



ADDISCOMBE RIFLE CLUB

Range at Junction of Park Hill Rise & Deepdene Avenue Croydon

NSRA Affiliation no 862, NRA Affiliation no. C1550

Bye-Laws of Addiscombe Rifle Club

Adopted on 10th September 2026

General

1.1. Definitions.

Words denoting the **masculine** gender are taken to include the **feminine** gender.

"Code of Conduct" is a document setting out the standards of behaviour which All Club Members are expected to adhere to. This is published and may be amended by the Committee from time to time.

"The Club" means the Addiscombe Rifle Club.

"Member" Unless stated otherwise, means a current full member (i.e. an annual, junior or senior member whose subscription is paid up to date, or an honorary life member).

"Range(s)" means the range facilities owned, leased or occupied by the Club at the Range at Junction of Park Hill Rise & Deepdene Avenue Croydon and includes both the land and buildings.

"Premises" means the place(s) where the Club carries out its activities.

"Guest" means a person who visits the Club's premises at the invitation of the Management Committee and who must be either a member of a recognised outside organisation or a person who is already known personally to at least one full member of the Club.

"Guest Day" means an event involving Guest members which is arranged by the Management Committee for the purpose of attracting new members to the sport of target shooting and to the Club. A maximum of twelve Guest Days may be held in any calendar year. The Secretary shall give to the Police notice of the Club's intention to hold a Guest Day not less than 48 hours in advance. On such occasions Guests may only be permitted to shoot under the personal supervision of a full member. The Management Committee may require payment of a fee by all Guests attending a Guest Day, such fee to be notified to potential Guests in advance of the event.

"Police Liaison Officer" means a member of the Club who is appointed by the Management Committee to liaise with the Police in order to provide them with such information as they may legitimately require to ensure that the activities of the Club and its members are conducted properly and in accordance with Home Office requirements.



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“Range Conducting Officer” means a member who holds a Range Conducting Officer’s qualification awarded by a national governing body.

“Range Officer” means a person who is authorised by the Management Committee to act as their representative in the supervision of the conduct of shooting on the Club’s premises.

“TAVRA” means Territorial Auxiliary and Volunteer Reserve Association

“Vice-President” means a person who has performed valued service for the Club, not necessarily as a member of it, over a number of years and who has been elected as a Vice-President for life at an Annual General Meeting.

“Visitor” means a person who is not a member or probationary member of the Club, but who is a full member of another club and/or holds a firearm certificate, and who visits the Club’s premises at the invitation of at least one member of the Management Committee. A Visitor may shoot on the Club’s ranges provided that on each occasion he:

- 1) produces to the Range Officer his firearm certificate, or proof of membership of another club, and
- 2) confirms his eligibility to shoot by entering his name, address, firearm certificate number and/or other club name in the Club’s register of visitors, such entry to be countersigned by the Range Officer, and
- 3) pays the visitor’s fee.

- 1.2. The bye-laws of the Club shall have the same force and effect as though they were part of the constitution.
- 1.3. All classes of members shall be provided with a copy of the constitution and bye-laws and any amendments pertaining thereto. In accepting membership of the Club members confirm acceptance of the constitution and bye-laws and will be bound by them.
- 1.4. The Club shall seek the approval of the appropriate Home Department as provided for by the relevant firearms legislation for the relevant categories of firearm which are used by members for the Club’s activities and shall comply with the criteria laid down from time to time by that Department for the granting of such approval.
- 1.5. The Club may affiliate to any body where, in the opinion of the Management Committee, such affiliation would be in the best interests of the Club.
- 1.6. Notwithstanding any provision hereof every member, visitor or guest shall be bound by any rules or regulations of any official governing body to which the Club is at any time affiliated, and by all relevant statutes or other instruments of law which may be in force. The Club and the members of the Management Committee shall not be liable in respect of any loss or damage arising as a result of any breach or non-observance thereof by any member, visitor or guest.



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2. Membership

- 2.1. Membership subscriptions are due on 1st January annually.
- 2.2. Annual subscriptions for all classes of members (except honorary life members) and joining fees shall be fixed by the members at the Annual General Meeting.
- 2.3. The classes of membership within the Club are:
 - 4) Probationary member
 - 5) Annual Adult member
 - 6) Annual Junior member
 - 7) Honorary life member
 - 8) Paid Life Member

Annual, and Honorary life members are full members of the Club and are entitled to vote at annual and extraordinary general meetings. Probationary members are not entitled to vote.

- 2.4. All applications or recommendations for any class of membership of the Club must be made to the Secretary, who may delegate the administration of this to the Membership Administrator, who shall be responsible for taking the steps necessary to process them.
- 2.5. Upon receipt of an application for election to any class of membership the Secretary or his delegate shall circulate the application to the members of the Management Committee for their approval. ARC is a Section 1 Home office approved club, therefore it is a requirement that every member should be deemed suitable by the police to be a member of ARC.
- 2.6. Upon acceptance of his application the applicant is liable to pay the relevant subscription as defined on the application form appropriate to the class of membership for which he is applying
- 2.7. Upon payment of the relevant subscription the Secretary shall issue a membership card and enter the applicant's name in the Register of Members of the Club. The period of membership shall begin from the date of such entry in the Register.
- 2.8. On a vote on any application for full membership a simple majority of those present and eligible to vote shall constitute acceptance.
- 2.9. The Management committee has absolute discretion by way of a 2/3 majority vote to immediately remove any member from the club whereby their actions endanger any other person in such a way that could be considered to have occurred due to lack of due care and / or following established procedures or in the event that a member is deemed to have misled members of the management committee during the course of their duties or misrepresented information relating to joining / their membership of the club.
- 2.10. Each year members may be invited to re-join the club for the following year's membership and will be dependant on individual members having shot a minimum of twelve (12) times on the Addiscombe Rifle Club's ranges in the preceding year. This will happen no later than the 31st of December. Payment for the year's subscription is due on the 1st of January. Any member who fails to pay without agreement of the management committee by the 31st of March will automatically cease to be a member from that date.



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- 2.11. The Management Committee has an absolute discretion to allow a person whose membership has lapsed as a result of a failure to meet the minimum number of shoots as described in 2.10 above, non-payment of subscription to be reinstated upon payment of the relevant subscription and of any other sums which may be due and owing to the Club by the person concerned. The Management Committee may require a person whose membership has lapsed to re-apply for membership and attend Safe to Shoot training.
- 2.12. **Any member whose membership is terminated voluntarily or under Clause 8.12 of these bye-laws shall not be entitled to any refund of membership subscription or other charges which may have been paid, and will remain liable for any subscription, fees or charges which may at the date of termination be due and owing to the Club.**
- 2.13. Any member shall immediately notify the Secretary if his / her authority or suitability to own, use or be in possession of any firearm or ammunition is or may be affected by any event or change in his circumstances.
- 2.14. **Probationary Membership**
- 1) A probationary member is a person whose application for probationary membership of the Club has been accepted by the Management Committee and who has paid the relevant joining fee.
 - 2) An applicant for probationary membership shall complete a membership application form.
 - 3) The applicant must provide the names and addresses of two referees who have known him for not less than 2 years & who are not related to the applicant or living at the same address.
 - 4) The completed application form must be handed to the Secretary, together with the relevant joining fee.
 - 5) The Secretary shall take up the applicant's references and carry out police checks before submitting the application to the Management Committee.
 - 6) If the application is rejected by the Management Committee the joining fee will be returned to the applicant.
 - 7) Once his application has been accepted by the Management Committee, and he has completed a course of instruction in accordance with clause 5.9, a probationary member may shoot on the Club's range(s) providing such range is under the supervision of a Range Officer or a senior member of the appropriate discipline to be shot. A senior member shall be classified as any full member who has completed 2 years of membership for the relevant discipline or in the event that a member has not completed 2 years of membership at the discretion of the management committee an exception can be granted where a wealth of experience within the sport is recognised.
 - 8) After serving not less than six months as a probationary member, during which he has shot on the Club's ranges on not less than twelve occasions, application may be made for full membership. In exceptional circumstances and at the discretion of the Management Committee this probationary period may be shortened to 3 months. Additionally at the discretion and approval of the Management Committee, the probationary period may be



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waived for a joining member only if they are a holder of a current Section 1 Firearms Certificate (FAC) and have been properly proposed and seconded by two members of the Management Committee.

- 9) The Management Committee has an absolute discretion to extend the probationary period for any or all probationary members, and to impose such conditions as it deems fit on any or all probationary members.

2.15. Annual Membership

- 1) An Adult annual member is a person who has been elected to annual ("Full") membership by the Management Committee and who has paid his/her membership subscription for the current year.
- 2) Any person who can prove that he is already a full member of another club, and any person who holds a current firearm certificate for the use of Section 1 firearms at an approved range, may apply to the Management Committee to become a full member of the Club without the need for a period of probationary membership. Note: the holding of a Firearm certificate for the use of pest control / hunting would not qualify for admission to be a full member immediately upon joining ARC.
- 3) All applicants for annual membership must be sponsored by not less than two members of the Management Committee, who shall countersign the application as proposer and seconder.
- 4) Upon receipt of an application for full membership from a probationary member the Secretary shall obtain from the member(s) who have supervised the applicant during his probationary period a report on his safety record and progress, to lay before the Management Committee with the application.
- 5) In considering an application by a probationary member the Management Committee shall have regard to whether, in the opinion of those supervising him, the applicant has a satisfactory safety record and has made adequate progress during his probationary period.
- 6) Upon election to annual membership a former probationary member shall be required to pay the balance of the annual membership subscription from the date of joining as a probationary member.

2.16. Junior Membership

- 1) A junior member is a person who has not attained the age of 18 years at the start of the Club's current financial year, and who has been elected to annual membership by the Management Committee and has paid his membership subscription for the current year.
- 2) Where an applicant for probationary or annual membership is under the age of 18 years his application must be countersigned by a parent or guardian.

2.17. Honorary Life Membership

- 1) An honorary life member is a person who has been elected to such membership by a motion supported by not less than two-thirds of the committee present and voting at any recognised committee meeting, in recognition of that person's outstanding service to the Club or to the sport.



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- 2) Honorary life members shall not be required to pay any membership subscription



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3. Administration of the Club

- 3.1. The President and Vice-Presidents shall not be ex officio members of the Management Committee but are free to stand for election to that Committee.
- 3.2. All correspondence for the Club shall be handed to the Secretary. No member except the Secretary may enter into or answer any correspondence on behalf of the Club without the express authority of the Chairman, the Secretary or the Management Committee.
- 3.3. In the event of any dispute over voting rights the Secretary or in his absence the Chairman of the meeting, shall determine who is entitled to vote at any Committee meeting, Annual General Meeting or extraordinary general meeting.
- 3.4. A register of all members past and present shall be kept by the Secretary and may be inspected by any member, subject to giving reasonable written notice to the Secretary.
- 3.5. The Treasurer shall maintain the general accounts and ledger books of the Club and shall receive all monies paid by, or given to any member which is for the benefit of the Club.
- 3.6. Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.
- 3.7. The Club's financial year end date shall be 31st December.
- 3.8. Any member standing for election as an officer of the Club or member of the Committee must be proposed by two members and must give to the Secretary not less than two days before the relevant meeting his consent to stand for election.
- 3.9. Any member who is unable to attend an annual or extraordinary general meeting shall be entitled to lodge a proxy vote with the Chairman of the meeting provided that the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 3.10. The business of the Annual General Meeting shall be:
 - 1) Apologies for absence.
 - 2) Approval of the minutes of the last Annual General Meeting.
 - 3) Matters Arising from those Minutes.
 - 4) General reports covering the preceding year and the present state of the Club and its members.
 - 5) Presentation and acceptance of the accounts for the preceding financial year.
 - 6) Appointment of examiner of accounts.
 - 7) Election of Chairman.
 - 8) Election of Secretary.
 - 9) Election of Treasurer.
 - 10) Election of Management Committee Members.
 - 11) Consideration of any recommendations by the outgoing Management Committee for changes to the constitution.
 - 12) Consideration of any item(s) of business notified in writing to the Secretary by any member not later than 21 days before the date of the Annual General Meeting. Before any such item is placed on the agenda for discussion it must be proposed as an item for



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inclusion on the agenda for the Annual General Meeting by at least two members of the Club.

- 13) Any other business at the sole discretion of the Chairman of the meeting. Any matter discussed under “any other business” may only be for consideration or recommendation and must be ratified at a future meeting of the new Management Committee, or (where necessary) at a future Annual General Meeting or extraordinary general meeting.
 - 14) The Examiner shall inspect the accounts annually prior to the Annual General Meeting and when satisfied shall certify them to the effect that such are correct, and fairly represent the expenditure, receipts, assets and liabilities of the Club.
 - 15) The Examiner may at any time inspect any Club book, document or property on the Club premises, or in the keeping of any Club member, and make a report thereon to the Committee.
- 3.11. Any full member of not less than nine months standing may stand for election to the Management Committee, or as an officer of the Club, if proposed and seconded by at least two other members at an annual or extraordinary general meeting.
- 3.12. A member of the Management Committee may be removed from office by a motion supported by at least two-thirds of those present and voting at an extraordinary general meeting.
- 4. Management Committee**
- 4.1. The Secretary shall give to all Committee members at least 14 days’ notice of each meeting of the Management Committee.
- 4.2. The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 14 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.
- 4.3. The business at Management Committee meetings shall be:-
- 1) Apologies for absence.
 - 2) Approval of the minutes of the last meeting.
 - 3) Matters arising from those minutes.
 - 4) Specific items placed on the agenda for consideration, recommendation or ratification.
 - 5) Consideration of applications for membership.
 - 6) Recommendation for the Annual General Meeting of membership fees for the coming year.
 - 7) Any other business at the discretion of the Chairman of the meeting.
- 4.4. Any member may address a meeting of the Management Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least 14 days prior to that meeting.
- 4.5. Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Secretary who will place them before the Management Committee at its next meeting.



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Such representations must be received by the Secretary at least 14 days prior to the meeting at which they are to be considered.

- 4.6. The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
- 4.7. The members of the Committee are hereby indemnified by the Club in respect of:
 - 1) any liability reasonably and properly incurred by them on behalf of the Club; and
 - 2) all claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Club's activities on the Club's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.
- 4.8. The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.9. Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.10. Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 4.11. In accordance with clause 10.5 of the constitution, the Management Committee may add, amend or delete any clause contained within these byelaws. Any such change must be supported by at least two-thirds of the members of the Management Committee. Any proposal for such addition, amendment or deletion shall be published to the Club membership by a notice displayed at the Club premises.
- 4.12. All members shall be deemed to have been notified of any addition to, amendment of or deletion from these byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is displayed at the Club's premises.

5. Conduct of Club Activities

- 5.1. Only airguns, .22 calibre rimfire rifles, archery, crossbows or any other approved calibre as agreed by our insurers and the management committee may be fired on the appropriate ranges.
- 5.2. All members shall notify the Secretary of any material circumstance arising, including revocation of his firearm certificate, which may affect his suitability to be in possession of firearms and/or ammunition. Failure to provide such material circumstances, may result in disciplinary proceedings.
- 5.3. All persons on any part of the Club's .22 ranges when firing is in progress must use an adequately effective hearing protection device.
- 5.4. The Secretary may request any suitably qualified member of the Club to act as a Range Officer. The Management Committee may override the Secretary's selection of Range Officers.
- 5.5. One or more range logbooks shall be kept at the Club's premises for the purposes of recording:



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- 1) the names and periods of duty of the Range Officers supervising shooting on the Club's ranges;
 - 2) the names of all persons shooting on the Club's range(s);
 - 3) any infringement of the Club's Safety Rules; should be logged in a formal process if more than a verbal correction required
 - 4) all sales of ammunition and other goods to persons using the Club's facilities;
 - 5) any other information which the Management Committee may require.
 - 6) In the future this may be superseded by a technical solution that may satisfy the requirements of 5.5 sec 1-5 and section 5.6 and mean that no paper copy is required to be kept. In the event of this occurring the management committee will communicate the change of requirements to the membership.
- 5.6. All members must sign the respective (Probationer or full member) range logbook giving details of the firearms used and the competitions in which they took part**
- 5.7. All visitors and guests must sign the range logbook and pay the visitor's fee if they shoot on the Club's range(s).
 - 5.8. Members shall have access to all parts of the Club's range(s), subject to the provisions of these byelaws, to any instructions given by the Range Officer, and to any notice posted by the Management Committee.
 - 5.9. A probationary member must undertake the course of instruction in the safe handling of firearms run by the club instructors or under the direction of the head of training before he is permitted to take part in live firing on the Club's range(s).
 - 5.10. Until Signed off safe to shoot unattended a probationary member must be supervised at all times when they are on the Club's range(s) by a full member aged 21 or over who has been nominated by the Committee as a supervisor or a Range Officer or a qualified coach.
 - 5.11. No person under the age of 14 years shall have access to the range unless they are at all times under the supervision of a parent or guardian, who is a member of Addiscombe Rifle Club, or a member aged 21 or over appointed by their parent or guardian to supervise them.
 - 5.12. No person under the age of 14 years is allowed to shoot unless they are at all times under the supervision of a parent or guardian, who is a member of Addiscombe Rifle Club, or a member aged 21 or over appointed by their parent or guardian to supervise them.
 - 5.13. All members, visitors and guests using the club's ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.
 - 5.14. Every shooter shall ensure that he leaves the firing point as clean and tidy when he has finished shooting, and that his spent cartridges are placed in the bins provided. This applies even if the firing point was not left clean and tidy by the previous user.
 - 5.15. Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point, the use of mobile phones at the firing point should be limited and phones placed on 'silent' or 'vibrate' only. In the event that a member needs to speak on the phone they should vacate the range.
 - 5.16. Smoking is prohibited within the ranges.



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- 5.17. No animal shall be allowed on to any part of the Club's premises unless it is at all times under the control of its owner.
- 5.18. The Range Officer on duty, or any member of the Management Committee may insist upon the immediate removal from any part of the Club's premises of any person, child or animal that is causing a disturbance.

6. Safety

- 6.1. The Club has adopted the Standard Safety Rules issued by the NSRA and NRA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 6.2. The Safety Rules shall be displayed on the Club notice board, and at each of the Club's ranges, at all times when the Club's facilities are in use.
- 6.3. Every person using the Club's facilities must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.

7. Range Officers

- 7.1. The Range Officer on duty is authorised to act as the Management Committee's representative on the range when shooting is in progress.
- 7.2. The Range Officer on duty shall ensure that all shooting is conducted in accordance with:
 - 1) the Range Orders and conditions laid down in the range safety certificate,
 - 2) conditions laid down by, TAVRA, or the landlord of the range,
 - 3) the Club's Safety Rules,
 - 4) requirements laid down under "Conduct of Club Activities" in these byelaws.
- 7.3. Range Officers' periods of duty shall be set out in a rota drawn up by the Secretary and posted on the Club's notice board, or as decided by any member of the Management Committee who is present.
- 7.4. The Range Officer on duty is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place.
- 7.5. When shooting has finished the Range Officer is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management Committee.
- 7.6. The Range Officer is entitled to refuse permission for any person to shoot on the ranges if he has reason to believe that they are not in a fit condition to do so or unsafe.
- 7.7. The Range Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee.
- 7.8. The Range Officer is responsible for maintaining the range logbook throughout his duty period.
- 7.9. The Range Officer must ensure that any person who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, is authorised to do so under his firearm certificate, and that the ammunition has been entered on the firearm certificate.

8. Disciplinary Matters

- 8.1. It is the responsibility of all members to inform the Management Committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, inconsiderate or contrary to the Club Code of Conduct or conditions of the range safety certificate(s).



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- 8.2. Such reports must be made to the Secretary, or if they are not available, to the Chairman or Treasurer, at the earliest opportunity.
- 8.3. If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 8.4. The Secretary (Chairman or Treasurer) shall convene a meeting of three members (including one of either the Secretary, Chairman or Treasurer) of the Management Committee, to sit as a Sub-Committee to consider the matter no later than 14 days after notification of the incident. Time and date of the meeting to be notified to the accused in writing.
- 8.5. The Secretary (Chairman or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(es), and will lay those statements before the Sub-Committee when it meets.
- 8.6. The Sub-Committee, having examined the evidence, may decide:
 - 1) That there is no case to answer in which case the accuser and accused will be informed in writing by the Secretary that the matter is closed, or
 - 2) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 8.7. If there is a case to answer a Disciplinary Committee comprising five members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 8.4 above.
- 8.8. At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- 8.9. The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.10. The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 8.11. If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he does so such notice must be given within 7 days of the decision being made.
- 8.12. If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:



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- 1) A verbal warning.
 - 2) A written reprimand.
 - 3) Suspension of the right to use the Club's ranges for a fixed period of time.
 - 4) Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - 5) Suspension of all membership rights for a fixed period of time.
 - 6) Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities.
- 8.13. If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the NSRA or other national governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 8.14. All proceedings of the Sub-Committee under 8.4 and 8.6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- 8.15. Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- 8.16. Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or byelaws for the purposes of calling a meeting of the Management Committee, not including members of the Disciplinary Sub Committee, who may be present but may not take part in the proceedings. The decision of the Management Committee will then be final and there will be no right of appeal.
- 8.17. The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 8.18. On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8.8 to 8.14 inclusive shall apply.
- 8.19. All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary the Chairman shall have a second or casting vote.
- 8.20. The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- 8.21. When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by the NSRA or other national governing body, the Secretary shall post on the Club notice board a notice setting out the precise nature and terms of the penalty.

9. Code of Conduct

- 9.1. Addiscombe Rifle Club (ARC) is fully committed to safeguarding and promoting the well-being of all its members to ensure a positive and enjoyable experience. All those involved in ARC activities, whether they are involved as participants, coaches, officials, or spectators, are



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therefore required to adhere to the standards of behaviour set out within the published Code of Conduct, which may be amended from time to time as deemed necessary by the Committee.

- 9.2. The Code of Conduct has been developed to ensure the highest possible standards of competition and sportsmanship as well as promoting fairness, honesty and positive behaviour in relation to the conduct of ARC members.
- 9.3. Breaches of the Code of Conduct should be reported to the Club Secretary and/or Chairperson for investigation in accordance with Clause 10. Complaints Procedure of these Byelaws and associated Complaints Procedure Document.

10. Complaints Procedure

The following section provides a concise summary of the full Complaints Procedure Document which may downloaded from the Club website or pinned to Club notice boards.

- 10.1. Principles:
 - a. Resolve complaints informally at the committee level if possible.
 - b. Formal complaints to be made in writing and investigated by an appointed individual or panel.
 - c. Complaints procedures should be accessible, ensure fair investigation, effective response, and proper redress.
 - d. Respect for confidentiality and using feedback to improve services.
- 10.2. What is a Complaint?:
 - a. Expression of dissatisfaction with club conduct or alleged unfair practices.
 - b. Grounds include actions bringing the club into disrepute or violating Club's Constitution.
 - c. Complaints can be made by members, parents of under-18 members, or third parties.
 - d. Excludes complaints about referee decisions at competitions.
- 10.3. Informal Complaint:
 - a. Resolve complaints informally if possible.
 - b. If unresolved, invoke Formal Complaints Procedure by writing to the Club Secretary or Chair.
- 10.4. Formal Complaint:
 - a. Written complaints to the Club Secretary for unresolved or serious matters.
 - b. Complaints must be submitted within thirty days of the incident.
 - c. Serious complaints may be referred to governing bodies or authorities.
 - d. Appointment of independent Investigating Officer(s).
 - e. Parties can appeal decisions to the Club's Committee.
- 10.5. Complaints Panels:
 - a. Appointment of impartial panel members to hear complaints.
- 10.6. Investigations:
 - a. Investigating Officer(s) may gather evidence and involve additional individuals.
 - b. Report improper conduct during investigations to the Committee.
- 10.7. Decisions:



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- a. Investigating Officer(s) report findings to the Committee for a decision.
 - b. Committee may refer matters to Disciplinary Procedure and take appropriate action.
 - c. Decision is final and communicated in writing.
- 10.8. Confidentiality:
- a. Preserve confidentiality during investigations.
 - b. Named individuals in complaints should be informed.
 - c. Act on malicious complaints.
- 10.9. Arbitration:
- a. Disputes submitted to binding arbitration by an appointed arbitrator.