



NOVIO MAGNUM RIFLE & PISTOL CLUB  
CHICHESTER

## CLUB RULES

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#### Chapter

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### PRELIMINARY INFORMATION

1. To avoid frequent repetition of the cumbersome '*he or she*' and '*his or hers*', references to the male gender are to be taken to include females except where it is clearly inappropriate.
2. This publication supersedes all other publications.

### ASSOCIATED PUBLICATIONS

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3. The associated publications are as follows:
  - a. Inf Trg Vol IV Pam No 21, Regulations for the Planning and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics
  - b. NRA Range Conducting Officer's manual
  - c. Home Office Firearms Guidance version 10 dated 2014

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**CHAPTER 1  
INTRODUCTION  
NMR&PC CONSTITUTION, BYE LAWS AND REGULATIONS**

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1 These Club rules have been produced in order to provide a framework for the smooth running of the Club.

2 These rules reflect the requirements placed on the Club by the Licensing Authority and follow guidance on the subject set out in: Home Office Firearms Guidance 2835 and the Inf Trg Vol IV Pam No 21, Regulations for the Planning and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics (PAM 21).

3 It should be stressed that the Club ranges are currently not inspected by the MOD nor are Club members serving within the armed forces; therefore PAM 21 has been used as a guide and example of best practice only.

**AIM**

4 The aim of these Club rules are:

a To provide a reference document to the committee to assist members in carrying out their duties.

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b To provide a reference document to Club members detailing their responsibilities towards the Club and fellow members.

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c To assist the Police by providing written evidence of the procedures in place at the Club.

d To ensure the safe conduct of firing on the Club's ranges.

**CLUB NAME AND AFFILIATION**

5 The name of the Club shall be the Novio Magnum Rifle & Pistol Club whose headquarters shall be: The Range, Wellington Road, Chichester, West Sussex, or such other headquarters as the executive committee shall in its absolute discretion adopt from time to time.

6 The Club shall be affiliated to any associations that may be considered necessary by the executive committee.

## **OBJECTIVE**

7 The objective of the Club is to promote and encourage the safe use of pistol or rifle shooting as a sport to Her Majesty's subjects, so that they will be better prepared to serve their country in the Armed Forces, Territorial Army or any other organisation in which their services may be required in the defence of the Realm in times of peril.

## **HONORARY OFFICERS**

8 The Honorary Officers shall be a Chairman, Deputy Chairman, Honorary Secretary, Honorary Treasurer and Club Captains who shall be elected at the annual general meeting each year.

## **MANAGEMENT (EXECUTIVE) COMMITTEE**

9 Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the management committee. This committee shall consist of the Honorary Officers and three full members of the Club elected at the annual general meeting each year. The management committee shall have power to co-opt further non-executive members of the committee and in their discretion to appoint a Club coach, Membership Secretary, Match Secretary, Child Protection Officer and Publicity Officer. Three members of the management committee and the Chairman or Deputy Chairman shall form a quorum. Committee meetings shall be held not less than one in every six weeks, the dates thereof to be agreed at the proceeding committee meeting.

10 Full written minutes of each committee meeting shall be kept by the Secretary and written copies thereof shall be given to each member of the committee by the Secretary not less than seven days before the next committee meeting together with a full written agenda of business to be discussed at that meeting. In cases of emergency the Chairman will instruct the Secretary to convene committee meetings as and when required upon giving seven days notice to each and every member of the committee. Non-executive members of the committee shall be entitled to vote at committee meetings. The executive committee shall have the power to legislate upon any point not provided for in these rules.

## **THE OFFICE OF TRUSTEE**

11 The Trustees shall consist of four executive committee members of the Club elected at the Annual General Meeting. They shall respectively hold office notwithstanding that they cease to be executive committee members of the Club. They may hold office until retirement unless removed from office by an executive committee resolution.

12 The number of Trustees shall not be more than four or less than three. The property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in them. They shall deal with the property of the Club as directed by the executive committee (of which an entry into the minute book shall be conclusive evidence) and they shall be indemnified against risk and expense of the Club property.

13 If at any time the Club at general meeting shall pass a resolution authorising the executive committee to borrow money the executive committee shall thereupon be empowered to borrow for the purpose of the Club such amount of money either at one time or at time to time and at such rate of Interest and in such form and manner and upon such security as shall be specified by resolution and thereupon the Trustees shall

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at the direction of the executive committee make all such dispositions of the Club property of any part thereof and enter into such agreements in relation thereto as the Executive Committee may deem proper for giving security for such loans and Interest. All members of the Club whether voting on such resolution or not and all persons becoming members of the Club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.

## **GENERAL MEETINGS**

14 General meetings shall be held as follows – An annual general meeting shall be held in May of each year. It shall elect officers and an auditor for the ensuing year and shall receive audited accounts and a balance sheet for the financial year ended the previous 31st Dec together with the report of the executive committee and may revise and amend the rules and regulations of the Club (if necessary) and consider any other business.

15 A special general meeting may be convened by the executive committee, or shall on receipt of a requisition signed by not fewer than twenty (20) full and fully paid up members of the Club be convened by the Honorary Secretary within twenty eight (28) days from the receipt of such requisition. At least fourteen (14) days notice shall be given to members. The meeting shall only consider the business stated in the notice convening the meeting. Any officer or member of the committee may be removed by a majority of two thirds of the full and fully paid up members present at any general meeting convened under this paragraph and such vote may be taken by ballot.

16 In the event the special general meeting has not taken place within twenty eight (28) days from the serving of the requisition, a quorum consisting of not less than twenty (20) full and fully paid up members may themselves convene a special general meeting of the club, by giving seven (7) days notice in writing to all members duly setting out the purpose for which such meeting is called. Any resolution passed at such meeting shall have the same force and effect as if they were passed at a meeting convened by the executive committee.

17 The executive committee may make byelaws and regulations in regard to the use of the ranges during shooting times and may draw up conditions for competitions and arrange handicapping and matches. The entry fees for all competitions must be paid before shooting such competitions and cards must be completed by the dates specified. Failure to do so shall entail disqualification, but the executive committee in exceptional circumstances may grant relief.

18 Any bye-laws and regulations made by the executive committee under paragraph 17 shall, be published by being exhibited on the Club notice board and shall thereafter have all the force and effect of these rules but shall be submitted for confirmation at the next AGM.

19 The Chairman of the Club shall also be the Chairman of the executive committee.

20 The Chairman of the Club shall have a casting vote in the case of a tie but should the Chairman abstain from voting then the motion will not be carried.

## **STANDING AGENDA FOR MEETINGS**

21 The Chairman of the Club shall take the chair at all meetings or in his/her absence the Deputy Chairman or in the absence of both, such other officer as the executive committee may appoint.

22 In the case of the AGM the minutes of the previous AGM shall be read.

23 Any full and fully paid up member of the Club wishing to propose a resolution must give notice thereof, at least fourteen (14) days prior to the AGM to the Honorary Secretary and may speak on such proposed resolution as may any other full member either in support or in opposition thereof. Any full member may propose any amendment to such resolution and may speak thereon. Any full member may speak in support or in opposition of such amendment. Every proposal of a resolution or amendment thereto must be seconded by a full member before the proposal is put to the meeting for a vote. No member may speak on a resolution or an amendment to a resolution after it has formally been proposed and seconded. Amendments to resolutions shall be put to the meeting for a vote before the original resolution and if the amendment is carried then the amended resolution shall be put to the meeting.

24 A simple majority of full members present will carry a resolution and in the event of an equal number of votes being cast both for and against a resolution the Chairman shall have the casting vote subject to the provisions of paragraph 20.

25 On any point of order arising, the Chairman's decision will be final.

#### **ACCOUNTS**

26 The Honorary Secretary or any officer or member receiving any money on behalf of the Club shall forthwith hand the same to the Honorary Treasurer.

27 The elected treasurer is responsible for the smooth running and accuracy of the Club account and is to provide a report at each executive committee meeting as to their state and liquidity.

28 The Auditor shall examine the accounts at least once annually including the invoices and vouchers prior to the annual general meeting. They shall append thereto a certificate to the effect that such are correct and fairly represent the expenditure, assets, receipts and liabilities of the Club. They may at any time inspect any book document or property in the possession of any officer or member and make a report thereon in writing to the Executive Committee.

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## CHAPTER 2 MEMBERSHIP

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- 4 Full Membership
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### APPLICATION

1 Application for provisional membership shall be made to the Membership Secretary. In exceptional circumstances only, such as his absence, application may be made to any member of the executive committee. Such application for provisional membership shall be considered at the next meeting of the committee. The executive committee may refuse to admit any person for provisional membership without assigning a reason.

2 During the provisional period, provisional members will be assessed for their safe and sensible use of firearms. They are to have a mentor assigned by the Club Training Officer for this purpose. The Mentor must be in attendance whenever shooting is taking place to ensure safe conduct on the range and also to provide the Club's directed training.

3 The minimum membership age is thirteen (13) years. However no member under the age of eighteen (18) may shoot without being accompanied by a parent who is himself a full member of the club.

### FULL MEMBERSHIP

4 The executive committee shall consider a provisional member for full membership to the Club when the member has served a provisional period of membership of not less than six (6) months from the date that the individual was accepted by the executive committee as a provisional member. Documentary evidence of safety training and range attendance is to be brought to this meeting by the Membership Secretary. The executive committee are to base their judgement regarding the validity of the application on the testimony of the Membership Secretary and this supporting evidence. The executive committee may refuse to admit any provisional member for full membership of the Club without assigning a reason.

### FAC HOLDERS

5 In the case of applications from FAC holders or from individuals with full membership of other rifle clubs, the executive committee may in its absolute discretion, elect such persons to full membership of the Club, without such persons having served the provisional period as outlined at paragraph 2 & 4 to Chapter 2. However a minimum of three months must be served for such applications as recommended in the associated publications.



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## REMOVAL OF MEMBERS

6 The executive committee may remove from the roll of members any member whose conduct on the ranges or upon any premises occupied by the Club or elsewhere is deemed to be unsafe or whose actions are calculated to bring the Club into disrepute. A member may also be removed from the roll of members for failing to abide by the rules set out in this publication, or the specific range orders, or for failing to comply with any rule or regulation made by the Club or by the executive committee, subject to seven (7) days notice being given to the member whose membership it proposes to terminate. The member is to be given an opportunity to put his case to the executive committee where a final decision is to be made by vote. A member whose membership has been terminated shall have no claim on the Club for any subscription or entrance fees.

## GUEST MEMBERS

7 Guest days are as outlined at Chap 3 Para 4. Guest members must be supervised on a one to one basis by a full member of the club and must be known personally to at least one full member. This full member will be responsible for the conduct of the guest member at all times on the range. Guest members are to sign a declaration (see example at Annex A) to confirm they are not prohibited from possessing a firearm or ammunition by virtue of *section 21 of the 1968 Act (as amended)*. Guests may attend the range no more than four (4) times after which they must apply for membership as outlined at Para 1.

8 From time to time organised competitions may be approved by the Club Committee. The ceiling for the number of times a guest member who is visiting the range for the purpose of competing may be higher than that outlined at Chapter 2 Para 7 and is at the discretion of the committee.

9 Guest members who are FAC holders are not restricted to the first Sunday of every month as outlined at Chap 3 Para 4 but may attend the range at any time so long as the rules contained at Para 7 above are adhered to. In addition an FAC holder is not required to complete the declaration at Annex A but must be in possession of his FAC at the time of attendance. However he is to complete the guest book in order that a written record of his attendance is maintained.

## OLD BOYS' (OB) MEMBERSHIP

10 OB membership allows full members who have reached a certain age to maintain their relationship with the Club at a reduced rate from that of normal full shooting membership. They may attend Club ranges and meetings but may not vote. OB members are permitted to shoot airguns but no other type of firearm.

11. All applications for OB membership are to be made to the Honorary Treasurer. Only applications from full members who have reached the age of seventy (70) years on 1<sup>st</sup> January in the year of application and have been a member of the Club for a minimum of fifteen (15) years will be considered.

## ANNUAL SUBSCRIPTION

12 A change in annual subscription of any class of membership shall be voted on at an annual general meeting. All subscriptions shall be due on 1st January in each year or in the case of a provisional member upon being accepted for provisional membership by the executive committee.

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13 For a provisional member elected to full membership by the executive committee, credit is to be given towards the cost of full membership in that year for the provisional subscription paid by him.

14 Any member whose subscription remains unpaid after 1st March in any year (or in the case of a provisional member for more than four weeks after the date of his election) shall cease to be a member of the Club. The Honorary Secretary is to write to the member informing him of this decision with a copy the letter being made available to the firearms licensing authority.



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## CHAPTER 3 RANGE PROCEDURES

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### INTRODUCTION

1 This club has adopted the NRA Safe System of Shooting (SSS), which has been approved by the MOD. This system is based on four elements: safe person, safe equipment, safe practice and safe place.

2 With the exception of equipment maintenance (rifle, ammunition etc) the SSS system has been incorporated into range orders for the 50m & 25m Rumble Ranges.

3 Range orders are to be read and complied with by all shooters prior to firing on the range. If NMPC members are using other ranges, local orders to that range are to be read and complied with. If no orders exist you should follow the safety procedures within the spirit of NMPC orders.

### GUEST DAYS

4 Guest days fall on the first Sunday of every month and are notified to the police firearms licensing department by the Honorary Secretary of the Club. Further guidance to these events can be found at Chap 2 Para 7 and at Annex A.

### TIMINGS

5 Ranges are open for use only at the times specified by the executive committee. Timings are to be published annually and when changes take place.

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### DUTIES OF RCO

6 The Duties of the range conducting officer (RCO) are laid down in the range orders for each specific range.

7 The firearms usage sheet at Annex C must be completed by each Club member regardless of status (provisional/full etc.) and kept at the range. All members are advised to complete a personal copy of this sheet for their own records.

8 Once the RCO has opened the Range Shooting Log all members are to annotate the correct lane number within this document with their membership number.

## **RULES FOR FIRERS**

9 No guest member under the age of fourteen (14) shall be permitted on the firing point at Rumble Range for any purpose or on the firing point at Wellington Road except for the purpose of shooting airguns.

10 Full members of the Club between the ages of thirteen (13) and eighteen (18) inclusive shall be allowed on the firing point at Rumble Range to shoot full bore and on the firing point at Wellington Road to shoot .22 within the direction of the executive committee and provided that such member is supervised at all times by their parent who must be a full member of the Club.

11 Novice shooters are restricted to firing points three (3) and four (4) at Wellington Road until, in the opinion of the Club RCO he is considered competent to fire without supervision.

12 No person may load his firearm until authorised by the RCO.

13 No person may commence firing until authorised by the RCO.

14 No person may leave the firing point until the ceasefire command is given and the firearm unloaded and the breach opened and found to be clear by the RCO.

15 Should the firearm malfunction place it on the bench with the muzzle pointing down range and raise your hand to summon help from the Safety Supervisor or RCO.

16 On no account may a loaded firearm be pointed in any direction but down range or in any way that it could point at anyone.

17 On no account are firearms to be handled when other firers are forward of the firing point.

18 Do not pick up, give or accept a firearm without first ensuring it is unloaded.

19 Magazines may only be loaded whilst on the firing point.

20 Breech safety indicators/flags must be used when a firearm is not on the firing point. Alternatively firearms may be kept in a locked case until on the firing point. You must read the Range Orders (Para 10d 2, 3) posted on each range for more details.

21 Firing will only take place if a minimum of two (2) club members, including an RCO is present. The RCO may also be the controller of the running board activation switch however his primary role is to be responsible for safety on the range.

22 In the case of the police, the military or other club using the range, the RCO will be responsible for the members of that organisation or club.

23 There is to be no smoking on the firing point or any covered area of the range.

24 Provisional members must be supervised by a designated Mentor who is a full member of the club when any shooting is taking place.

## **COMMON WORDS OF COMMAND ON THE RANGE**

25 Listed below are the common words of command used by RCOs on the Range and a description of what these mean:

- a "EAR DEFENDERS ON" – Place ear defenders on.
- b "LOAD" – Here a firer may load cartridges into a firearm or insert a loaded magazine into a rifle – but not close cylinder or slide
- c "MAKE READY" – A firer may close cylinder or slide, apply caps to muzzle loading firearms and cock firearms as appropriate
- d "IN YOUR OWN TIME GO ON" – A firer may start shooting

26 When all firers have finished the following orders are given:

- a "HAS ANYONE NOT FINISHED?" – Indicate you have not finished by raising a hand.
- b "UNLOAD AND SHOW CLEAR" – each firer will unload firearms as appropriate for the RCO's inspection – i.e. no rounds in the breech, cylinder, magazines, speed loaders etc. Magazines will be removed from self-loading firearms and checked as unloaded. Muzzle loading firearms must have clear nipples and cylinders must be rotated and checked to prove this.
- c As each satisfactory check is made the RCO will declare "CLEAR" Only when all firearms and magazines are declared clear will the order be given; "ALL CLEAR, PICK UP EMPTIES, GO FORWARD AND CHANGE TARGET". Firers will then insert breech safety flags if appropriate for the firearm.

## **MEMBERSHIP CARDS**

27 No person may shoot unless they are wearing a current membership badge/card. It matters not whether they are known to other range users. The card will carry the date of issue and is normally valid for twelve (12) months. Its currency is indicated by a coloured sticker for that year which is initialled by the Honorary Treasurer.

28 Once a provisional member has been tested and passed as competent and safe on the range and he has been finally approved as a full member at the following meeting of the committee he will be issued with a full membership card.

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## **SECURITY**

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29 It is the duty of individual members on the range to look after the security of their own firearms and ammunition. It is every member's duty to ensure security behind the firing point. Particular vigilance is called for with non-members. Total strangers (i.e. those who come onto the range for information etc.) should be approached by a full member immediately and are to be treated politely and with respect. The general public do not have a right to roam/access the range areas. If any doubt exists the RCO is to suspend firing until it is deemed safe to continue.

## **TARGETS**

30 Only target frames supplied by the club and authorised by the committee may be used. Members may attach any paper/card target that they wish. All Targets will be placed in the target holders provided in front of the bullet catcher. Firing at targets not authorised by the executive committee is forbidden. The target mechanism must not be altered or modified in any way except by authorisation of the executive committee.

31 Skittles, static clays and balloons may only be used with the specific permission of the RCO. No other targets are to be used unless authorized by a quorum of the management committee.

## **AMMUNITION**

32 Permitted ammunition velocity and muzzle energy are laid down in the Range Orders specific to that range. However if a range user has a concern over the safety of the ammunition being fired by another range user he is to report this to the RCO who may stop the member using the ammunition until it has been demonstrated (by the use of a chronograph if necessary) it meets the standards as laid out in the Range Orders.

33 Full metal jacket bullets in reduced velocity hand loaded ammunition may only be used at Rumble Range by permission of the Chairman. Users must have in their possession a letter of authorisation from the Chairman. Reduced velocity FMJ bullets must be identified by having the bullets tipped in blue enamel paint. Ammunition batches must be tested by using the chronograph to ensure that it falls within muzzle velocity and muzzle energy limits. Random checks may be made at any time.

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## **CHAPTER 4 CHILDREN AND VULNERABLE ADULTS**

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- 1 Children and vulnerable adults NMPC Club policy
- 4 Club Policy - Children and vulnerable adults

### **CHILDREN AND VULNERABLE ADULTS – NOTES ON CLUB POLICY**

1 The Club committee believes that child protection is everyone's responsibility. We all have a moral and legal obligation to look after children with whom we may be working. The same consideration applies equally to shooters that may be considered as vulnerable adults.

2 High profile media reports have meant that the laws in this area have developed since the Children's Act of 1989 and the Protection of Children Act 1999. Public obligations and those of all sporting communities, now stem from Section 9 of the Children Act 2004 which defines a child as 'a person who is under 18 years of age, or a person aged 18,19 or 20 who has been looked after by a local authority at any time after the age of 16 or has a learning disability'.

3 A vulnerable adult is defined by Section 59 of the Safeguarding of Vulnerable Groups Act 2006 as having 'attained the age of 18 and has particular needs because of age or have any form of disability'. It is an altogether more complex definition. However it is with both categories that sporting organisations must be concerned.

### **CLUB POLICY – CHILDREN AND VULNERABLE ADULTS**

4 NMPC will adopt the above guidance policy.

5 Children or vulnerable adults are not to attend an NMPC range unless accompanied at all times by a parent or legal guardian.

6 Instruction of a child or vulnerable adult may not take place unless a parent or legal guardian is present at all times.

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**Annex A to:  
Club Rules  
Dated JAN 2016**

**NOVIO MAGNUM RIFLE & PISTOL CLUB  
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**Declaration under Section 21 of the Firearms Act 1968**

It is an offence for a person who is prohibited by Section 21 of the Firearms Act 1968 to have a firearm or ammunition in his/her possession at any time.

This Section applies to any person who has been sentenced to imprisonment or to youth custody or detention in any young offenders institution for three months or more.

A person sentenced to a period between 3 months and 3 years is prohibited for 5 years from the date of release.

A person sentenced to 3 years or more is prohibited for life.

It is an offence for a person to transfer, let, hire, or lend a firearm or ammunition to someone whom he/she knows or has reasonable grounds for believing to be a prohibited person.

I.....(USE BLOCK CAPITALS) hereby declare that I have never had a firearm or shotgun application refused or such a certificate revoked. I also declare that I am not a person prohibited by virtue of Section 21 of the Firearms Act 1968.

Signed.....

Dated.....

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The full member of Novio Magnum Rifle & Pistol Club who is accompanying the above must complete the following details:

I.....(USE BLOCK CAPITALS) hereby declare to the best of my knowledge and belief that the person named above is not prohibited by virtue of Section 21 of the Firearms Act 1968.

I understand that I am responsible for the safe action and good conduct of the above and that he/she will at all times obey the Range Orders for the range on which he/she is using or visiting. By signing this form I confirm that I have read and understood the declaration

Signed.....

Dated.....

## **EXTRACTS FROM THE RULES OF THE CLUB (REAR OF DECLARATION FORM)**

### **GUEST MEMBERS**

#### **Chapter 2**

##### Paragraph 7

Guest days are as outlined at Chap 3 para 4. Guest members must be supervised on a one to one basis by a full member of the club and must be known personally to at least one full member. This full member will be responsible for the conduct of the guest member at all times on the range. Guest members are to sign a declaration (see example at Annex A) to confirm they are not prohibited from possessing a firearm or ammunition by virtue of *section 21 of the 1968 Act (as amended)*. Guests may attend the range no more than four (4) times after which they must apply for membership as outlined at paragraph 1.

##### Paragraph 8

From time to time organised competitions may be approved by the Club Committee. The ceiling for the number of times a guest member who is visiting the range for the purpose of competing, may be higher than that outlined at Chapter 2 Para7 and is at the discretion of the committee.

##### Paragraph 9

Guest members who are FAC holders are not restricted to the first Sunday of every month as outlined at Chap 3 Para 4 but may attend the range at any time so long as the rules contained at Para 7 above are adhered to. In addition an FAC holder is not required to complete the declaration at Annex A but must be in possession of his FAC at the time of attendance. However he is to complete the guest book in order that a written record of his attendance is maintained.

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### **GUEST DAYS**

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#### **Chapter 3**

##### Paragraph 4

Guest days fall on the first Sunday of every month and are notified to the police firearms licensing department by the Honorary Secretary of the Club. Further guidance to these events can be found at Chapter 2 Paragraph 7 and on form Annex A (overleaf).



## INCIDENT REPORT FORM CHILDREN AND VULNERABLE ADULTS

### Details of person reporting incident

Name:

Appointment:

Address:

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### Details of Child or vulnerable adult

Name:

Date of birth:

Race or Ethnic Origin:

Gender:

Child's Address:

Parents'/carers' address:

Disability (if applicable):

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### Details of person alleged offender

Name:

Age:

Position in sport: Relationship to victim:

Address:

Date and Time of Incident:

What did you observe?

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What did the victim say and what did you say to the victim?

What has been reported to you by others?

Please send a copy of this report to all the agencies involved. Maintain strictly confidentiality and do not discuss this incident with anyone other than those who are directly involved.

**Signature:**

**Date:**

**Agencies Contacted**

**Police**

Contact name and number:

Details of advice received:



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**Social Services**

Contact name and number:

Details of advice received:

---

**Governing Body**

Contact name and number:

Details of advice received:

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**Local Authority**

Contact name and number:

Details of advice received:

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**Other (e.g. NSPCC)**

Contact name and number:

Details of advice received:

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Use the space below and overleaf to describe what action have you taken so far?



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