/2020)*
In cases such as these, the appointed person(s):
(i) Does not have to be a member of the club.
(ii) Shall be appointed by the committee.
(iii) Shall be appointed with indefinite duration, until either:
(a) The appointment is repealed by the committee.
(b) The club is wound up.
(c) The appointed person resigns from the role.
(That is to say, the appointment does not need to be voted upon in an AGM or EGM or on an annual basis.)
(d) Shall be entitled to attend and speak at committee meetings and AGM and EGM meetings, however they shall not be entitled to vote unless they would otherwise be entitled, had they not been appointed.
(e) The co-opted appointment may be repealed at any time by the committee.

(14) **Offices & Officers**: The following offices, shall have the following officers, whose duties shall be:
(i) **The Chairman** shall be duty bound to:
(a) Oversee the fair discipline of the club.
(b) Oversee public relations.
(c) Chair all meetings, in a fair manner and have a casting vote to resolve a tie vote situation [see S.R. 29] or disciplinary hearing [see S.R. 54].
(d) Assume overall liaison between officers, committee members and other members of the club.
(e) Maintain an inventory of the club's assets.
(d) Prepare a report for the AGM.

(ii) **The Secretary** shall be duty bound to:
(a) Deal with all correspondence.
(b) Convene all meetings.
(c) Take true minutes of all meetings and preparing them for inspection within one month of the meeting.
(d) Record and promulgate all resolutions of the committee.

(e) Maintain adequate insurance cover for the club's assets and civil liability (including: public liability, professional indemnity, employers' liability, directors' & officers' liability & abuse liability).

(f) Prepare a report for the AGM to include any penalty imposed on any person as a result of disciplinary action by the club or by any other national governing body since the last AGM [S.R. 56].

(iii) **The Treasurer** shall be duty bound to:

(a) Administer the finances of the club

(b) Maintain a proper set of accounts, validated in accord with S.R.33.

(c) Prepare a report for the AGM.

(Amended by A.G.M. 17/04/2022)

(iv) **The Membership Secretary** shall be duty bound to:

(a) Maintain records of membership fees paid and therefore membership.

(b) Compile a list of members and their contact details.

(c) Issue valid shooting permits to all members.

(d) Prepare a report of the membership for the AGM.

(e) Act as GDPR Controller. [see Appendix 3]

(Emended for GDPR compliance 01/05 2018)

(v) **The Competition Secretary** shall be duty bound to:

(a) Arrange any competition at the club.

(b) Promulgate to members details of any competition at the club or elsewhere.

(c) Oversee the preparation of any competition at the club.

(d) Prepare a report of competitions entered by the club for the AGM.

(vi) Over and above these duties officers may take on other responsibilities and delegate their duties to other officers.

(15) **Committee Members**: Ordinary committee members shall be elected on to the committee by an AGM or EGM but shall not have a specific role other than that of all committee members.

(16) All committee members shall have the following responsibilities.

(i) Range marshal;

(a) The responsibilities of Range Marshal extend to any co-opted committee members who is also a full member of the club.

(ii) Attend committee meetings.

(iii) Consider club issues and vote as necessary on resolutions and rules.

(Amended AGM 16/04/2023)

(17) The committee shall preside;

(i) In the period between two consecutive AGMs or,

(ii) In the case that in an EGM where a vote was taken to elect a committee, between the EGM and the following AGM.

(18) Upon an election of a committee, the newly elected committee shall assume executive responsibility immediately after the close of the AGM or EGM in which they were elected. That is to say, the existing committee shall continue to hold executive responsibility until the close of the meeting. This allows the existing chairperson to continue to chair the meeting, and the existing secretary shall still be responsible for the minutes of the meeting.

(19) Committee members may resign from their position at any time by tendering their resignation to either the chairman and/or the secretary.

(i) A committee member who does not re-join as a club member shall be deemed as resigned from the committee.

(ii) Any outgoing officer or committee members shall hand over all relevant documents and return any club assets to the incumbent officers and committee.

(iii) Further, the former member shall return or confirm destroyed any data subject to the GDPR [General Data Protection Regulation]. *(Emended for GDPR compliance 01/05 2018)*

(20) Upon resignation from the committee, the resigning member shall no longer be considered a committee member and shall no longer be entitled to vote as a committee member. They shall however, retain the right to vote at an AGM or EGM whilst remaining a full member of the club.

(21) The Committee shall designate a full adult member to act as Designated Safeguarding Officer whose duties shall include: Drawing up and enforcing The Club's safeguarding policy; *[see Appendix 6]* being alert to and recognising welfare issues; being sure to challenge poor practice; sharing appropriate information with relevant people. Training shall be offered where necessary. This is not a Committee position with no involvement in manage the club as in 'B' of The Constitution, carrying no voting rights other than those of a full adult member.]

(Amended A.G.M. 16/08/2020)

(22) **Membership** to the club is by invitation [The Constitution C] followed by a twelve-week probationary period described in O.R.9(b). The membership year shall run from 1st March to the last day of February. Applications can be accepted from any one to whom 'Section 21 of the Fire Arms Act' does not apply and has not had any previous membership terminated or been subject to S.R.37(i). The following classes of membership shall exist: *(Amended by A.G.M. 17/04/2022)*

(i) **Adult Membership**: One adult, between 18-21 years old*, with or without up to 2 associates aged between 14 and 18 years old. OR one adult over 21 years old, with or without up to 2 associates under 18 years old. Adult members are deemed 'full members.

(ii) **Family Membership**: Two adults, between 18-21 years old, living at same address with or without up to 2 associates aged between 14 and 18 years old*. OR, two adults, both over 21 years old and living at same address, with or without up to 4 associates under 18 years old. The first named on the application form shall be known as the 'Lead Adult' who is deemed a 'Full Member'. Or,

- (a) Any arrangement of two or more people at the committee's discretion.

(iii) **Associate Membership**: Juniors [those under 18 years old] named on the membership application form, and/or a second adult named on the application form.

- (a) Associates are NOT deemed 'Full Members' and have no voting rights. [The Constitution B(ii)]
- (b) Their attendances shall comply with the current UK laws.

(iv) All applicants to the above classes of membership shall;

- (a) Have been named on the completed application form and the current membership fee paid. And,
- (b) Have completed the safety induction and made the minimum attendances as in O.R. 9(a).
- (c) shall have completed the twelve-week probationary period described in O.R.9(b).

(Amended E.G.M. 24/11/20219)

(v) Honorary members are deemed 'Full Members' but,

- (a) Honorary membership may only be granted by AGM or EGM to any full member who has shown outstanding service to the club. And
- (b) Have not had previous honorary membership repealed.
- (c) Notwithstanding 'part C of The Constitution', honorary membership excludes the requirement to pay the annual membership fee and is granted on an indefinite time basis.
- (d) Honorary membership may be repealed, by the committee, at any time.

(Amended E.G.M. 09/12/2018)

* *NOTE: These may only have juniors over 14 years of age as associated members because, by law, those below 14 years of age must be supervised, at all times by an adult over 21. ETL does not permit under 14's to shoot unsupervised, that is the role of a 'Lead Adult' over 21. The club does not act in loco-parentis. (See ADDENDUM TO ORDINARY RULES Note 7)*

(23) Potential new members, 'applicants', including all potential associate members, shall be given an induction and probationary period as in O.R. 9. *(Amended E.G.M. 24/11/2019)*

(24) All members and guests must:

(i) Observe and comply with: statutory rules passed by AGM or EGM, ordinary rules passed by committee, and not be prohibited under 'Section 21 of The Firearms Act 1968' from possessing a firearm, antique firearm or ammunition.

(ii) Immediately inform the secretary of any failure to continue to meet the written declaration that they are not a prohibited person by virtue of 'Section 21 of the 1968 Firearms Act'.

(iii) Assume responsibility for their own safety and that of all persons present on the club grounds. [See O.R. 30]

(Amended by E.G.M. 24/11/2019)

NOTE: A prohibited person is one who has been sentenced to imprisonment, or youth custody or detention in any young offenders' institution, for three months or more (including suspended sentences); nor subject to any other legal order or restriction for the ownership or use of firearms of any type.

(25) Membership fees (which include range fees and/or visitor's fees) shall be reviewed and decided by the committee at any time as deemed necessary by the committee. However, any changes to membership fees shall not commence until the start of the next membership year.

(26) **Meetings**: An Annual General Meeting (AGM) should be held within eight weeks of the end of February each year. Extraordinary General Meetings (EGM) may be held between AGMs. AGM or EGM meetings shall be used to discuss and resolve any matters whereby it is deemed that the whole membership needs to be consulted or where changes are required to The Constitution or Statutory Rules. *(Amended A.G.M. 17/04/2022)*

(i) Those persons entitled to attend an AGM or EGM are:

(a) All members but 'Associate Members' cannot vote.

(b) Persons who are appointed specific roles by the committee. *(Voting rights pertinent to their membership class. If non-member they have no voting rights)*

(c) In addition, the chairperson may invite others to attend the meeting, or part of the meeting, if it is considered that their attendance is necessary or would be of value to the meeting but they cannot vote.

(ii) Committee meetings shall be used to discuss and resolve:

(a) Issues relating to the day-to-day running of the club and to manage the club within the framework of the Constitution and Rules.

(b) All matters of safety at the club.

(c) Make, amend, delete rules to achieve these goals.

(d) Conduct a disciplinary hearing when required.

(iii) The persons entitled to attend committee meetings are:

(a) Committee members and officers.

(b) Persons who are co-opted for specific roles by the committee as in S.R.26(i)(b).

(c) In addition, the chairperson may invite others to attend the meeting, as in S.R. 26(i)(c).

(d) Ordinary members may attend but can only speak if invited and have no voting rights.

(iv) 'Ordinary Rules' and revisions passed by committee shall be recorded in the club's document 'Ordinary Rules' with the date of the ratification and promulgated to membership via club house noticeboard and/or website at least two weeks prior to coming into force. *(Amended E.G.M. 24/11/2019)*

(27) The committee shall meet as required, but at least once per year in person. Other meetings may be online, in accord with Appendix 4 and S.R. 31 in particular using a platform agreed by The Committee. Those entitled to call a meeting shall be as follows: *(Amended A.G.M. 13/04/2025)*

(i) Any two of the chairman, secretary or treasurer can call a committee meeting or EGM.

(ii) Any three officers or committee members can call a committee meeting or EGM.

(iii) Any eight full members may petition the chairman, secretary, or treasurer to call an EGM. In this case, the EGM must be called within one calendar months of receiving the petition.

(28) It is the responsibility of the persons calling the meeting to give (or, at the least, make a reasonable attempt to give) adequate notice of the meeting to all persons that are entitled to attend. As guidance, notice of a meeting shall be deemed given under the following conditions:
- (i) In the case of a committee meeting: two weeks written notice to all committee members and a notice on the club's notice board and/or website or, two-week notice given verbally, or by telephone.
- (ii) In the case of an AGM: one calendar month written notice to all members and a notice on the club's notice board and/or website.
- (iii) In the case of an EGM: Two weeks written notice to all members and a notice on the club's notice board and/or website.
- (iv) In all cases 'in writing' or 'written notice' means by text, post or email, or any online social media such as WhatsApp. *(Amended A.G.M. 16/04/2023)*

(29) The chairperson shall be responsible for conducting the meeting and ensuring that everyone has the opportunity to speak on each issue. The chairperson has the right to eject any person from the meeting, who acts inappropriately or in an aggressive or intimidating manner.

(30) In the event that the elected chairman is not in attendance of the meeting, a stand in chairperson (a committee member, or other member) may be allowed to chair the meeting. In this case:
- (i) If the stand in chairperson is already an entitled voter, they shall be allowed to cast their vote as they would normally, had they not been a stand in chairperson.
- (ii) If the stand in chairperson is not already an entitled voter, they shall not be allowed to vote, nor do they inherit the right to have a casting vote.
- (iii) In the event of an even split majority vote, no one shall have a casting vote and the proposal shall be deemed defeated on this occasion.

(31) All decisions where a vote has taken place must be minuted in hard copy. The minutes should contain all material matters, the exact wording of proposals/amendments, their proposer & seconder, and the result of the vote in accord with S.R. 4(ii). *(Amended by A.G.M. 16/04/2025)*

(32) **Disputes**: In the event of a dispute in the interpretation of the constitution, or any part of the constitution, the matter shall be resolved by the following procedure:
- (i) If the dispute is of a minor nature and it is acceptable by all parties concerned with the dispute, the matter may be resolved by seeking the advice of the presiding committee whereby the issue shall be addressed and ruled upon (if necessary) at a committee meeting.
- (ii) If the dispute is considered by any party to be of a serious enough nature that it requires resolution by the membership, the dispute shall be addressed and ruled upon (if necessary) at either an AGM or EGM.
- (iii) In any case of a dispute, the committee should discuss future amendments to the constitution that would ensure the disputed section(s) are clarified. Proposed amendments shall be handled as described in S.R. 26(i).

(33) **Financial and Legal Matters**: A bank account shall be maintained by The Treasurer which shall be overseen by at least two other Officers who are not from the same family, household or have a relationship that may cause a conflict of interest, or any suggestion of, or opportunity for, impropriety. *(Amended by A.G.M. 17/04/2022)*

(34) The committee shall be responsible for deciding upon rules to govern the spending of club funds. No person or persons shall be allowed to spend club funds in contravention to the committee's rules without first discussing it with the committee, and obtaining the committee's consent.

(35) That ETL shall be under no liability whatsoever to any member, non-member or third party for any loss, whether consequential or otherwise, unless specifically provided for under separate agreement. No one shall attempt to enter into any contracts, debts, legal or financial agreements or loan out any club funds without the consent of the committee at a committee meeting. Any agreements by the committee shall be done by a vote.

NOTE: *The club is not legally an incorporated body therefore the club cannot enter in to contracts in its own right, only through the individual Officers, committee members or members of the club. This is why the Secretary shall maintain adequate insurance cover for civil liability (including: public liability, professional indemnity, employers' liability, directors' & officers' liability and abuse liability)*

(36) No one shall loan out club equipment or assets without consent of the committee. With the exception that if the loan is considered insignificant then it may be granted by informal agreement between no less than four committee members, which shall include at least one of the officers.

(37) **Disciplinary Matters:** It is the responsibility of all members to inform an attendant committee member of all incidents of misconduct by any person on the club ground, whether or not they are a member of the club, that is:

(i) unsafe,
(ii) potentially illegal,
(iii) a breach of club rules,
(iv) dishonest, discreditable or ill-mannered conduct;
(v) an action by any member that brings ETLFTC or any sport involving the use of air weapons into disrepute.

(Amended E.G.M. 24/11/20219)

(38) Upon hearing of any misconduct, the attendant committee member(s) may issue a verbal warning that, in the case of members, shall include a reminder of Part C of The Constitution and noted on the membership database. Every effort should be made to get independent witnesses to the incident, especially of any evictions under S.R. 39(i), and the incident shall be reported to a club Officer as soon as possible.

(i) If deemed necessary, the attendant committee member shall consult with at least a further two committee members on the necessity to call a Disciplinary EGM, as soon as practicable, to adjudicate on the accused member's misconduct. [See S.R.41]
(ii) Prior to calling such an EGM, the accused shall be notified of all accusations against them and, along with all club members, shall be invited to the Disciplinary EGM for adjudication on the misconduct.

(Amended E.G.M. 24/11/20219)

NOTE: *The rationale being that a committee member should attempt to obtain an endorsement from at least one other committee member (if reasonably possible) before evicting anyone from the site. This is to ensure that a balanced view of an incident should be sought in preference to a single opinion, thereby ensuring that evictions from the site are not influenced by any personal prejudices or history between a committee member and an evictee.*

(39) If necessary, in the interests of safety, the offender(s) should be approached by the attendant committee member and a full adult member, preferably a second committee member and:

(i) The committee member(s) may ask the offender(s) and accomplice(s) or anyone else present, to put away any kit and belongings, as the committee member sees fit. The committee member(s) may also ask the offender(s) and any accomplices to leave the club premises. Should the offender(s) refuse to leave the club premises when asked to do so, the attendant committee member(s) shall call the police.
(ii) Any member asked to leave are deemed 'summarily suspended' from membership of the club and shall remain so until a Disciplinary EGM adjudicates the matter.
(iii) In the case of a non-member, e.g., guests asked to leave, for any reason, shall be barred from the club and from using club facilities. i.e., permanently prohibited from using the club grounds or its facilities under any circumstance.

(Amended E.G.M. 24/11/20219)

(40) If the incident is such that the Police Firearms department should be notified, it is the duty of these officers of The Club: Secretary, Chairman or Treasurer to give such notice within 24 hours of receiving the report.

(41) When deemed necessary under S.R.38(i), the disciplinary EGM will listen to all evidence of the plaintiff. The accused shall be given the opportunity to respond in defence. Neither the plaintiff *(Usually the attendant committee member, to whom the alleged offence was first reported)* acting on behalf of The Club, nor defendant can take part in any debate they can only state their case/defence and answer questions; neither can vote on the decision.
The disciplinary EGM shall then decide whether to:

- (i) completely exonerate the defendant, lifting any summary suspension and remove any disciplinary note from membership database; or:
- (ii) uphold the accusation and decide on a punishment that can be any of the following:
  - (a) a verbal warning, lifting any summary suspension but noted on the membership database;
  - (b) a formal warning, written into the meeting's minutes and noted on the membership database, condemning their misconduct and reminding them of the Constitution Part C but lifting any summary suspension;
  - (c) give or continue a suspension from club membership and the right to make use of any of the club's facilities for a definite period not to exceed 12 months. Any refund of membership fees is at the Committee's discretion.
    - (i) If the member suspended is an officer or committee member they are removed from office and/or committee. They are not entitled to return to these positions when the suspension is lifted;
  - (d) termination of club membership and the right to make use of any of the club's facilities. However, S.O.19(d) shall apply whilst mindful of S.R.39(iii).
- (iii) The EGM's decisions are final.
- (iv) When a formal warning is given and the defendant is accused of the same offence within 12 months of the disciplinary EGM, their membership may be summarily terminated by the Committee as in S.R.41(ii)(d) or barred from the club.

(Amended E.G.M. 24/11/20219)

(42) When membership is terminated:

- (i) it shall be noted on the membership database that the person is deemed 'persona non-grata' and, with the exception O.R.19(d), are not welcome at the club.
- (ii) the former member shall return his/her ID and any other property of the club shall be returned. Further, the former member shall return or confirm destroyed any data subject to the GDPR *[General Data Protection Regulation]* in their possession.

(Amended E.G.M. 24/11/20219)

NOTE: Associate Membership can be suspended or expelled (membership terminated) summarily. Should their 'Lead Adult' become suspended or expelled their associates are suspended or expelled too.

(43 ~ 56 inclusive) BLANK *(Amended E.G.M. 24/11/20219)*

(57) **Moving Premises**: In the event that the committee and/or membership wish to move premises voluntarily, they must:

- (i) Make their proposal at either an AGM or EGM.
- (ii) The proposal must be accepted by way of a two-thirds majority vote.

(58) In the event that the club must be moved non-voluntarily *(e.g. eviction from the club ground)* the following must occur:

- (i) The committee and/or the membership shall attempt to arrange suitable temporary storage of club assets as necessary until a new ground can be found.
- (ii) The committee and/or the membership shall attempt to contact all members (possibly by calling an EGM) to inform them when a new ground is found.
- (iii) In the event that a new ground cannot be found, the club shall be wound up.

(59) **Winding up the club**: As a precursor to the club being wound up, a period of six months must pass, whereby the club has not been open to the membership for normal business. This time is to allow the committee and the membership to resolve any issues pertaining to the club being wound up.

(60) At the start of the precursor time, the club shall assume a state of animated stasis, that is to say, the following:
- (i) Membership: The current list of members shall be 'frozen', that is to say:
  - (a) No new members shall be admitted,
  - (b) Membership renewals shall only be accepted if this occurs within the normal membership renewal grace period
    - (ii) The number of whole months from the start of the precursor period until the end of the current membership year shall be deemed as owed to the member. Therefore, it is the responsibility of members to keep their contact details up to date.
- (iii) Committee: In the event that an AGM or EGM is not called during this time, the existing committee shall continue to preside.
- (iv) Club assets: It shall be the responsibility of the committee to arrange suitable secure storage of club assets and club funds.

(61) In the event that the issues pertaining to the club being wound up are resolved, the club shall resume business as usual and the committee shall make every effort to contact the membership and invite them back to the club. The number of whole months owed to the members by virtue of S.R. 60 shall be reimbursed to the member, either by continuance of their membership (free of charge), monetary refund from the club funds, or a discount from future membership fees; as decided by the committee.

(62) In the event that the club has to be wound up, and the precursor period has expired, the following shall occur:
- (i) Club assets: It shall be the responsibility of the committee to attempt to sell or auction all club assets that are deemed to be of value, in order to obtain monetary funds. And,
  - (a) It shall be the responsibility of the committee to dispose of (in a correct and proper way) all club belongings that are deemed to have no value.
- (ii) Monetary funds: It is the responsibility of the committee to use club funds to ensure that any debts or liabilities are settled.
- (iii) Any remaining assets and funds shall be made over to a voluntary organisation or organisation having objectives similar to those of the club. An AGM or EGM shall be called to decide upon which organisation shall be the recipient

ADDENDUM TO STATUTORY RULES

(With immediate effect from date of A.G.M or E.G.M.)

NOTE 1: 'S*tatutory Rules' are agreed by the membership at AGM/EGM, being of a permanent nature outlining the procedures required to run the club in accord with the constitution. These 'Statutory Rules' shall be read in conjunction the club's 'Constitution', 'Ordinary Rules' and appendices copies of which should be available in the club room and the club's website: www.etlfieldtarget.co.uk/club-rules and they shall be given to new members and available to any member on request.*

NOTE 2: *The book on procedure at meetings, 'Robert's Rules', notes that "the inability to transact business does not detract from the fact that the society's rules requiring the meeting to be held were complied with and the meeting was convened – even though it had to adjourn immediately."*



East Tilbury and Linford Field Target Club

ORDINARY RULES

Unless stated otherwise these rules were ratified by Committee on 18th October 2015.
New or amended rules come into effect 14 days after the stated date.
This document shall be read in conjunction the clubs 'Constitution & Statutory Rules'.

(1) All rules (S.R. & O.R.) shall be entered here appropriately and dated when resolved/amended and promulgated to the membership by way of the notice-board, email, and/or website or social media.

(a) Any decision at an online committee meeting must be confirmed by a quorum of The Committee within 14 days of date of the proposal. *(Amended by committee 13/04/2025)*

(2) All members are required:

(a) to sign an acceptance of the rules and conditions of the club.
(This is done on the membership application/renewal form.)

(b) to consent to the use of personal information given to the club as shown in the 'Privacy Notice' (Appendix 3) of these rules.
(This is done on the membership application/renewal form.)

(c) to support the club by attending regularly and attending on Saturday mornings to upkeep the ground, and on 'Official Work Parties' throughout the year.

(Amended by AGM on 21/04/2019) (Emended for GDPR compliance 01/05/2018)

(3) It is a requirement of the club's insurer that:

(a) Everyone attending the club site, for any reason, shall record their time of arrival AND departure electronically and/or manually *(a swipe card will be provided for electronic logging 'In' and 'Out' on the 'Attendance Computer').* And,

(b) before shooting complete and sign the attendance sheet from the 'Range Box [O.R.4(a)], confirming compliance with 'Section 21 of The Firearms Act'.

Further, all shooters must:

(c) visibly wear their 'Permit to Shoot / ID card' whilst shooting at the club. Members who are without their own permit, and guests, may be allowed to shoot whilst visibly wearing the appropriate 'Permit to Shoot' from the Range Box; unless, in the case of guests, the range is operating O.R.3(e).

(d) Pay the appropriate fee prior to shooting as prescribed in O.R.8.

In the absence of a keyholder being present *(i,e .the range box being unavailable),*

(e) members can sign in using an individual attendance form and placing it in the box provided. On such occasions, notwithstanding O.R.3(d), guests shall also sign an individual attendance sheet and be trusted to pay the appropriate range fee as soon as practicable. No money is to be put in this box.

(Amended by committee 05/07/2020)

(4) A 'Range Box' shall be kept to take to the zeroing range when the club is open to shooting with a keyholder member present. The box shall contain:

(a) The attendance sheets for signing by shooters.
(b) A 'Guest Book' documenting guest shooters and their attendances.
(c) 'Permits to Shoot' for use by guests.
(d) Record of any sales, e.g., pellets etc.
(e) A copy of 'The Constitution, Statutory Rules and Ordinary Rules' of the club.

(Amended by committee 08/01/2017)

(5) Where a member accepts nomination to a 'position' in the club, e.g.: officer, committee member or keyholder; it is precondition to consent to their contact details being distributed to club members.
(Emended for GDPR compliance 01/05/2018)

N.B. Once contact details are distributed to club members has no control over how the information is used, nor for how long it is kept. (see Appendix 3)

(6) The club shall be affiliated to the British Field Target Association (BFTA) by way of the South East Field Target Association (SEFTA), and in doing so shall support the aims of the British Field Target Association (BFTA).

(a) Any decision concerning Field Target competitions either at the club or elsewhere is delegated by the committee to the Competition Secretary and club members who actively represent the club in competition, provided the cost to the club falls within the limits of O.R. 40(b)

(Amended by committee 08/05/2016)

(7) The club will pay for BFTA membership via SEFTA for any club member who intends to enter BFTA competitions representing ETL FTC. In the case of family membership, the club will pay for two BFTA competitor cards.

NOTE: As *this is an expense to the club only those who genuinely intend to shoot at BTFA on behalf of ETL events should tick this option on the membership Application/Renewal Form. Further, due to the fact that BFTA cards are issued in March each year, members requesting BFTA card after that date may not get a card for that year but will be a member and get a BFTA number enabling them to enter events.*

(8) **Membership Fees** & Guest range fees set to apply from the start of the next financial year, and are:

(a) Adult Membership £120.00 p.a.
(b) Family Membership £150.00 p.a.
(c) Adult guest range fees are: First week free then £10.00 (£5.00 for juniors) per visit for another 3 visits.
(d) Guests not seeking membership after their fourth visit pay a range fee of £10.00 per visit. This option is conditional to O.R. 9(d).
(e) Applicants joining after 31st August may, at the Membership secretary's discretion, be offered discount on their membership fee for that year only. Discounted fees are £15.00 for the remaining whole months of the membership year. *[e.g.: Join mid Oct ~ fee is £60]*

(Amended by Committee. 19/10/2025. With effect from 01/03/2026)

(9) **Application** for membership and renewal of membership to the club is by annual invitation [Constitution Part C] using the following procedure:

(a) New applicants and lapsed members re-applying for membership whose membership has lapsed by more than two financial years [March to February], shall complete the induction period by making a minimum of four visits in a two-month period. During this time all applicant(s) must prove safe and competent using airguns before being invited by 2 committee members to become a 'Full', or Associate member. The committee members who invite any applicant to join shall sign the 'Guest Book' [see O.R. 4(b)] to show who invited who to apply for membership. And,

(Amended by Committee 16/04/2023)

(b) Upon accepting the invitation and payment of the membership fee there is a further 12-week probationary period for all new members. During this time, membership will be revoked if the new member fails to be safe or abide by the rules. The committee may refuse membership or extend the probationary period of as it sees fit, and may do so without providing the reasons for their decision. If membership is revoked during this probationary period a pro-rata refund of the membership fee paid may be considered.

(i) Where a lapsed member, whose membership has lapsed for less than 2 financial years, re-applies for membership, they may be invited, as in O.R.9(a) but without an induction period, but still subject to the probation period O.R.9(b).

(c) If an applicant/lapsed member is not invited to become a member, or has their membership revoked in the 12-week probationary period they are in effect barred from the club. The committee may do so without providing the reasons for their decision. And:

(i) Near the end of the financial year, without giving reasons, the committee may decide not to invite an existing member to re-join for the following financial year [The Constitution Part C]. This decision shall be noted on the membership database. Where a member is not invited to re-join in the coming financial year they shall be known as 'Former Members'. They may only attend the club as a guest as in O.R.19(d). They cannot apply to re-join during that financial year. They may apply during the following financial year [i.e. after being a former member for at least 12 months] as a lapsed member, subject to O.R.9(a) and O.R.9(g).

(d) Notwithstanding O.R. 9, an adult applicant who declines the invitation to become a member of the club, may continue to attend as a Week 2 [see O.R. 20] guest and pay the appropriate range fee as in O.R.8 (f). However, this option is discretionary, for adults only, and the committee may bar such guests from the club without providing the reasons for their decision. A list of all adults who declined the invitation shall be maintained in the rear of the 'Guest Book' [see O.R.4(b)]. This option is also available to lapsed-members not previously barred.

(e) Lapsed members invited to re-join cannot stand for election to office or committee during their probationary period.

(Amended by Committee. 19/10/2025)

NOTE: *If after being invited as in O.R.9(a) and the remainder of the committee feel differently, they still have the 12-week probation in which to decline membership. ~ Where applicants are not invited to join, existing members not invited to re-join, or guests barred, the Committee does not have to explain their decision. ~ Lapsed members are those invited to re-join but choose not to, while former members are those NOT invited to re-join. Should a former member be invited to re-join in a subsequent year, they shall be treated as a lapsed member.*

(Amended by Committee. 20/01/2019)

(10) **In the event that the elected chairman and/or secretary** cannot attend a meeting, a stand in chairperson and/or secretary shall be elected from committee members present at the meeting. However:

(a) Upon the resignation from the office of chairman, secretary, or treasurer, an EGM shall be called at the earliest convenience to elect their replacement. For the interim period, until this EGM, the committee may select a replacement officer from the committee.

(b) Upon the resignation of other officers, the committee may select a replacement officer from the committee for the interim period until the next AGM.

NOTE: *Resigning from an office is not necessarily a resignation from committee and resigning from committee not necessarily a resignation from the club.*

(Amended by Committee. 20/01/2019)

(11) At the end of the membership year, i.e., February, existing members shall have a one-month grace to renew their membership and be allowed to shoot but not vote at any AGM/EGM falling within this period. Members who have not renewed by 1st April will be treated as a 'lapsed member' as well as being welcome as a guest, in accord with O.R.20 and pay the appropriate range fee as in O.R.8.

(Amended by Committee. 20/01/2019)

(12) **The main club times** for shooting are on Sundays. Alternating, 'Full' day (9am to 6pm or dusk), and a 'Half' day (1pm to 6pm or dusk). This is because ETL Gun Club *(shotguns)* meets at the ground on alternate Sunday mornings. On these 'Half' days, air gun shooting will not commence until told it is safe to do so by a committee member of the ETL Gun Club.

(a) For any shooting to take place, there must be at least two adults present. The second person need not be a club member; in which case, that person cannot shoot as they are not covered by the Club's insurance to do so.

(b) Most Saturdays there is restricted shooting for 'Full & Associate' members only (i.e., not probationers); subject to maintenance requirements. The usual signing in process must be observed, but the club house may not always be open, in which case O.R. 3(e) applies.

(Amended by Committee 16/04/2023)

(13) A chronograph is available for members to regularly check their guns, especially if they change their pellets. A committee member has the right to chronograph any gun that is on the club premises. If the power is found to be above the legal limit it shall be noted and the gun shall be removed from club premises. Failure to do so may lead to summary termination of club membership. *(Amended by committee 08/01/2017)*

(14) BLANK (*Amended by Committee. 09/12/2018)*

(15) On the 'Zeroing Range' the following is prohibited:
- (a) Prone shooting; the shooter may present a trip hazard at busy times.
- (b) Any BB gun including 'Airsoft' guns; they present a greater risk of ricochets.

(Amended by committee 08/05/2016)

(16) Notwithstanding Part E. (i) of the constitution, the use of any BB gun, or imitation firearm is at the discretion of the committee and these shall only be used in a designated area where it is recommended that eye protection should be used by everyone at the firing line, and every effort is made to remove all BB's after firing. For club purposes BB guns include 'Airsoft'.

Amended by committee 08/05/2016)

NOTE: *To remain outside the 'Firearms Act' fully automatic 'Airsoft' weapons, whether a Realistic Imitation Firearm (RIF) or, Imitation Firearm (IF), are limited to 1ft/lb power. 'Airsoft' RIF and IF, single shot or semi-automatic weapons, whether multi coloured or not are limited to 1.84ft/lb. All 'Airsoft' weapons must use plastic 'BB' projectiles of 6mm dia. with less than 1.84ft/lb. power.*
ETL is not a UKARA approved site and there can be no Airsoft skirmishing.
[Home Office Guide on Firearm Licencing Law, (March 2015)]

(17) All members shall observe and practice 'CODE FOR SAFE HANDLING OF WEAPONS' (Appendix 1). Failure to do so may lead to disciplinary action. Also see O.R. 30(b).

(18) All members have the right to 'opt out' of having their image or identifiable information published on the club's website (etlfieldtarget.co.uk) or social media. (see Appendix 3)

(Emended for GDPR compliance 01/05 2018)

(19) **Guests:** Apart from applicants the only other guests *(non-members)* allowed are:
- (a) Any adult who has passed ETL's induction period, and
  - (i) is not a former member as in OR9(c)(i), nor had any ETL membership terminated, or been subject to S.R.37(i) *(i.e., expelled from the ground as a non-member; therefore barred)*. These guests will be all be charged as in O.R. 8(d).
- (b) Current adult member of a club affiliated to the BFTA who will be charged as in O.R.8(g); unless subject to O.R.19(a)(i).
- (c) Current adult members of ETL Gun Club *(shotguns)* unless subject to O.R.19(a)(i) who will be charged as in O.R. 8(g).
- (d) Competitors in competitions held at ETL but organised by outside bodies (e.g. SEFTA or BFTA), will not be restricted by O.R.19(a)(i). Such competitors will sign in separately and pay any fee required. However, the organisers of the competition (e.g. SEFTA or BFTA) shall be held responsible for the behaviour of all competitors while ETL, as hosts, reserves the right to ask anyone to leave the grounds under S.R. 37/38 whilst mindful of S.R.48(iv)(b).

(Emended by addition of OR9(c)(i) by committee on. 20/01/2019)

(20) On their first and subsequent visit(s) all guests will report to an attendant keyholder/committee member who will:
- (a) On their first visit enter their name, address and phone number on a new page of the 'Guest Book' and enter 'Week 1'with the date on the same page. Each subsequent visit shall be recorded on the same page showing Week 2 with date and the range fee paid [see O.R. 8]. The same entries shall be made for weeks 3 and 4.
- (b) After the fourth visit guest may be invited to become a member, as per O.R. 9, and asked to complete the membership application form and pay the appropriate fee. [See O.R. 8].
- (c) On paying the range fee the guest will be issued with the appropriate week's 'Permit To Shoot', which shall be returned on leaving that day.

Cont. …

(d) The prospective member will sign the attendance sheet as 'Guest' and record any fees paid on the attendance sheet. (Kept in 'Range Box'.)

(e) In the absence of an attendant keyholder/committee member see O.R. 3(e)

(Amended by committee 08/01/2017)

(21) All members and guests on arrival shall:

(a) Report to an attendant keyholder/committee member who will give guests the appropriate 'Permit to Shoot' on receipt of the range fee [See O.R. 8].

(b) Sign the attendance sheet entering their membership number or 'Guest' or BFTA/ETL Guest' as appropriate and record any fees paid on the attendance sheet. *(Kept in 'Range Box'.)*

(c) In the absence of an attendant keyholder/committee member see O.R. 3(e).

(Amended by committee 08/01/2017)

(22) **Keyholders**, if not already committee members, shall be co-opted in a non-voting role onto the committee.

Attendant keyholders are responsible for:

(a) Unlocking all gates before unlocking the clubroom and switching OFF the alarm *(only then can the store be opened)*;

(b) Ensuring all shooters have signed the attendance sheet and are visibly wearing their permits/ID. *(Kept in 'Range Box'.)*

(c) Recording guests as in O.R. 20 and O.R. 21.

(d) Responsible for recording range fees paid and sales receipts. If the treasurer is not present the attendant committee member is responsible for safeguarding any takings and passing them to the treasurer.

(e) ensuring no one shown as 'IN' on the 'Attendance Computer' with all operators 'Logged Off' and leaving the store secure before switching the alarm back ON, securing the clubroom then re-locking all gates.

(Amended by Committee 05/07/2020)

(23) Setting out the range:

All members are responsible for setting out and taking down the targets and all equipment on the range, ensuring its return and stored in a safe manner. At least 2 members should remain on site until the tractor and all targets are safely returned to the store and the site secured.

(Amended by Committee 05/07/2020)

(24) **The zeroing range** and the designated courses are the only areas where a gun may be loaded, unloaded (this includes magazines) and fired.

(25) **Woodlands:** Any roped off path in the woodland course is out of bounds.

(a) A sign will be present at the top of the woodland course when it is closed for shooting.

(b) Only members or probationers of the club can use the wooded area of the club's ground alone. A full member must accompany all applicants & guests in the wooded areas.

(c) The shooting at/of any form of wildlife is strictly forbidden. Such action may lead to summary termination of club membership.

(Amended by Committee. 09/12/2018)

(26) **Targets:** Only metal or paper targets are allowed. Do not shoot at the target distance markers. [See O.R 25(c)]

(Amended by Committee. 09/12/2018)

(27) No form of camouflage clothing shall be worn.

(28) Drivers must observe the speed limits where shown.

(29) Members are expected to keep the club grounds and clubhouse clean and tidy. Littering anywhere on the club grounds is not allowed.

NOTE: This included picking up used paper targets, tin cans, etc.

Cont. …

(a) Members should contact a committee member if there is a particular issue, or concern they would like discussed so it can be tabled at the next committee meeting.

(Amended by committee 09/12/2018)

NOTE: A member expressing concern about the behaviour of other member(s) may trigger disciplinary proceedings.

(30) **Safety:** All members must assume responsibility for their own safety and that of their fellow members of the club. To that end all members are deemed 'Range Marshalls' and responsible for not only their own safety but for everyone else too. [See S.R. 24(iv)]

(a) Probationers should be observed by 'Range Marshalls' looking out for unsafe practices and that guns are being handled and used in a safe manner. e.g., holding the break barrel or under lever whilst loading the gun; barrel pointing up or down unless over the firing line, etc.

(b) Not only shall members abide by O.R.17, [i.e. Appendix1] they shall similarly comply with '**Code for Safe Handling of Compressed Air and CO^2 Cylinders**'. [Appendix 2]

(c) Magazines & CO^2 cartridges shall not be loaded in the clubroom.

(d) On the zeroing range, PCP guns should only be charged in the designated charging area. All air cylinders shall be kept in the designated charging area.

(e) Show the gun is unloaded when handing it over to another person. When being handed a gun from another person insist it is unloaded and un-cocked. [Appendix 1(6)]

(f) When shooting in the woods, all shooters must ensure that at least one member of the group is carrying a whistle.

(Amended E.G.M. 24/11/20219)

(31) BLANK *(Deleted by Committee. 09/12/2018)*

(32) BLANK *(Deleted by Committee. 09/12/2018)*

(33) **Range Commands:**

(a) Cease Fire on the zeroing range:
To avert a dangerous situation or allow anyone across the firing line (e.g. to adjust any target), any 'Range Marshall' shall either verbally call **"Cease Fire" or blast a whistle/claxon once.**

(i) On hearing "Cease Fire" and/or single whistle/claxon blast, all shooters shall immediately discharge their gun and make it safe. (i.e. discharge the gun so that the pellet enters the ground at least 10yds in front of the firing line to avoid ricochet injury), move away from the gun leaving it unloaded and un-cocked with breach open, barrel pointing across the firing line.

(ii) Shooters shall each cross check their guns to verify all guns are empty of pellets and magazines.

(iii) Then, only when the 'Range Marshall' who called for the 'Cease Fire' is satisfied that all guns are clear, can members be allowed across the firing line. Guns will not be touched until "Clear to Fire" is given.

(iv) When the 'Cease Fire' situation have been safely dealt with and no one is forward of the firing line, the 'Range Marshall' who called for a 'Cease Fire' shall either call 'Clear to Fire' or give two blasts on a whistle/claxon, to indicate it is safe for shooting to recommence

(b) Cease Fire in the woods and/or where verbal commands would not be heard by all:
A whistle/claxon must be used giving a single whistle/claxon blast to call the 'Cease Fire', as in O.R.33(a) above.

(i) Similarly, when the 'Range Marshall' who called the 'Cease Fire' is satisfied all is safe and no one is forward of the firing line, two blast on a whistle/claxon are given to indicate it is safe for shooting to recommence as in O.R.33(a)(iv) above. REMEMBER, do not recommence firing until the two blasts of a whistle/claxon are given.

Cont. …

(ii) If you do not hear the whistle/claxon to resume firing but you can see or hear others firing, you **must check with the 'Range Marshall'** to ascertain that it is safe to continue firing.

(Amended E.G.M. 24/11/20219)

(34) In the event of a medical emergency any person present should:
- (a) Administer first aid if confident to do so. (First Aid boxes in storage container and tea hut)
- (b) Call ambulance (999 or 112) if required (or any other emergency services). Details of ETL's address are in tea hut. (And in First Aid Box)
- (c) Inform attendant committee member.
- (d) Send someone to the main factory gate to guide the emergency services to the incident.

(35) In the event of a fire at the club the person discovering the fire should:
- (a) Raise an alarm. (N.B. There is no fire alarm system so shouting "Fire" and alerting everyone, perhaps blowing whistles, is all that can be done.)
- (b) Call fire brigade (999 or 112) if required (or any other emergency services). Details of ETL's address are in tea hut. (And near First Aid Boxes)
- (c) Inform attendant committee member.
- (d) Send someone to the main factory gate to guide the emergency services to the incident.

(36) In the event of intruders when:
- (a) The club is open an attendant committee member shall call the Police (999 or 112). Details of ETL's address are in tea hut. (And near First Aid Boxes)
- (b) The club is closed and a keyholder has been made aware via the Alarm system, they may call Police (999 or112) and shall contact at least 2 other keyholders, preferably committee members, who should rendezvous at the main factory gate before proceeding together to the club site to investigate.

(Amended by committee 08/5/2016)

(37) If the committee deems there are not enough first aiders, the club may pay for volunteer members to attend a certificated basic first aid course.

NOTE: *When required, for the right applicants, the club will pay for first aid training (first aid at work certificate). If you are interested in being on the next course, please advise inform the secretary.*

(38) By law a person under 14 may possess and use an air gun under the supervision of a person aged 21 or over, on private premises with the consent of the occupier of those premises.
A person aged between 14 & 17 may possess and use an air gun, unsupervised, on private premises with the consent of the occupier of those premises. However, a person aged 14 to 17 may only possess an air gun in a public place if under the supervision of someone aged 21.
The club does not act in 'Loco Parentis'. Therefore:
- (a) Junior associate members aged under 14 shall be supervised on a by an adult over 21 years of age who is, whilst not necessarily a club member, able to demonstrate a basic knowledge of shooting safety.
- (b) The behaviour of all junior associates is the responsibility of their parent, whether present or not, and/or supervisor.

(Amended by EGM 24th November 2019)

(39) **Licence to Use the Land**:
No action by any club member shall be contrary to 'The Licence to Use the Land'. (e.g. perform any form of construction, paths, shelters, structures, etc.) 'The License' is issued to 'ETL Gun Club' and all queries or matters concerning 'The Licence' shall be addressed the ETL Gun Club Chairman.

(40) All expenditure shall be approved at a full committee meeting with the following exceptions:
- (a) Items for sale to club members, e.g., pellets, which shall be the decision of two committee members in agreement with an Officer.
- (b) Miscellaneous expenditure, up to £500.00, may be authorised by two committee members in agreement with an Officer.

Cont. …

(c) Expenditure on consumables required to run the club may be authorised by any Committee member of the club.

(d) Officer's expenses essential to the performance of their duties.

(Amended by committee 08/05/2016)

(41) Pets, under suitable control, are allowed at the club.

(42) Members are requested to attend work parties to maintain the grounds and clubhouse on most Saturday mornings, but specifically on the first Saturday of the month. Members shall be notified of other dates by The Committee.

(a) Officers will receive a discount of up to 15% on their membership fee in recognition of their time spent on club affairs. *(Amended by committee 24/03/2024)*

(43) Consideration should be given to other shooters waiting to use the benches and seats on the zeroing range. Shooters may be asked to vacate their position at busy times in favour of others.

ADDENDUM TO ORDINARY RULES

NOTE 1: *'Ordinary Rules' are semi-permanent, pertaining to the day to day running of the organisation. They are made, amended, or deleted by the committee charged with administering the club. These 'Ordinary Rules' shall be read in conjunction the club's 'Constitution and Statutory Rules'.*

NOTE 2: *The following definitions have been made Under the Police & Crime Bill 2016.*

(a) An 'airsoft gun' is not to be regarded as a firearm for the purposes of this Act.

(b) An 'airsoft gun' is a barrelled weapon of any description from which only a small plastic missile, with kinetic energy at the muzzle of the weapon not exceeding the permitted level 2.5 joules (1.84ft/lb.), can be discharged.

(c) 'Small plastic missile' means a missile that:

(i) is made wholly or partly from plastics, and

(ii) does not exceed 6 mm in diameter.

(d) The permitted kinetic energy level for 'airsoft' gun is:

*(i) in the case of a weapon which is designed or adapted so that two or more missiles can be discharged successively without repeated pressure on the trigger, 1.3 joules (0.959ft/lb.) ***

(ii) in any other case, 2.5 joules (1.84ft.lb.).

*** N.B. this is the only legal 'automatic' gun and should it be a RIF, it is prohibited at ETL.*

{See also Firearms Act 1986 sec.57A (May 2017 Amendment)}

NOTE 3 *Most airguns sold as semi-automatic are in fact 'revolvers with a double action trigger'. This does not satisfy the legal definition of a 'Self Loading' gun (a.k.a. semi-automatic) and is therefore legal.*

NOTE 4 *During December 2016 the following was agreed via email conference regarding the use of Logos:*

For use as website banner & letterhead



For use on club documents i.e. membership cards and & clothing (colour may be transposed):

E · T · L
FIELD TARGET CLUB

For use on clothing and trophies (colour may be transposed):

E · T · L
FIELD TARGET CLUB

(Amended by agreement of Officers 27/04/2025)

NOTE 5 Deleted

NOTE 6 *Rules of Order are based on 'Robert's Rules' with special note of the following: 'An inquorate meeting may be held and proposals agreed and seconded for a future meeting to decide.' However, if some urgent matter can't be delayed and must be acted upon, the members proceed at their own risk with the hope that a later meeting with quorum will ratify the action. 'Robert's Rules' notes that the inability to transact business does not detract from the fact that the society's rules requiring the meeting to be held were complied with.*

NOTE 7 *In UK law; to **buy**, **possess and use an air gun** independently, that person has to be 18 years old or over.*
*14 to 17-year-olds can possess and use an air gun, but they **cannot buy**, hire, or receive one as a gift. They may use an air rifle without supervision on private premises with the landowner's permission. But, in public, they must be supervised by someone over 21.*
*Under 14-year-olds must be supervised at all times by someone aged **21 or over** and can only use the air gun on private premises (with the owner's permission) or at a shooting club or range.*
Under 14's cannot "have" an air weapon independently; a parent or guardian must maintain control and secure storage of the weapon and ammunition at all times.
It is an offence for someone under 18 to carry an air weapon in a public place unless they are supervised by someone aged 21 or over and have a "good reason," such as travelling to a shooting club or range.

Appendix 1

British Association of Shooting & Conservation (BASC)

CODE FOR SAFE HANDLING OF WEAPONS

Firearms are Lethal

(1) **Never point a gun at anyone**
(2) **Always treat a gun as loaded**
(3) **Never handle guns whilst under the influence of drugs or alcohol**.
(4) All guns must conform to the maximum legal limit for air guns not requiring certification:
  (a) Rifles ~ 12ft/lb (16 joules)
  (b) Pistols ~ 6 ft/lb (8 joules)

{Firearms Act 1986 (May 2017 amendment)}

NOTE: *To remain outside the 'Firearms Act' fully automatic 'Airsoft' weapons, whether a Realistic Imitation Firearm (RIF) or Imitation Firearm (IF), are limited to 1.3 joules (0.959ft/lb.) power at the muzzle.* *{Firearms Act 1986 sec.57 (May 2017 amendment)}*

Single shot or semi-automatic IF weapons, 'Airsoft' or not, are limited to 2.5 joules (1.84ft.lb.). *{Firearms Act 1986 sec.57 (May 2017 amendment)}*

(5) When getting a gun from its case of slip check it is un-cocked and unloaded.
(6) Show the gun is unloaded when handing it over to another person. When being handed a gun from another person insist it is unloaded and un-cocked.
(7) When leaving the firing line, discharge your gun (especially if using magazine) & make it safe and ensure it is not pointing at anyone.
(8) When not in use guns should be stowed in slips or cases or placed in racks provided. Never put away a loaded gun. Check it is unloaded and un-cocked before returning it to its case or slip. Check again when removing the gun from its case or slip.
(9) Never pick up a gun without the owner's permission.
(10) Never leave a loaded gun unattended.
(11) The muzzle must never rest against any part of your body.

REMEMBER it is better to check a gun is unloaded 100 times too often than one time too few!

(12) Keep the gun pointing down range when in use.
(13) Keep the gun pointing down range when loading. Never up at the range roof.
(14) When loading a break-barrel or under-lever gun keep hold of the barrel/lever while inserting the pellet to avoid trapping fingers should the breach 'snap shut'. Do not rely on anti-bear trap mechanisms.
(15) Do not relay on any safety catches to keep you and your companions safe.
(16) Only touch the trigger when you intend to fire the gun.
(17) Before you fire your rifle, consider where the pellet could go; be sure that no damage can result if you miss your intended target, and always bear in mind the possibility of a ricochet.
(18) Never shoot beyond you viewing range.
(19) Never aim of fire a gun from anywhere but a designated firing line.
(20) Observe all safety rules when dry firing. Treat as if a live shot.
(21) Never distract or attempt to get the attention of someone who is shooting; it may cause them to turn around with the muzzle coming off the firing line.
(22) Never move around with a loaded gun, not even between shooting lanes in the woodland.
(23) When carrying a gun around the grounds it must be:
  (a) Unloaded and un-cocked with any magazine removed. And,
  (b) Barrel pointed up or down. (Always down when under a roof <u>but never horizontal</u>.)
(24) When firing projectiles, it should be bore in mind that BB shot can ricochet more than lead pellets, especially steel shot. It is recommended therefore that eye protection should be worn, especially when firing BB projectiles.

(Ratified by committee 08/05/2016)

Appendix 2

British Compressed Gases Association

CODE FOR SAFE HANDLING OF COMPRESSED AIR & CO^2 CYLINDERS

(Compressed gasses in cylinders & cartridges are potential bombs)

Safety with all cylinders

(1) Store cylinders away from sources of heat, including direct sunlight.
(2) Avoid dropping cylinders and subjecting them to hard knocks.
(3) Do not use any cylinder or fittings that appear damaged.
(4) Always check the charge pressure of unknown cylinder before re-charging them.
(5) Ensure you cylinder is 'In Test'. Every 5 years for cylinders designed for surface use only.
(6) Do not over tighten fittings. Hand tight should be sufficient.
(7) Always keep control of 'Buddy Bottles' and hoses while filling.
(8) Avoid looking directly at the pressure gauge when opening main cylinder valve.
(9) Open cylinder valve SLOWLY when charging guns or decanting to other cylinders.
(10) Charge SLOWLY. Never put full cylinder pressure into a gun.
(11) Observe pressure gauge carefully whilst charging guns etc. so as not to exceed maximum safe working pressure for the gun.
(12) Never charge a gun receiver that has incurred damage or where its strength is in any way suspected.
(13) Avoid contact between skin and high-pressure gasses. (Air or CO^2)
(14) Avoid getting oils or greases in any high-pressure system.
(15) Secure all cylinders securely in vehicles to prevent their movement. Locate the valve towards the centre of the vehicle to reduce risk if damage in a road accident.

At ETL pneumatic guns are filled in the designated area only

NOTE: *The carriage of compressed gas cylinders for personal use in cars is exempt from the Carriage of Dangerous goods Regulations providing the following rules are adhered to:*

Keep your cylinders secure



Cylinder storage
Cylinders are to be securely stowed, preferably in the luggage area.



If involved in an accident you could be injured by unsecured items being thrown around inside the vehicle. Use a carrying bag or box, if provided, to help keep cylinders secure.



Cylinder security
Gas cylinders should be removed at the end of your journey. If left for short periods, then keep out of sight. Gas cylinders and associated equipment are attractive to opportunist thieves.



All valves are to be closed
Ensure the valves are closed on all cylinders. Check there are no leaks. Disconnect and remove any ancillary equipment.



Signs on your vehicle
You are not required to display any hazard warning labels or signs on your vehicles if you are only carrying small quantities of gas cylinders.



Insurance for the vehicle
Make sure you have informed your insurance company that you are carrying gas cylinders on the vehicle.

British Compressed Gases Association (Leaflet 1(Rev5) 2015

Safety with CO2 Cartridges

(1) Install CO^2 cartridges into guns at the firing line and keep the gun pointing down range.
(2) When exhausting a CO^2 cartridge, it shall be done at the firing line and keep the gun pointing down range.
(3) Take care when handling used cartridges as they become very cold.
(4) Take all spent CO^2 cartridges home with you for disposal

Appendix 3

The EU General Data Protection Regulation (GDPR) 2018.

EAST TILBURY & LINFORD FIELD TARGET CLUB GDPR PRIVACY NOTICE

Summary of how the club uses your data.

- We, (the club), use and store your personal data to manage and administer your membership and your involvement the club, and to keep in contact with you for these purposes and to disseminate information about the club and shooting in general and, where stated, for promotional purposes.
- Data, in general, is not shared with any other person outside the club nor any other organisation other than that set out in the " Who will we share this data with, where and when?" section.
- Where the club relies on your consent, you can withdraw this consent at any time.

What does this policy cover?

This notice describes how we (the club) will make use and store your data. It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the "What rights do I have?" section.

What information do we collect?

We collect, store and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name;
- your date of birth if under 18 years;
- your home address, email address and phone numbers including an ICE number;
- a 'passport size' facial photograph used for your 'ID/Shooting permit'.
- your explicit consent to publish images of you involved in club or shooting activities on the club's website and/or social media for promotional purposes only.

N.B. Images on our website or in social media are in the public domain and we have no control as to how these images may subsequently be used or kept.

Some information will be generated as part of your involvement with us, in particular your attendances and fees paid, any official club position held by you and any safety or disciplinary issues or matters involving club insurance or health and safety.

What information do we receive from third parties?

Images of members engaged in club activities or involvement in competitions for use on our website and social media.

For certain role holders or those working with children, we may receive information from the Disclosure and Barring Service on the status of any DBS check you have been required to take.

How do we use this information, and what is the legal basis for this use?

We process and store your personal data for the following purposes:

- As required by the club to conduct its business and pursue its legitimate interests, in particular we will use and store your information to manage and administer your membership and your involvement with the club, and to keep in contact with you for these purposes.
- On occasions the club may ask you for consent to use the data for the purpose which will be explained at that time.

(cont.)

- For purposes which are required by law:
  - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
  - we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
  - we may respond to requests by government or law enforcement authorities conducting an investigation.

Withdrawing consent.
Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above.

Who will we share this data with, where and when?
Some limited information may be shared with other stakeholders in the sport of field target shooting, such as other clubs, constituent bodies, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the sport.
Personal data may be shared with: the club's insurer, government authorities and/or law enforcement officials if mandated by law; if required for the legal protection of our legitimate interests in compliance with applicable laws. Personal information is not transferred outside the United Kingdom.
Where you hold position in the club (e.g., committee member, keyholders) your contact details will be made available to club members.
With your explicit consent images of you involved in club or shooting activities may be used on the club's website / social media. With your explicit consent as a club officer, your contact details may be made public for promotional purposes.
N.B. once members images or officer's contact details are published, we have no control as to how this data will be used and stored nor how long it will be kept.
The club's website may use cookies to collect standard internet log information and visitor behaviour information. This data may be processed outside the UK. You can set your browser not to accept cookies but some of our website features may not function as a result.

What rights do I have?
You have the right to ask us for a copy of your personal data: to correct, delete or restrict the use of your personal data; and to obtain your personal data for you to reuse for your own purposes across different services, but only personal data you have provided to our controller.
These rights may be limited; e.g., if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping. To exercise any of these rights, you can get in touch with the club Controller [Membership Secretary] or the club Secretary.

How long will you retain my data?
We process and store the majority of your data for as long as you are an active member and for two years after this. We will retain some information to maintain statutory records in line with appropriate statutory requirements or guidance.

How is my data stored?
The 'Controller' [Membership Secretary] stores your data electronically on encrypted files. (Only the Controller and Club Secretary shall hold the encryption code.) At the discretion of the controller for a specific need, such as competitions, your data may be shared with club officers. Such data will be securely stored then destroyed by the club officer when there is no longer the need or for one year from your last interaction with us.
Your name and ID number may be stored on paper attendance records. These records are feely available to all club members.
N.B. We have no control over how these paper attendance records will be used by other club members nor how long it will be kept.

Appendix 4

PROCEDURE AT MEETINGS

Accepted procedure [based on 'Club Law & Management' (Phillip R. Smith)] to follow or fall back on if meetings are run less formally. (Agreed at E.G.M. 24/11/2019)

Minutes shall be taken of all material matters and shall include the exact wording of all proposals, the proposer & seconder and the result of the vote.

Voting shall be counted as in S.R.4 but the method of voting is at the Chairman discretion and may include:

Show of hands [but for the election of officers etc the nominee may be asked to leave the room]
Secret ballot [i.e., on paper]

To make a meeting run smoothly and timely there should be an agenda to adhere to. It should be distributed beforehand to allow consideration by others.

The 'Agenda': Starting with apologies, agreeing of past minutes, reports, election of officers etc. there should then follow:

***)** Items for decision by way of a vote [proposal] previously proposed AND SECONDED. [i.e., at least two people agree to such a proposal.] (This applies to nominations to club positions i.e., a members shall be nominated AND seconded, before a vote.)

The carefully worded proposal shall be on the agenda along with its proposer & seconder, and a brief of the reasoning behind it for consideration by members before the meeting.
At the meeting the proposal shall be read, uninterrupted, in full.
Members may now debate the proposal. Initially each member may speak for or against, or pose questions, only once.
When all have had opportunity to speak once, the proposer shall have opportunity to respond.
Bearing in mind S.R.6(iv) [Proposal for Closure], at the Chairman's discretion members may be given a second chance to speak before, voting on the proposal.
Speakers for or against the proposal shall simply state their case.
They shall not filibuster trying to convince others; if a member disagrees with the proposal, they simply speak against it, once [or more at the Chairman's discretion] and/or vote against it.
However, during the debate the proposal may be amended, either by agreement with the proposer or by a carefully worded amendment, proposed and seconded.
Obviously, any amendment must be similar to the proposal. It can be an alternative variation, but cannot be something completely different.
The amendment, if seconded, shall be voted on first. If passed the original proposal is deemed to have failed. If the amendment fails the original proposal stands and shall be voted on.
The exact wording of all proposals, the proposer & seconder and the result of the vote shall be minuted.
Once voted upon, discussion on the subject is closed for the remainder of the meeting.

***)** Items for discussion that may require a decision by way of a vote [proposal] previously proposed but NOT SECONDED. A brief for the reasoning behind it shall be on the agenda; but there must be an immediate seconder at the meeting to continue discussion.

If seconded, the matter may be debated as above then a proposal may be carefully worded by the proposer and request it to be seconded to hold a vote as above.
If there is no seconder there shall be no further debate on the matter for the remainder of the meeting. The exact wording of all proposals, the proposer & seconder and the result of the vote shall be minuted.
Once voted upon, discussion on the subject is closed for the remainder of the meeting.

***)** Any other business [AOB]:

This could be proposals from the floor [If seconded follow the procedure above], questions to Committee or announcements. Matters under AOB can be deferred to the next meeting as an agenda item.

***)** Close meeting.

NOTE: Notwithstanding legal advice on the 'Privacy of Committee', it was agreed at Committee on 20/01/2019, that as a concession and for transparency, 'Committee Meetings' may be open to all members and the minutes may be available to all members. Members attending these meetings may only speak if invited by the chairman but cannot vote.

Appendix 5 (Rev 5)

Addition Rules Upon Reopening the Club Following the C19 Pandemic Lockdown

Written in accord with:

Gov.uk Staying alert and safe (social distancing) Updated 3 July 2020; General advice from the **BFTA regarding reopening clubs. Published 01 June 2020; Gov.uk Guidance for the public on the phased return of outdoor sport and recreation in England. Updated 01-06- 2020 and the NSRA Guidance for Reopening Clubs. Updated 24/02/2022.**

As such this Appendix 5 forms part of the ETLFTC conditions of membership.

1 You shall not travel to or attend ETL if experiencing coronavirus symptoms. You should not attend if someone in your household, have symptoms; stay at home and do not attend the club under any circumstances. This includes anyone who has been told to self-isolate under the NHS test and trace service. They should inform the Club Secretary if they develop symptoms so that other members can be informed about possible contact.

2 People who are considered to be in vulnerable groups are strongly advised to stay at home.

3 Gates, locks, doors etc. shall be sanitated at the end of a session. The use of PPE (Personal Protective Equipment) is recommended while locking and unlocking the premises, stores, etc.

4 Attendees shall, in the agreed manner, log in attendance to the premises **whether shooting or not AND** note the time they arrive **AND depart**.

[This is for track & trace purposes should a member become infected.]

5 **Attendees shall observe current Government Guidelines on 'Social Distancing' at all times**: To manage this on the plinking/zeroing range strict management is required, therefore:

(a) A dedicated Range Officer (RO) will be nominated and members WILL OBEY the RO's instructions. The RO shall be provided with PPE;

(b) Only a limited number of shooting positions will be available to enable the current Government Guidelines on 'Social Distancing'. The number of people on the range at any one time must be limited to maintain 'Social Distancing' in compliance with Government Guidelines;

(c) Shooters shall only enter the range following the RO's instructions; e.g. assuming the furthest bench positions first to minimise passing too close to each other to get into position;

(d) Time allocated 'Details' or slots may needed to allow fair shooting time. [Be prepared to wait your turn while bearing in mind paragraph 11.];

(e) Any change of position is at the RO's discretion and, when taking up or leaving a position or at the end of a 'Detail', the RO's instructions will be adhered to maintain 'Social Distancing'.

6 Benches, seats etc. should be sanitised after a shooter leaves their allocated shooting position with sanitiser provided by ETL and contaminated cleaning cloths etc, disposed of in bins provided; and:

(a) targets and other equipment: tractor, landscaping tools and machines, shall be sanitised the best as possible after use and contaminated cleaning cloths etc, disposed of in bins provided. Those using such equipment should use PPE, either their own or that provided by ETL;

(b) Sanitisation of a members' personal equipment, guns etc., shall be done at home, not on site.

(Cont.)

7 When using the storage containers, only one person is allowed in at a time and the door shall remain open for ventilation.

8 The number of people in the clubroom at any one time must be limited to maintain 'Social Distancing' in compliance with Government Guidelines. While anyone is in the clubroom the doors shall remain open for ventilation.

9 When using the toilets, where practical, the outside door should remain open. Extra vigilance of effective hygiene should be observed while using these facilities. Handwashing sanitiser shall be supplied by ETL.

10 **On all areas of the club's site, ranges, woods, etc. including the car park, everyone shall observe the current Government Guidelines at all times** unless specifically mentioned elsewhere in this appendix.

11 Socialising on site is discouraged and when finished shooting, members should leave.
[It is nice to have a chat with friends but this will greatly increase the risk of infection.]

12 Every effort must be made to promote effective hygiene and the use of your own or supplied sanitising material. Contaminated material shall be placed in bins provided. The use of your own or club PPE is encouraged.

13 Attendees shall at all times observe all aspects of the Government and NSRA guidance. Failure to do so is against ETL rules and may result in disciplinary action.

(Ratified by Committee 05/07/2020

NOTE:

The Prime Minister announced that all restrictions and the legal requirement to self-isolate for people who test positive for COVID would be removed on Feb. 24th. 2022 therefore, this appendix became redundant.

Appendix 6

Safeguarding Young People & Vulnerable Adults, Equal Opportunities for the Disabled, Race Relations and Offensive Behaviour

POLICY STATEMENT

Introduction

Everyone partaking in East Tilbury and Linford Field Target Club activities is entitled to do so in an enjoyable and safe environment.

The Club has moral and legal obligations to ensure that everyone is provided with the highest possible standard of care and equal opportunity, treated equally in all respects and not subjected to any form of offensive behaviour, verbal or otherwise.

There are many UK laws to ensure the above. e.g.: Public Order Act 1986, Crime and Disorder Act 1998, Race Relations Act 2000, Criminal Justice Act 2003, Safeguarding Vulnerable Groups Act 2006 and the Equality Act 2010 just to list just a few. All revolve around being protected from abuse or neglect and to ensure everyone is given equal opportunities. To fall foul of many of these laws there is no need for a complainant to prove intent; but to simply show that potentially illegal actions took place and they were affected by them. ~ It is the effect on others, not the intent which could give rise to a legal challenge, OR knowledge such actions are likely to cause offence, fear, provocation or immediate violence." e.g. Public Order Act 1986 Sec (5): "A person is guilty of an offence under this section only:

- *if he intends his words or behaviour to be (**or is aware that it may be)** threatening, abusive or insulting; or*
- *if he intends his behaviour to be (**or is aware that it may be)** disorderly".*

Policy Statement

The welfare of ALL members of East Tilbury & Linford Field Target Club is paramount. Its members, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in club activities in an enjoyable and safe environment by taking all reasonable steps to protect them from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.

It is not always easy to distinguish poor practice from abuse so, it is NOT the responsibility of members to make judgements on whether or not abuse is taking place, however, it is their responsibility to identify poor practice and possible abuse and report to The Committee if they have concerns about the treatment of fellow members.

This policy should be reviewed as required or whenever there is a major change in The Club's administration or in any relevant legislation.

Notwithstanding the above, the very nature of The Club's ground does not lend itself to use by those physically disadvantaged, nor the amenities. Unfortunately, this may make visiting the grounds, for some, a difficulty or impossibility. The Club is aware of these shortcomings and shall endeavour to remedy these where the finances, manpower and terms of The Club's lease allow.

Guidance on Policy Compliance

- Always moderate your conversations in the presence of young or vulnerable people (in terms of bad language, references to alcohol consumption etc.).
- Avoid spending excessive amounts of time alone with young or vulnerable people. Always work in an open environment avoiding private or unobserved situations.
- Always treat everyone, the young, the vulnerable and the disadvantaged, equally and with respect and dignity.
- Always put the welfare of the young or vulnerable person first.

- Always give enthusiastic and constructive feedback rather than negative criticism.
- Avoid language and behaviour that may be offensive to anyone.
- Avoid unnecessary physical contact ~ Where any form of manual/physical support is required it should be provided openly and with the consent of the person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the person's consent has been given.
- Due to UK Law and The Club rules, those under the age of 14 must be accompanied/supervised by an adult over 21 years of age. The Club does not act in Loco-Parentis therefore involvement and co-operation of parents/carers is required.
- Make attending The Club fun and enjoyable by promoting fairness, confronting and dealing with bullying.
- Maintain a safe and appropriate distance with all others.
- Recognise the developmental needs and capacity of the individuals and do not sacrifice a member's welfare in a desire for club or personal achievements.
- Request written parental consent if members are required to transport young people in their cars and avoid taking young or vulnerable people alone in a car on journeys, however short.
- Do not allow young people to use inappropriate language unchallenged.
- Do not allow allegations made by a young or vulnerable person to go unchallenged, unrecorded nor acted upon.
- Do not do things of a personal nature that the young person can do for themselves.
- Do not engage in rough, physical or sexually provocative games, including horseplay, with anyone nor engage in inappropriate touching of any form.
- Do not make offensive comments to anyone, even in fun. e.g. Of a sexual, racist or derogatory nature.
- Do not use 'reducing a young or vulnerable person to tears' as a form of control.

Examples of abusive or offensive behaviour:

- Physical, emotional or sexual mistreatment or lack of care that leads to injury or harm,
- Sexually suggestive, racist, insulting or malicious actions or speech that MAY cause offence, pain and/or distress to another.
- Bullying of a physical or verbal nature or even via social media.
- Neglect of basic physical and/or psychological needs, to an extent that is likely to result in serious impairment someone's physical, emotional or mental wellbeing.
- Photographing anyone without their consent and in the ALL cases where the member **has not** consented to their images of me being published on our website/social media. (*This is The Club's default position for members under 18 years of age.*)

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern.

Responding to Suspicions and Allegations:

It is not the responsibility of any club member to decide whether or not abuse has taken place. All suspicions and allegations of poor practice or abuse shall be reported to The Club's Officers and/or Committee who shall respond swiftly and appropriately by working in partnership with parents and carers of children or vulnerable adults. In other cases, they shall consider passing the concerns to the appropriate authorities.

Where there is a complaint against a member, one or all of the following may occur:

- The Committee shall investigate that may lead a Disciplinary EGM.
- Social Services investigation under child & vulnerable people protection law, and/or the police.
- Criminal investigation under other laws where the police are immediately involved.

(Submitted by the Designated Safeguarding Officer and approved at AGM 16/08/2020)

Appendix 7

Risk Assessment

Last reviewed ~ October 2025

Hazard	Risks	Control Measures
Accidental discharge	Injury or death from being shot.	- All shooters shall police each other for safety. - Have a competent shooter present at all times. - Weapons shall only be loaded when at the firing line. - Ensure muzzles only point downrange when at the firing line and always pointing up or down when being moved. - Keep any safety control 'on' until ready to shoot. - Keep finger off the trigger until ready to shoot.
Ricochet /overshot	Projectiles bouncing off the Target or backstop and hitting someone.	- Eye protection is recommended when shooting. - Only use BBs in authorised locations. - Use backstops with impact-absorbing material. - Position targets properly, at safe distances, to minimize potential for ricochet.
Lead exposure	Lead poisoning from touching pellets or lead dust.	- Shooters must wash their hands thoroughly after handling ammunition and always before handling food. - Make sure no one ingests pellets.
Improper handling of equipment	Crushed fingers, cuts from targets, or accidental firing.	- Provide clear instructions on handling equipment paying particular attention to correct loading procedures. - Handle all equipment with due care. - Keep equipment in a safe, location when not in use.
Poor supervision	Disorderly behaviour, overcrowding, or uncontrolled shooting.	- All shooters should police each other. - Limit the number of participants on the range. - Have experienced members supervise non-shooting individuals. - Suspend participants who don't follow the rules.
Environmental hazards	Slips, trips, or falls on uneven or slippery ground.	- Advise participants about any uneven, slippery terrain, especially in the woodlands. - Ensure there is no running on the range. - Keep the range clear of moveable obstacles.

Hazards and control measures

Hazard	Who is at risk	Control measures
Injury from accidental discharge	Shooters, instructors, spectators	**Marshalling:** There should be a dedicated 'Range Marshal' to co-ordinate movement on the range, however, all shooters shall police each other for safety. i.e. All shooters are range marshals and can call a cease fire. **Cease Fire**: All shooters must fully understand and obey the 'cease fire' procedures.

		Range layout: It shall be clearly defined, secure, and well-maintained with robust backstops. **Supervision:** Where possible the firing line should be supervised by a competent shooter. Novices should be supervised by a competent shooter at all times. The ratio of competent shooters to novices or guests should be appropriate for the group size and age. **Range rules:** Enforce strict rules, including: ~ Weapons carried muzzle up or down when moving position and always pointed downrange when at the firing line. Fingers must be kept off the trigger until ready to shoot. Non-PCP weapons must be "broken" (un-cocked and unloaded) when not in use. All personnel must stay behind the firing line.
Ricochet from pellets	Shooters, instructors, spectators	**Backstop:** Ensure the backstops are in good condition and at a safe distance. **Eye protection:** It is recommended all participants and spectators on the range wear safety glasses.
Improper handling or behaviour	Shooters, instructors, spectators	**Safety briefing:** A thorough safety brief must be given and understood by all participants before the shooting begins. **Participant management:** The marshals should enforce discipline and manage unruly or unsafe behaviour by stopping the activity or removing individuals from the range if necessary. **Age and ability:** Ensure participants have the necessary physical ability and maturity to handle the weapon safely.
Equipment malfunction	Shooters	**Maintenance:** Air weapons should be regularly inspected and maintained by a competent person. Damaged equipment must be immediately removed from use and secured. **Pre-use checks:** Shooters must perform a visual check of all equipment before each session.
Lead contamination	Shooters, instructors, equipment handlers	**Handwashing:** All shooters and instructors must wash their hands thoroughly after handling pellets or equipment, and before consuming food or drink. **Cleaning:** Regularly clean the range and "de-leading" targets.
Unauthorised access	Unauthorized users, participants	**Storage:** Store all air weapons and pellets separately in locked, secure cabinets when not in use. **Range access:** Use clear signage and strict access control to prevent unauthorised entry to the range.
Injury during target changes	Shooters	**Control procedure:** All weapons shall be unloaded before the 'Range Marshal' declares the range "safe" to go forward to change targets. Weapons shall remain untouched while anyone is forward of the firing line. Shooting shall not resume until the range marshal declared it safe to fire.
Slips, trips, and falls	All personnel on site	**Environment control:** Keep the range as free of obstacles as possible. Warn participants about uneven terrain. **Weather:** Consider how adverse weather, such as heavy rain or high winds, could affect safety and visibility on the range.

- **Competition briefing:** Brief all competitors on the risk assessment and safety measures.

- **Dynamic assessment:** Shooters should conduct continuous dynamic risk assessments and be prepared to stop the activity if conditions change or unsafe behaviour occurs.
- **Reporting:** A system for reporting all accidents, incidents, and near-misses must be in place.
- **Emergency response:** Ensure that a fully stocked first-aid kit is easily accessible.
- **Debrief:** Review the session with competitors to identify any issues and remind them of post-activity hygiene, such as washing hands.
- **Store equipment:** Securely lock away all weapons and pellets in their designated storage areas to prevent unauthorized access.
- **Review:** Regularly review and update the risk assessment to account for any changes.
- **Competent instructors:** The activity should be supervised by a competent instructor, ideally one with a National Smallbore Rifle Association (NSRA) certification.
- **Safety briefing:** All participants must receive and understand a comprehensive safety briefing before shooting begins.
- **Instructor-to-shooter ratio:** Adhere to appropriate ratios to ensure adequate supervision, especially with younger or less experienced groups.
- **Discipline:** Enforce strict rules. Anyone who acts in an unsafe manner must be immediately removed from the activity.
- **Equipment checks:** Before each session, a competent person must inspect all equipment for damage. Damaged equipment should be taken out of use immediately.
- **Suitable for users:** Instructors should ensure that participants have the physical ability and maturity to safely handle the weapons.
- **Safe firing direction:** Ensure all weapons are always pointed downrange toward the targets.
- **Access control:** Limit access to the range to instructors and active participants only. Spectators should be kept in a designated, safe area.
- **Range commands:** Marshals must use clear and consistent commands, such as "Cease Fire" and participants must understand and obey them.
- **Retrieving targets:** A strict procedure must be followed for retrieving targets, including clearing all weapons and declaring the range safe.
- **Personal protective equipment (PPE):** All participants should wear eye protection.
- **Hand washing:** As pellets contain lead, participants must thoroughly wash their hands after the activity.
- **Emergency plan:** Know the location of a first aid kit and have a procedure for contacting emergency services.
- **Accident reporting:** Document any accidents, incidents, or "near misses".
- **Review:** The risk assessment should be reviewed regularly and updated after any incidents or changes to procedures.

NOTE: The ETL-FTC rules, which are a condition of membership, cover many safety matters. Non-compliance of any rule may lead to dismissal from the club.



Index to Rules

Abbreviations	OR 5
Adult Members	SR 22
AGM / EGM	SR 26
Airsoft	OR 16/Addendum Note 2
Application to Join	SR 22 (i)
Associate Members	SR 22
Attendance Sheets	OR 3a/4a/21
Automatic guns	OR Addendum Note 2
BB guns	OR 15/16
BFTA	OR 6/7
Camouflage	OR 27
Cease Fire	OR 33
Chairman	SR 14(i)
Child & Vulnerable Adults	Appendix 6
Chronograph	OR 13a
Clear to fire	OR 33
Codes of Practice	OR 17/Appendices
Committee Members	SR 10-13/15/OR 13
Committee Meetings	SR 26-31
Competitions	OR 6a
Discipline	SR 37-42
Disputes	SR 32/51
Elections	SR 9
Emergencies	OR 34/35/36
Expenditure	OR 40
Family Membership	SR 22/23/OR 9
Fees	OR 8/9e/9f/11
Financial	SR 33
First Aid	OR 34/37
Guest Book	OR 4/9d
GDPR	Appendix 3
Guests	OR 19
Hold Fire	OR 33
Honorary Members	SR 22
Induction course	OR 9(a)
Intruders	OR 36
Issues of Concern	OR 39
Juniors	OR 38
Key holders	OR 4a/22
Law	OR 38
Legal	SR 33
License to Shoot	OR 39
Litter	OR 29
Logo	OR notes
Meetings	SR 26/27 Appendix 4
Membership	Cons B/SR 22
Membership Application	OR 2
Minutes of meetings	SR 14(ii)(c)/31
Moving Premises	SR 57
Officers	SR 14 / SR 42(a)(i)
Online Meetings	SR 27 / OR 1
Opening Times	OR 12
Ordinary Rules	SR 26 Addendum Note 1
Permit to Shoot	OR/4/21
Pets	OR 41
Privacy Notice (GDPR)	Appendix 3
Probationers	OR 9(a)
Procedure	SR 1
Prone Shooting	OR 15
Quorums	SR 2/3
Range	OR 23
Range Box	OR 4
Range Commands	OR 33
Range Marshalls	OR 30/33
Rules	Cons D/OR 1/2/4e
Risk Assessment	Appendix 7
Reopening after C19 lockdown	Appendix 5
Rules of Order (Robert's Rules)	OR Addendum Note 6
Safety	SR 24 / OR 30/33/34
Safeguarding Children etc.	Appendix 6
Sales	OR 4
Saturdays	OR 12(a)/42
Semi-automatic guns	OR Addendum Note 3
Speed Limits	OR 28
Statutory Rules	SR1 Addendum Note 1
Targets	OR 26
Voting	SR 4/9
Whistles	OR 30(e)/33
Wildlife	OR 25
Winding up Club	SR 59
Woodlands	OR 25/30/31/32
Work Parties	OR 42
Zeroing Range	OR 15/23/24/43