



# TAS VALLEY GUN CLUB

## CONSTITUTION



### **TAS Valley Gun Club who are we?**

We are a friendly club which shoots every fortnight on a Sunday. Shooting starts in March and runs to October. We have a maximum number of 125 members allowed. Members are invited to bring guests at any time of the shooting season.

The Club's Committee believes that no more than 100 shooters are ideal for an enjoyable clay pigeon shoot as this keeps queuing time at the stands down to a minimum. Our main aim is to enjoy ourselves and relax. It doesn't matter how well you shoot (or don't, in some cases) everyone is welcome to have a go and more experienced members are there to advise you if you would like some help.

We also have several trophy competitions open to members throughout the season. To shoot all participants must have current valid insurance.

There is a tea wagon on standby for a cuppa and a quick bite to eat - it's also the best place to explain your low score.

### **Club Safety Standards**

We all know that shooting can be dangerous, and we insist those loading traps have been trained to ensure highest standards of safety. Any new gun will initially do the rounds with an experienced gun; again, the highest standards of safety are paramount. Members are asked that their guns must always be sleeved or carried broken except for when you are shooting in our safety cages at the stands.

Animals sometimes graze on the TAS Valley fields so for their safety's sake we only shoot fibre wad cartridges which are limited to the maximum of 28 grams of shot and shot size no larger than 7.5 shot.

### **Where We Are**

Our shoot is at Mill Farm Tasburgh. Our shoot is over marsh, woodland, and flat land. Access is from the second farm track on the left when travelling on the B1527 from the roundabout on the A140.

## **1. Name**

The club is called Tas Valley Gun Club, and its rules will be aligned with the Clay Pigeon Shooting Association Code of Practice.

## **2 Aims and objectives.**

The aims and objectives of the club will be:

- To promote the club within the local community and clay pigeon shooting.
- To manage the Tas Valley Gun Club.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To provide the opportunity for new shooters to have a go at the sport.

## **3. Membership**

To ensure all present and future members receive fair and equal treatment.

Membership shall consist of officers and members of the club.

All members shall be subject to the regulations of this Constitution and joining the club will be deemed acceptance of these regulations and codes of practice that the club has adopted. A copy of the Constitution is available on the Website [www.tasvalleygunclub.com](http://www.tasvalleygunclub.com) and is also available from the Chairman on application.

Members will be enrolled in one of the following categories:

- Full member
- Junior member (Under 17 upon application)

## **4. Membership Fees**

Membership fees will be set annually and agreed as recommended by the Club Treasurer.

Fees will be paid annually with the season running from 01 March to the end of February the following year.

Non-members will pay a higher fee per round.

## **5. Officers of the club**

The officers of the club will be:

- Chair
- Vice Chair
- Treasurer
- Trap Maintenance Manager
- Services Manager / Trophy Manager
- Club Secretary
- General committee members

Officers will be elected annually at the Annual General Meeting along with general committee members.

All officers and committee members will retire each year but will be eligible for re-appointment.

## **6. Committee**

The club will be managed through the Management Committee consisting of the officers of the club and other general committee members.

Only these members will have the right to vote at meetings of the Management Committee.

The Management Committee meetings will be convened by the Chairman of the Club and held no less than one every three months.

The quorum required for business to be agreed at Management Committee meetings will be 4 minimum.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations.

The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7. Finance**

All club monies will be banked in an online Bank Account held in the name of the Club and managed by the Treasurer.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31st October.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any electronic payments made by the Treasurer must be pre-approved by the Chair or Vice Chair via physical signature or email confirmation in line with the Pre-approval requirement as outlined in the Financial Policy

## **8. Annual General Meetings**

Notice of Annual General Meetings (AGMs) will be given by the Club Treasurer. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from Chair of the Management Committee and the Treasurer will provide a statement of the accounts.

Nominations for officers of the Management Committee should be sent to the Chair prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9. Misconduct, Discipline and Appeals**

All concerns, allegations, or reports of poor practice. All complaints regarding the behaviour of members should be presented and submitted in writing to the Chairman.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The Committee should consider the appeal within 7 days of the Chairman receiving the appeal.

Where any complaint is lodged against a committee member that person will take no part in the hearing, the hearing will be chaired by the most senior Committee position.

## **10. Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

If the gun club ceases to exist and must be closed and assets sold off, the total asset value will be shared between all Active and Honorary members at the time of closure, except for new members.

This will be on the basis that every Active & Honorary member will have 1 share for every continuous year they have been a member.

Any New members will not be entitled to a share of the total asset value.

Definition of a “New member” – A member that has held membership for less than 1 full season.

Definition of “Active member” – A member that attends and shoots at a minimum of 7 shoots per season, proven by the submission of a minimum of 7 score cards. The committee reserves the right to apply discretion on this point if for example there are mitigating circumstances preventing a member from shooting, such as medical conditions, illness, accident/incident, Military deployment etc)

Definition of “Honorary member” – A member who is deemed by the Committee to have made notable contributions to or promoted the interests of the Club.

## **11. Storage of Ammunition and firearms.**

Under no circumstances will any ammunition or firearms be stored on the Club premises.

## **12. Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### 13. Declaration

Tas Valley gun Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Document updated following agreed outcomes at the AGM held on 04/11/2024.

Signed: *S Linge*

Name: Scott Linge

Position: Club Chairman

Date: 02/12/2024

Signed: *G R Pawson*

Name: Gilly Pawson

Position: Treasurer

Date: 02/12/2024

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Name: Scott Linge

Position: Club Chairman

Date: 02/12/2024

Signed:

Name:

Position: Treasurer

## **Terms of Reference for Officers, Committee Member & other roles**

### **Chairman**

The Chair is a Committee Member elected by the Members of the club at the AGM.

1. Schedule all committee meetings.
2. Set agenda for meetings.
3. Set the terms of reference of Committee Members.
4. Ensure there are sufficient clays and cartridges for each shoot.
5. Apply to the Norfolk Constabulary for Firearm Acts 1968 to 1997 - Section 11 (6) Exemption.
6. Ensure that the Set-Up Team is aware of the guidance on conducting a clay pigeon shoot provided by the Norfolk Constabulary Firearms unit (NCFAU).
7. Put in place a procedure that ensures that shooters who require exemption are correctly briefed and supervised.
8. Ensure that the club has at least one qualified CPSA (or equivalent) safety officer and endeavour to attend a CPSA safety officer or equivalent course when practicable.
9. Ensure the club is run on a sound financial footing.

### **Vice Chairman**

The Vice Chair is a Committee Member elected by the members of the club at the AGM.

1. The Vice Chair will take over the Chair duties if the Chair is unable to fulfil them.
2. Supervise the Set-Up Team and provide a roster.
3. Carry out any other duties that may be necessary to ensure the smooth running of the shoot.

### **Treasurer**

The Treasurer is a Committee Member elected by the Members of the club at the AGM.

1. The Treasurer reviews, on a regular basis, the finances of the Club, reports to the Committee at each of its meetings on the financial status of the Club.
2. The Treasurer will also be responsible for paying all fixed cost liabilities and for paying and bills incurred by the Club.



3. The Treasure will also be responsible for managing Membership, to include:

- Annual membership renewals
- Issuing of membership cards
- Keeping records of members
- Publishing scores
- Identifying trophy winners and passing these to the Trophy Manager
- Posting relevant information on Facebook and the Club website
- Categorising members into shooting classification

### **Club Secretary**

The Club Secretary is a Committee Member elected by the Members of the club at the AGM.

The Club Secretary is responsible for recording minutes of committee meetings, Annual General meeting and at any Extraordinary General meeting, and distributing them to the Committee for approval.

### **Trap Maintenance Manager**

The Trap Maintenance Manager is a Committee Member elected by the members of the club at the AGM.

The Trap Maintenance Manager will ensure that all traps are in a serviceable condition. All Committee Members are to make the Trap Maintenance Manager aware of any unserviceability. The Trap Maintenance Manager is to inform the Chairman of any problems in resolving unserviceable traps.

### **Set-up Team**

The Set-Up Team are made up of volunteers from the clubs' membership.

1. The Set-Up Team must ensure that all stands are set up in accordance with the Norfolk Constabulary Firearms Unit guidelines. (Further checked by the Safety Officer prior to 10.00 am).
2. The Set-Up Team is responsible for ensuring that all traps required for the scheduled shoot are in place and ready for use by 10.00 am on the shoot day.
3. The Set-Up Team will ensure that all and only spent cartridges are placed into the 1-ton bags provided for recycling.

4. The Set-Up Team will ensure that all traps and valuable equipment are placed in the barn and secured at the end of the shoot.
5. The Set-Up Team will ensure that all recyclable materials are placed into the Recycling bin provided.

### **Services Manager/Trophy Manager**

The Services Manager/Trophy Manager is a Committee Member elected by the members of the club at the AGM.

1. The Services Manager/Trophy Manager is responsible for collecting permanent trophies from members and arranging engraving for the end of season presentation. Liaising with trophy sponsors to ensure all additional trophies are available at the end of season presentation.
2. The Services Manager/Trophy Manager is to arrange for a Port-A-Loo to be available for the season and pay the supplier.
3. The Services Manager/Trophy Manager is to liaise with the caterers to provide refreshments during shoot days.

### **Cashier**

The cashier shall be responsible for:

1. Taking round fees and issuing score cards.
2. Undertake cartridge sales to people who poses a valid shotgun certificate.
3. Purchase raffle prizes and run the raffle at each shoot.
4. Ensure that Guest Declaration forms are completed as appropriate.
5. Ensure that Exemption forms are issued as required.
6. Reconcile the monies taken and expenses claimed.
7. Pay the Net takings in to the Club Online bank Account.

## **Emoluments**

It is incumbent on any person who receives Emoluments to declare the information to Inland Revenue.

1. The Set-up Team will receive a gratuity of a free round on that day, whether practice or Competition, when completing both the Set-up and pack-up.
2. The Groundsman shall receive payment for each shoot in a sum to be agreed annually by the Committee.
3. The Cashier shall receive payment for each shoot in a sum to be agreed annually by the Committee.

## **TAS VALLEY GUN CLUB TEN KEY POINTS OF SAFETY**

### **1. RESPECT**

Treat all guns as though they are loaded - an accident could be fatal.

### **2. SAFE AND SOUND**

All guns must be in proof and in good order - do not use a faulty or doubtful gun.

### **3. OPEN AND EMPTY**

Carry guns open and empty, semi-autos, bolt back and flagged. Never rely on the safety catch.

### **4. CORRECT CARTRIDGES**

Only carry the correct cartridges for the gauge and chamber for the gun you are using. Never mix gauges in your pockets or bags.

### **5. BARRELS CLEAR**

Check the barrels are free from obstruction before every loading. Check for light, light is right.

### **6. POINT BARRELS DOWN THE RANGE**

Keep the barrels pointing down the range at all times when loaded. Open and empty immediately after firing. Ensure gun is unloaded before turning from the shooting station.

### **7. ONLY SHOOT CLAYS**

Only point and shoot at whole targets thrown for you on your command - not other objects, live or inanimate.

### **8. MISFIRES**

Keep the gun closed for 20 seconds, barrels pointing down range. Check barrels are clear after a soft or unusual discharge.

### **9. DO NOT MIX**

Alcohol, drugs, or horse play - with guns

### **10. REMEMBER**

When shooting, you are responsible for the safe handling of your gun (s) and the behaviour and safety of your guests, family, friends, and animals.

### **11. SAFETY EQUIPMENT**

Clay shards can come from any angle during the shoot therefore is essential that both shooters and spectators wear eyes, ears, and head protection.