

# 2018

## CREWE RIFLE AND PISTOL CLUB HANDBOOK



Revised and approved 01/12/2018

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## 1. FORMALITIES

### **SAFETY BEGINS AND ENDS WITH YOU**

**You** are responsible for the security of your fire-arms and ammunition **at all times**, both in the car, car park and in the range.

In joining Crewe Rifle and Pistol Club, members agree to abide by all the Rules of the Club, except where changes to the law of the land would render the member liable to prosecution.

In some instances, the Rules of the Club may exceed the requirements of the Home Office.

Under existing legislation, and as part of Home Office Approval, the Club must comply with the following conditions:-

- a. A register is required to be kept of all persons (not just members) attending and/or using the club facilities. To enable both you, and the Club to comply with the law, please ensure that your name is entered into the **Desk Register / Day Book** by the Duty Officer upon arrival. (See also Section 6 Duty Officer).
- b. **Records are required to be kept of the use and serial number of each and every small-arm that falls under Section 1 or 5 of the firearms act; also when and for what reason it is used (competition, practice etc.). A set of alphabetical Attendance Registers have been made available for this purpose, with pages for each individual member of the club and IT IS EACH INDIVIDUAL'S RESPONSIBILITY to fill these in and to ensure they are completed before leaving the range. Visitors will find an appropriate page, filed under "V."**
- c. The Club is required to inform the Constabulary if you do not attend for 12 consecutive months or if you are dismissed by, resign from or otherwise leave the Club.

*Note:- There is no legal requirement to register the use of any weapons that fall outside the firearms act, under present legislation but you may, if you*

*wish, do so and it may help you to argue the “right to possess” should you apply for a Firearms Certificate (FAC).*

When shooting at the Bluebell range you may be expected to take a turn to act as a Range Officer in the 25 metre range when and if asked (Under 21's are exempt). As a minimum the appointed Range Officer should know/understand: the discrete course of fire, the line of fire (i.e. pointing down range-not raised), the Emergency Stop Command, what to do if an “incident” occurs (see later) and how to “clear” the various types of small-arms being used.

**IF you are not willing to act as an RO, you should explain why not and seek advice from the Duty Officer.** (See later notes)

It is **your responsibility** to keep up with current laws and regulations, remembering the changes now in force with regard to access to many ranges (eg the Safe Shooting System or SSS certificate)

**If in doubt: ask.** Help & advice is available.

**2. CURRENT COMMITTEE** (Please fill in the names and phone numbers in pencil and amend as/when necessary)

CHAIRMAN.....

SECRETARY.....

TREASURER.....

MEMBERSHIP SECRETARY.....

CHIEF RANGE OFFICER (Range Safety Officer).....

AIR SECTION Captain.....

.22" RIFLE Captain.....

FULL BORE & LIGHTWEIGHT SPORTING RIFLE Captain  
.....

RANGE MANAGER.....

JUNIOR Representative.....

Co-opted member(s).....

Child Protection Officers . . . . .  
.....

CLUB WEBSITE <http://www.crpc.org.uk>  
Email [crpcm@yahoo.co.uk](mailto:crpcm@yahoo.co.uk)

Clubhouse telephone 01270 211313

### **3. CLUB HISTORY**

The original founders are shrouded in the mists of time but we do know that in 1904 a suitable building was donated for our purpose by Henry Manley and was well used for small bore rifle shooting.

This had been encouraged by Lord Roberts who foresaw the need for better marksmanship as a result of his experience of the performance of our troops in the Boer wars: where the opposition were well used to using centre-fire rifles with devastating accuracy against distant and often moving targets.

This was one the main reasons behind the formation of the “Society of Miniature Rifle Clubs”, which, using the relatively inexpensive .22” rimfire cartridge and its rifles, gave shooting skills and marksmanship a massive boost, more importantly within the reach, at the time, of the “*working classes.*”

Our original base was in the old gas works on Victoria Avenue. Thereafter, a number of moves saw us in Pring’s Wireworks, Derby Street, until shooting was suspended for the Great War. In 1944 the Club’s name was changed to today’s format and registered as such with the National Small-bore Rifle Association (NSRA).

In 1946, the Club moved to a new range at The Drill Hall in Myrtle Street; thence on to Castle Buildings, Heath Street and, penultimately, into Crewe Baths, before finding our existing home range.

The premises had been a single storey prefabricated concrete panel primary school building, covered by a Canadian redwood T&G roof on a frame of trusses, with later air-raid type outbuildings. It is believed that these may be the last remaining bomb shelters in Crewe.

The property was obtained at very short notice after being seen by Alan Tew and we were competing against others who wanted the building. Fortunately, after negotiations, we obtained the lease.

The school buildings had to be gutted, the layout designed and stop butts, bullet catchers, firing positions, literally everything, fabricated. All this was done by volunteer labour from the membership at the time, on a shoestring budget.

Some photographic records were thankfully made, which show the extent of works and even several youthful members beavering away who were still at it in the 21st century (i.e. Alan Tew and Harry Hulme).

Whilst the original layout remains, the Club has kept up with the times and regulations and intends staying at the forefront.

Over the years superb team efforts have been put in by our members to improve the backstops, lighting and ceilings in the ranges.

The Air Range was further improved during 2012 and the Main range was brought up to current Defence Estates (formerly MOD) standards and recertified by the NSRA in 2013. Following which the Clubroom too was renovated, having given 30 years of service with little change.

Members of the Crewe Club also use other venues such as Aldersley, Altcar, Baldwin's Gate, Prees and, of course, the Mecca of shooting: the Lord Roberts Centre and other ranges at Bisley Camp, Brookwood, Surrey.

If you require information regarding other venues don't be afraid to ask as there will usually be someone available to offer help and advice.

## 4. FACILITIES AVAILABLE AT THE BLUEBELL RANGE

Each of the Clubs major disciplines has their own designated “Captain” who is responsible for organising entries into the competitions for each sport. They are also the guides if you need help or assistance in your chosen section of the club.

**The club has various rifles and pistols available for use by members, enabling them to try, for the price of the ammunition and targets used, all these aspects of shooting:**

### 4.1 Air Rifle and Pistol

Air weapons provided uncomplicated and economical access to the sport of **Precision Target Shooting** and Club members shoot a wide variety of rifles and pistols at ranges varying from 6 yards up to 25 metres.

By law, these guns are restricted in power to maximum muzzle energies of 12 ft./lbs. for air rifles and 6 ft./lbs. for air pistols. Beneath these energy levels, a Firearms Certificate is not required for their possession or use, although strict rules apply in relation to the age of the shooter. Details of the applicable laws are available from the Duty Officer and may also be found on-line at:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/117804/air-weapons-safety-leaflet.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/117804/air-weapons-safety-leaflet.pdf)

The Club regularly enters both team and individual postal and shoulder to shoulder competitions at local and national levels. These competitions are organised into Summer and Winter seasons and divided into leagues. They, in turn, may provide a gateway to shooting at County level, or above.

Other local ranges cater specifically for Field Target Shooting and contact details can be sought for you, if required. Ask the Duty Officer at the desk for details.

Typically, a newcomer to the sport would be given instruction shooting standing at a range of 6 yards or 10 metres with .177 calibre air pistol and rifle. Once able to get 10 shots in the scoring rings consistently and demonstrate correct and safe range procedures, they are then able, with further instruction, to progress to shoot at longer distances: either continuing with air/gas powered weapons or following the variety of cartridge rifle or black powder disciplines.



#### **4.2 0.22" Rimfire Rifle**

The common form of .22 is .22 LR RF (Long Rifle, Rim Fire), though, historically, a "Short" version was available, being chiefly used for hunting and on fair-ground shooting galleries.

Although high velocity, sub-sonic and hollow point rounds are available for specific purposes, the ammunition used at the Club has a solid lead bullet with profiles developed for target shooting, to produce a clean, sharply defined hole in a paper target.

A variety of grades of ammunition are available, with the prices varying generally with the expected degree of consistency.

.22 rifles are fired in a variety of positions at the Club, over a distance of 20 or 25 yards.

As a **Precision Target Shooting** sport, a single shot rifle, fitted with dioptre sights, is employed and competitions are available for shooters adopting standing, kneeling, prone or bench rest (seated) positions, over a distance of 25 yards.

The rifles developed for these disciplines tend to have heavier barrels than a sporting rifle. The associated equipment may include a padded jacket, or elbow pads, glove and sling, according to the regulations of the particular competition and, for bench rest shooting, optical sights are commonly used.

Facilities for shooting at ranges of 50 metres and 100 yards are available to Crewe members through our association with other clubs.

Alternatively, the .22 **Lightweight Sporting Rifle** category offers competitive shooting, with firearms ranging from vintage iron sighted rifles, up to modern field target scoped rifles which may be single shot or semi-automatic.

Most of the national competitions have "Classes" for each group (e.g. sporting rifle iron sight or sporting rifle optical sights) which are shot over 20 or 25 yards.

#### **4.3 Full bore Rifle**

This is nominally any calibre above .22 up to the range muzzle velocity and energy levels. It is not permitted to use any combination of weapon and

ammunition which exceeds these and only unjacketed lead or lead based alloy projectiles may be fired.

Within this category falls the **Gallery Rifle**. This normally refers to “pistol calibre” low power rifles, commonly known as carbines.

Most of these are based on under lever type actions, of which there are numerous variations and those owned by the Club are of .38 calibre. These are generally shot at 20 yards, free standing, with either open or optical sights.

It is important to understand the difference between **Gallery Rifle** and **Gallery Load**. The latter was brought about in the 1860's so that full-bore rifles, normally military models, could be used on Indoor ranges, such as ours, without breaking the Muzzle energy and Muzzle velocity limits imposed.

For example, it would be possible to use a .303” calibre military style rifle provided it is downloaded sufficiently to produce less than the ME/MV limits and uses an all lead bullet.

There is an available paper on this subject: just ask at the desk for a copy if you are interested in this type of shooting.

If you use home loaded ammunition, full performance details must be provided and recorded in your Centrefire Ammunition Record, which must be appended to your Attendance Register page. You must only use home loads of your own manufacture or manufactured under your supervision upon agreement with the Club.

**Samples from every batch must be chronographed to comply with the requirements of the NSRA insurance policy.**

#### **4.4 Black Powder / Nitro**

This is used in single shot pistols, revolvers, shotguns and rifles, it has particular rules laid out later in this document for its safe use at the Crewe range, and help and advice is available.

#### **WARNING**

Do not use any BP or Nitro firearm if you have never shot it before. You must first test fire it on suitable alternate ranges by arrangement (such as

Leek or NMPC Prees range), or with a BP experienced supervisor by arrangement.

#### **4.5 SSS**

Although this does not apply on the Bluebell Range, at Baldwin's Gate or at Appleton, you are required now to have a Safe Shooting System certificate with you if you wish to shoot at Bisley or on any Defence Estates Agency / MOD range.

The rules governing the issue of these certificates were changed during 2014 and currently require NRA affiliation. You should therefore seek up to date information from the Committee.

## 5. RANGE ETIQUETTE

- **NO UNCOVERED WEAPONS OF ANY TYPE ARE ALLOWED IN THE CLUB ROOM** (other than in transit from armoury to range)
- Make sure that you show that your firearm is clear to someone as you take it out of its bag/case. Use breech flags or safety cords at all times.
- Please ensure that you use as little of the preparation benches as possible to give space for other users and vacate the area promptly.
- All weapons must be kept level and pointing below the top of the target frame when loading, loaded and unloading.
- Make sure that you understand the competition rules if you are shooting competition cards. If in doubt ask the D.O.
- A detail in the 25m range should take approx. 15 minutes depending on the course of fire.
- Before entering the range, either switch mobiles to vibrate /silent or leave them outside in the corridor.
- Particularly if someone is shooting comp. cards, please be as quiet as possible. Do not gossip inside the ranges - save it for outside and, when in reception, try to be discrete, remembering some may be “*psyching*” themselves up for a serious shoot and excess noise can break this concentration.
- Clean up after yourself, i.e. pick up your brass and put it initially in the range cubicle box and then, when finished, in the recycling bin provided. Also, pick up any wads or grease. We don't want any accidents with members or visitors slipping on discarded brass etc.
- **No primers, caps or unfired rounds are to be put in the brass recycling bin.** Potentially live items should be placed in the box provided and the Duty Officer notified accordingly.
- Please leave the place as you think others would like to find it.
- Return (and wash) any cups used. Put waste in the rubbish bin and used cans and brass in the correct bins for recycling.

### Dress

- Full battle dress and combat gear are not acceptable and should be avoided – dress appropriately and comfortably.
- If you are in a re-enactment society and want to practice in full regalia please check with the Duty Officer first.

## 6. DUTY OFFICER (the DO)

The Range overall will be controlled by a “Duty Officer” (DO) who can normally be found stationed at the reception desk.

**It is more usual for a nominated Range Officer (RO) to take responsibility for the safe running of the shooting details in the Main Range. The RO is directly responsible to the DO and, as such, should be equally respected and obeyed on all aspects of safety and etiquette when in the range.**

Whilst the DO is primarily responsible for booking in members, visitors and guests into the Desk Register / Day Book, it is **solely your own responsibility to fill in the Attendance Register, to comply with such legal requirements as may be introduced by the Government.**

Note;- It is the Attendance Register that details when/why you have used a weapon that requires a personal FAC and the entry must contain as a minimum the following information; signature, date, serial numbers of any and all weapons that you have used and the purpose (eg competition details, practice, training etc.)

It is the DO's responsibility to ensure that all cctv recordings are kept up to-date, that the monies are collected and recorded and to monitor the members' behaviour, whilst also monitoring the security cameras/cctv.

The DO alone is responsible for the issue and return of equipment from and to the armoury. Other persons may only enter the armoury on direction from and under the supervision of the DO.

The DO will record any appropriate incidents in the Incident Book and, if a REPORTABLE INCIDENT occurs, the DO must immediately inform Committee members, Police and Ambulance services, as appropriate to the nature of the incident.

It is EVERY MEMBER'S responsibility to make the DO's life as easy as possible. If you borrow Club equipment, make sure that you return it – don't leave it to the DO to tidy up after you.

The DO is also tasked with ensuring that the alarms and locking procedures are followed on closing down the range at the end of each session.

## 7. RANGE CONDUCTING OFFICER (the RCO or simply RO)

### WHY DO WE NEED ONE?

To comply with current and future regulations when certificated firearms are in use.

You will probably not recognize nor notice that, when you are concentrating on each shot on your target, you become oblivious to what is going on around and behind you.

The RO is the safety checker and observer who helps make it safe for all in the range and outside.

It should be everyone's duty to act as an RO for at least one Detail per attendance. (Under 21's exempt) In the event of only one person being on the range the DO can do this from duty desk.

If there are more members than is required make sure that the "same old faces" do not keep doing RO duty night after night and do your fair share. It is not onerous *but it is needed*.

The RO is there to ensure safe equipment is used in a safe manner by SAFE people and is to ensure that all small arms are used correctly and all ammunition is within Range muzzle energy & muzzle velocity limits.

As the officer responsible for safety, the RO *MUST* watch people's actions, especially small arms handling whilst loading, shooting and unloading, Remember that the range safety template is designed on the basis that all firing is done horizontally in line with the target, so anyone raising their barrel above the tops of the target holder, as a guide, increases ricochet hazard. Shooting at the wrong target, or too low, does the same.

In the event of equipment failure the gun should be laid down on the firing point, muzzle to target and assistance sought from the RO.

If a round misfires, or fails to detonate, remain on aim for at least 30 seconds before laying down the gun, in case of a "hang fire."

*Reminder: - ricochets can fly off in ANY direction*

The use of a breech flag is NOT to show *you* that the gun has been proved clear, **IT IS TO SHOW OTHERS** around you: in and outside the range.

The RO must also listen for excess noise off rounds (too high ME or MV!) and watch for people struggling to INSERT cartridges or EJECT fired cases.

These difficulties are probably caused by some fault with the ammunition; the latter possibly caused by excess chamber pressure which could severely rupture the breech of the weapon, sending shrapnel around the firing point area as well as into the shooter's face!

It is also necessary to listen for low power shorter quieter noise when a round is fired and act immediately because there could be a bullet that has failed to clear the barrel.

It is the RO's responsibility to ensure all firearms, ammunition, BP phials, caps etc. are shown clear before allowing details forward to exchange targets and to leave the range. Also to ensure that no live ammunition, small-arms equipment or personal effects are left on the firing point before allowing the next detail in.

All mishaps **MUST** be reported to the Duty Officer. If they are minor, (misfire, shooting target frame etc.), all that will be done is to report it to Range Safety Officer (RSO) and record it in the Range Incident Log.

In the case of a serious incident occurring, use the emergency stop command (**STOP STOP STOP**) in a loud authoritative voice.

On hearing the command **STOP, STOP, STOP**, all shooter's must immediately bench or ground their firearms, without attempting to clear, before standing back from the firing point and awaiting further instructions from the RO who will inform the DO immediately.

The decision on how to proceed next is made between the DO and RO based on the severity of the incident and they must decide what needs to be done and recorded in addition to the CCTV footage, such as:

- Is first aid needed?
- who was shooting where and with what?
- Will samples of ammunition and statements be required (perhaps by a Coroner's Court)?

**NO ONE** may use the range until every step has been followed. Only then may firearms be proved clear and removed from the range.

## **8. CONSTITUTION**

- 8.1. The Club shall be called the **Crewe Rifle and Pistol Club** (The Club) with Headquarters at the Bluebell Range, Ford Lane, Crewe, and shall operate in accordance with this Constitution and current legislation.
- 8.2. The Club shall be affiliated to the National Small-Bore Rifle Association and any other Association that may be considered necessary by the Committee.
- 8.3. The object of The Club is to encourage skill in rifle and pistol shooting by providing instruction and practice in the use of firearms to any of her Majesty's subjects so that they will be better fitted to serve their country in the Armed Forces, Territorial Army, Police, Scouts, National Shooting Squads or Teams, or any other organisation in which their services may be required in the defence of the realm in times of peril.
- 8.4. The range is open for use only at the times specified by the Committee.
- 8.5. Only members who are up to date with their subscriptions shall be allowed to use the club facilities.
- 8.6. (a) The Club shall be managed by a Committee consisting of:  
(i) the Executive Officers of The Club, i.e. a Chairman, Deputy Chairman, Secretary, Treasurer and Chief Range Officer who shall be appointed by the Club at its AGM;  
(ii) such other persons as shall be determined by The Club at its AGM;  
(iii) any Trustee not being an Executive Officer.  
The Committee shall have power to co-opt other members of The Club to serve on it as and when the need arises provided that the number of such co-opted members shall not exceed one quarter of the other members of the Committee.  
The Club shall also appoint, from time to time in recognition for services rendered or about to be rendered, an Honorary President and Vice-Presidents.

(b) The Trustees of The Club shall consist of the Chairman, Secretary and Treasurer and, if the Committee so desire, one other person who shall be appointed by the Committee and they shall respectively hold office until death or resignation unless removed from office by a majority resolution of the Committee. The number of the 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 the Trustees. They shall deal with the property of The Club as directed by resolution of the Committee (of which an entry in the minutes shall be conclusive evidence), but always in accordance with The Charities Act(s); and they shall be indemnified against risk and expense out of the club property.

(c) If at any time The Club in general meeting shall pass a resolution authorising the Committee to borrow money the Committee (subject to such consent as may be required by law) shall thereupon be empowered to borrow for the purpose of The Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in the resolution and thereupon the Trustees shall at the direction of the Committee and subject to such consent as aforesaid make all such dispositions of the club property or any part thereof and enter into such agreements in relation thereto as the 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;

(d) The Committee shall meet at least four times in twelve months. The Secretary may convene other meetings of the Committee on giving seven days' notice;

(e) The quorum for a Committee Meeting shall be 5 and for a General Meeting of the Club 11.

8.7. Application for all grades of membership of the Club shall be made to the Secretary. Such application shall be administered in accordance with Home Office Guidelines as shown in Clause 8.25. The Committee may refuse to admit any person for membership without assigning any reason.

8.8. The annual subscription shall be determined at the AGM payable in advance on 1 January in each year and these may be paid monthly at a rate agreed by the committee for twelve months. Those joining on or after 01 July in any year pay half annual fees (at the appropriate monthly rate if necessary). Failure to continue paying monthly will result in termination of membership and the Police being informed [H.O. requirement]. Half the

annual subscription, or such sum as shall be agreed by the committee, shall be payable by Juniors, in any full year. Any member whose subscription is not paid by the last day in February in any year is debarred from the privileges of membership.

Such debarred members may be re-admitted for the current year on payment of a consideration equal to 150% of the annual subscription, rounded up to the nearest pound. Payment by monthly instalments is not permitted to defaulters.

## **8.9. Disciplinary Matters**

8.9.1. It is the responsibility of all members to inform the 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, unseemly or contrary to the conditions of the range safety certificate.

8.9.2. Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.

8.9.3. 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.

8.9.4. The Secretary (Chairman or Treasurer) shall convene a meeting of the Chairman and three members of the Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.

8.9.5. 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.

8.9.6. The Sub-Committee, having examined the evidence, may decide:

8.9.6.1. That there is no case to answer, in which case the accuser and accused will be informed by the Secretary that the matter is closed, or

8.9.6.2. That there is a case to answer, in which case the matter shall be the subject of a disciplinary hearing.

8.9.7. If there is a case to answer, a Disciplinary Committee comprising five members of the Club Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 9.4 above.

8.9.8. At the disciplinary hearing, all parties to the incident may attend in person and the accused may have with them 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.

8.9.9. The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.

8.9.10. The Disciplinary Committee shall first decide whether the allegation has been proven or not.

8.9.11. If it decides that the allegation has not been proven 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.

8.9.12. If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:

8.9.12.1. A verbal warning

8.9.12.2. A written reprimand

8.9.12.3. Suspension of the right to use the Club's ranges for a fixed period of time.

8.9.12.4. Suspension of the right to use any of the Club's facilities for a fixed period of time.

8.9.12.5. Suspension of all membership rights for a fixed period of time.

8.9.12.6. 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. Such members shall have no claim on the Club for any subscription paid.

8.9.13. 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 seven days of the Disciplinary Committee's decision.

8.9.14. All proceedings of the Sub-Committee under 8.9.4 and 8.9.6 above and of the Disciplinary Committee shall be fully minuted. Copies of the minutes shall accompany any report to the NSRA or other national governing body.

8.9.15. 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 seven days a notice of appeal.

8.9.16. Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution for the purpose of calling a special general meeting of the members of the Club to hear the appeal.

8.9.17. 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.

8.9.18. On the hearing of the appeal by the special general meeting the provisions of 9.8 to 9.14 inclusive shall apply.

8.9.19. All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in special 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.

8.9.20. The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against them.

8.9.21. When any penalty is imposed on a member by a Disciplinary Committee, or at a special general meeting, or by the NSRA or other national governing body, the Secretary shall post on the Club noticeboard a notice setting out the precise nature and terms of the penalty.

8.9.22. The Club Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Club or by the NSRA or other national governing body since the last annual general meeting.

**8.10. Monies:** The Secretary, Deputy Chairman, or any Officer receiving any money on behalf of the Club, shall forthwith hand it to the Treasurer, provided that the Secretary or Deputy Chairman may hold an amount not in excess of £750.00 of the Club money subject to them providing a written statement of money collected to the Treasurer after each Club meeting. All money belonging to the Club shall be held in any acceptable clearing bank and building society in the name of "Crewe Rifle and Pistol Club". All cheques drawn to pay Club accounts shall bear at least two signatures being the Treasurer, Secretary, Chairman, Deputy Chairman or a nominated Member of the Committee.

**8.11. The AGM** shall be held in December of each year (at least fourteen days' notice of such meeting shall be given to the members) at which the following business shall be transacted:

8.11.1. election of Executive Officers, Officers and Committee;  
Nominations for election to the Committee must be made by members of the Club in writing and must be in the hands of the Secretary at least seven

days before the annual general meeting. The person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by ballot at the annual general meeting.

8.11.2. receive the balance sheet and report of the Committee;

8.11.3. revise and amend the rules and regulations (if necessary) and consider any other business. **Any motion** for presentation to the meeting shall be submitted to the Secretary not later than 30 November.

### **8.12. Voting rights:**

Members are entitled to vote provided that their membership dues are paid and up to date. Members unable to attend any AGM or General Meeting in person may appoint a duly authorised proxy, in accordance with Charity Commission guidelines. The Chairman of The Club shall have a casting vote in the case of a tie.

**8.13. Audit:** An independent person (not being a member of the Committee and appointed by the members of the Club at a general meeting of the Club) shall examine the accounts at least once annually prior to the AGM and, if satisfied, shall append thereto a certificate to the effect that such are correct and fairly represent the expenditure and receipts of the Club and its assets and liabilities. They may at any time inspect any book, document or property of The Club in the possession of any officer or member and make a report thereon in writing to the Committee.

**8.14. Liabilities:** The Committee may pay accounts and incur any normal liabilities on behalf of The Club. The Executive Officers and other members of the Committee are hereby indemnified by The Club against any claim or demand in respect of any liability properly and bona-fide incurred by them on behalf of The Club.

**8.15. Special General Meeting:** Upon the requisition in writing duly setting out the purpose, signed by one third of the members of the Club and delivered to the Secretary, the Committee shall within 14 days convene a special general meeting of the Club.

**8.16.** Upon such requisition being duly served and not complied with within 14 days, the requesters may themselves convene a Special General Meeting of the Club by giving seven days' notice in writing to the members, duly setting out the purpose for which such meeting is called and any resolutions passed at such meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

**8.17. Removal of Club Officials from Office:** Any officer or other member of the committee may be removed by a majority of two-thirds of the members of The Club at any general meeting convened under Rules 8.11, 8.14 and 8.15 and such vote shall be taken by ballot.

**8.18. Byelaws:** The Committee may make byelaws and regulations in regard to the use of the range during club hours and may draw up conditions of all competitions, arrange handicapping and matches. The entry fees for all competitions must be paid before shooting in such competitions and cards must be completed by the date specified. Members failing to do so may be disqualified but the Committee in exceptional circumstances may grant relief.

**8.19.** Any byelaws and regulations made by the committee under Rule 17 shall be published by being exhibited on the Club notice board for a period of 28 days and shall thereafter have all the force and effect of these rules, but shall be submitted for confirmation at the next AGM.

**8.20.** The Committee shall have power to determine any point not provided for in these rules.

**8.21.** All shooting shall be governed by the regulations of the National Small-Bore Rifle Association and any other shooting Association as deemed necessary.

**8.22.** In the event of the Club being wound up the property and assets of The Club shall not belong to the members of the club but shall be made over **either** to the officers for the time being of the National Small-Bore Rifle Association to be applied by them either in developing the work of the Association itself **or** for the benefit of some other institution with objects similar to those of The Club as the officers of the said Association may determine, **or** to any other institution recognised by law as a charity which the Trustees of the Club in their sole discretion may direct and as may be agreed by the Charity Commissioners.

**8.23.** All cups, trophies etc. awarded for annual competitions are to be held for the period specified or a shorter period as the Committee may decide and all such items are to be handed to the Secretary on demand. All trophies are perpetual trophies.

**8.24.** No amendment shall be made to this Constitution that would cause The Club to cease to be a Charity at Law.

**8.25. Visitors:**

8.25.1. Casual shooting visits are not permitted.

8.25.2. Shooting visits to the Club are to be arranged with a Committee Member (sponsor) and confirmed with the Secretary **at least 48 hours in advance**. The Secretary will then notify the appropriate Duty Officer. The sponsoring Committee Member is responsible for completing a Visitors Form and for appending it to the appropriate page in the Day Book.

8.25.3. Visitors shall pay a daily fee at a scale approved by the Committee, currently £5 for adults and £3 for juniors (under 21 years).

8.25.4. Visitors from the police or the armed services shall be required to produce, to the Duty Officer's satisfaction, documentary evidence that they have handled firearms in the course of their duty and have a statement from their existing or former senior/commanding officer saying that they are fully trained in handling the type of firearms in respect of which CR&PC has approval and are able to use them safely without supervision.

8.25.5. Visitors who are already full members of another club, which has been approved by the Secretary of State or the Scottish Ministers in respect of the same type or types of firearms for which CR&PC has approval, shall be required to produce, to the Duty Officer's satisfaction, **both** their firearms certificate **and** a valid Club Membership Card. Details of which are to be recorded on the appropriate Visitor form and appended to the Desk Register.

8.25.6. If a weapon is being used by the aforementioned visitor which is required by law to be covered by a personal FAC, or covered by an exemption by virtue of that person's association to an organisation, then an entry must be made by that person into the **Attendance Register** (see page 2 – Visitors) .

8.25.7. Visitors are limited to a maximum of 3 visits during any calendar year, after which they are required to apply for Club membership.

**8.26. APPLICATIONS FOR MEMBERSHIP.**

8.26.1. Applications for membership must be through **EITHER**  
The Induction Session Programme which is held on a regular basis  
**OR** In the case of FAC holders who are members of a Home Office approved club, a direct application to the Club Secretary.

In both cases a mandatory **probationary period** is required to be served (see Probationary Membership below).

8.26.2. **ALL** applicants must complete the Club's application form and provide **ALL** the requested information: including two passport sized photographs, one to be signed by the applicant's principal referee as a true likeness.

8.26.3. UK Taxpayers are expected to complete a **GIFT AID** form at the time of application.

#### 8.26.4. **PROBATIONARY MEMBERSHIP**

Once all the required information is received, a PROVISIONAL membership photo-card, with membership number, will be issued along with a YELLOW Probationary Member Training Card.

**The membership photo-card must be worn on each and every visit to the club.**

**The YELLOW CARD must be produced on each occasion a prospective new member attends the Club and must be signed upon arrival by the DUTY OFFICER.**

The DO is directed to refuse admission if this card is not produced, as it is required to provide documentary evidence that the period of training and instruction, necessary to comply with the Home Office guidelines in relation to Approved Rifle & Pistol Clubs, is being carried out.

Probationary Membership will be for a **minimum** of three months and must include at least ten shooting visits. During this time the applicant will be monitored for safety, ability, etiquette and attitude, in particular by Section Captains and Range Officers.

In cases of insufficient visits, the application will be deferred until the requisite number has been achieved.

The Full Member sponsoring the application shall be responsible for providing instruction in the safe handling and use of firearms in a manner approved by the Committee.

All applicants shall be required to satisfy the Club's Secretary, or such other person as may be authorised by the Committee, of their ability, attitude and knowledge of safety and good practice before their period of probation is complete.

If any current member expresses any concern, with regard to a prospective new member, the matter will be investigated and appropriate action taken. If this results in the application for membership being declined, the applicant will be given written notification of the decision taken.



Successful completion of the probationary period DOES NOT GUARANTEE that the Committee will offer the probationer Full Membership. There is no right of appeal against this decision.

#### **8.26.5. FULL MEMBERSHIP**

Upon election to Full Membership, those who have not yet attained the age of 18 years, or are still in full-time education, will be accorded “**Junior**” membership and be entitled to pay their membership dues at a reduced rate.

Progression within the Club’s membership is via the “Passing Out” process which is recorded in the **Yellow Card**.

This will take the member through the disciplines that the member wishes to shoot, though not in any particular order. Currently those that are available at CR&PC and appear in the Yellow Card are: Air Pistol, Air Rifle, 0.22 RF Target Rifle, 0.22 Lightweight Sporting Rifle, Full Bore and Black Powder.

Members with previous proven firearms experience may not be required to complete Air Weapons certification, at the discretion of the Secretary.

Until any member has passed out in a specific discipline, they may not shoot arms of that discipline unsupervised.

**All members shall wear their membership photo-card on each and every visit to the club.**

8.27. The Committee shall ensure that the number of probationary members permitted in the Club shall not at any time exceed the number of full members.

#### **8.28. Procedure for the Investigation of Range Accidents or Range Safety Incidents:**

8.28.1. Responsibility for the investigation of range incidents is vested in a Range Incident Sub-Committee (**RISC**).

8.28.2. The RISC shall be automatically comprised of the Chairman and/or Deputy Chairman, Secretary, Chief Range Officer and the Captain of the relevant section, together with the DO concerned.

8.28.3. Such incidents involving injury or damage to persons or property, or actions with the potential to cause injury or damage will be the conduit to prompt the sub-committee to be convened.

8.28.4. The Range Conducting Officer (RO) will report on any such incidents to the Secretary and/or Chairman without delay and if the incident

involves the actual or apparent malfunction of a gun the RO will impound the gun and ammunition concerned.

8.28.5. The Secretary or Chairman will then convene a RISC, who will investigate the reported incident in the presence of the RO, witnesses and all others affected by the perceived incident.

8.28.6. The RISC will comprise such members of the CR&PC committee as are available plus any other person(s) that they deem to possess relevant knowledge.

8.28.7. The RISC may call upon anyone to give account of events prior to and during any incident on the range.

Other information which may be required by the RISC includes, but not exclusively:-

Type, calibre, age, and serial number of the fire arm concerned, if the incident relates to a gun or ammunition malfunction.

Type, calibre, age, make, lot number, and loading information for the ammunition concerned, if the incident relates to a gun or ammunition malfunction.

Number of shots fired during the day of the incident by the firearm, if the incident relates to a gun or ammunition malfunction.

Details of any pre-firing checks performed on the firearm, and by whom?

Observation of any deviation from laid down range procedures?

8.28.8. To avoid the possible loss of vital information, no stripping, cleaning or examination of the firearm concerned is to be carried out (other than making it safe) until both the firearm and the ammunition have been examined by the RISC, if the incident relates to a gun or ammunition malfunction.

8.28.9. The findings of the RISC will be written down and copies given to all those present at the investigation, and also to the Secretary for filing.

8.28.10. The outcome of the investigation is to be disseminated by the Secretary to all CR&PC members, so that they may avoid similar occurrences.

8.28.11. Notice: an adverse decision against a member by the RISC committee will mean that the Chairman **MUST** cancel any current SSS and may refuse to endorse a new SSS until satisfied that all has been rectified.

## **9. PERSONAL Responsibilities and Preventative actions.**

9.1 The user of any ammunition which is suspected of producing excessive pressures shall stop firing as soon as any sign of excessive pressure is noticed.

9.2 All shooters and others in the vicinity of the firing point should draw the attention of the RO to the continued use of apparently dangerous ammunition or firearms.

9.3 The RO will examine the firearm and ammunition of any shooter which he/she has reason to believe may be defective or dangerous. If not competent or qualified to make such a judgement, the RO **must** refuse permission for the firearm to be used until such time as duly authorised by the DO.

9.4 The RO will stop the further use of any ammunition or firearm which he/she suspects to be defective or otherwise dangerous and report the matter as a **Range Safety Incident**. 9.3 applies.

9.5 It is the responsibility of the shooter to ascertain whether the ammunition that he intends to shoot in a particular gun is entirely compatible with the gun.

9.6 It is the responsibility of the shooter to ascertain whether the ammunition that he intends to shoot in a particular gun will comply with the ammunition restrictions imposed by the Range Standing Orders, Local By-laws and any additional restrictions imposed by the rules of the competition/practice.

## **10. RIFLE & PISTOL SHOOTING AT CREWE.**

10.1 Rifle & Pistol shooting (including those powered by springs or compressed gas) will be conducted in accordance with the National Small-bore Rifle Association (NSRA), National Rifle Association (NRA) Muzzle Loader's Association of Great Britain (MLAGB) and/or Historic Breech Loading Small arms Association (HBSA) "Rules of Shooting" which may be revised and published annually.

10.2 The RCO will perform his/her duty in accordance with the "Range Conducting Officer's Course Instruction Pamphlet" as issued by the NSRA and upon which relevant Club instruction is based.

10.3 Additional responsibilities may be applied by the CR&PC Health & Safety Protocols as shall be issued.

10.4 The applicable "Range Standing Orders" and "Local Byelaws" will be adhered to. These orders are to be found on all ranges and are to be read by the RO before commencing use of any range.

10.5 Clay Pigeon Shooting.

Not included

## 10.6 **Ammunition.**

10.6.1 Armour Piercing, Incendiary, and Tracer projectiles, as well as projectiles containing ionising or noxious materials are prohibited for all shooting done under the auspices of the CR&PC.

10.6.2 Ammunition used on the Bluebell Range should not exceed the levels on the current range certificate, which are:

A maximum muzzle velocity of 1705 ft/sec (520 m/sec) and a maximum muzzle energy of 475 ft/lbs (645 J).

10.6.3 Any member and / or guest will be required to give details of the ammunition load being used and will be required to chronograph **each batch** of home loaded ammunition. The Club retains the right to check this at any time thought necessary and reserves the right to demand sample ammunition as warranted. No compensation or payment will be made for this.

10.6.4 If you are unable or unwilling to provide the required information, insurance cover would be invalidated and, therefore, the ammunition **MUST NOT** be used.

10.6.5 No person will provide home loaded ammunition for the use of another person at any shoot run by the CR&PC. Except see also section 4.3

**10.6.6 Ammunition may not be bought by persons under the age of 18, although it may be paid for on behalf of the individual by a responsible adult or non FAC holder BUT must be kept at the Club and remains the property of the Club. Storage of this is not normally charged.**

10.6.7 Any stored ammunition left unused for more than three months will be disposed of by Club officials, except under exceptional circumstances.

## **11. PROTOCOL – Conduct of shooting.**

11.1 All shooting done under the auspices of the Crewe Rifle & Pistol Club will be done in accordance with this handbook and CR&PC Range and Standing Orders which may be published (see Appendix) and posted in the ranges.

11.2 All shooting done under the auspices of the Crewe Rifle & Pistol Club will be done under the supervision of a qualified or CR&PC approved Range Conducting Officer (RO).

11.3 No matchlock firearm is to be used at any CR&PC shoot without prior permission of the RO present.

11.4 Firearms using wadding of combustible material or propellants that give off sparks are not to be fired on any range having inflammable material forward of the firing point and/or downwind from the firing point (e.g., Dry grass, carpet, etc.).

11.5 The consumption of alcohol or any non-medicinal drugs during or before handling guns or ammunition is forbidden. The RO has the right to order anyone suspected of having consumed drugs or alcohol from the range and will then report the incident in accordance with CR&PC rules.

11.6 Your attention is drawn to the toxic nature of lead and the residues left after a gun has been discharged. It is your personal responsibility to ensure that you practice the necessary personal hygiene required when handling items containing or contaminated with lead. Such hygiene practices include but are not limited to:-  
Not eating, drinking, smoking, or handling food (and associated containers and utensils), after handling lead or firing residues without first thoroughly cleaning one's hands and face.  
(Note also that one's clothing can become contaminated and should be changed as soon as possible after contact with lead and washed frequently).

Ensure that all cuts, abrasions and other lesions are covered before handling lead (or articles containing or contaminated by it).

11.7 The use of adequate ear protection (muffs and/or plugs) is mandatory at all CR&PC shoots, wherever held, where section 1 firearms are in use.

11.8 Eye protection (Shooting glasses or masks) is strongly advised at all CR&PC shoots and should be standard practice on any range when using semi-automatic gas operated guns; vintage; veteran; or any Black powder firearm. It is also equally advised when using air arms, because of the risk of ricochet.

11.9 The appointed RCO for each detail will ensure that the range safety protocol (as posted) is followed. The aim of this is to provide an ultra-safe, stable, and friendly atmosphere for Club members and to promote the continuance and expansion of the sport of shooting in all its varied forms and disciplines.

It is absolutely vital that every member knows the safety regulations, what to do, and where.

11.10 Remember that ignorance of the law is no excuse.

To this end all members should realise that the Committee and experienced members are there to help, train and assist, but can only do so if you ask, so please do not feel embarrassed or shy if you have to ask. Help is freely and willingly available to you.

Be cautious when seeking advice over the internet and discuss your findings with your section Captain.

There is, however, much valuable information available on-line, particularly in respect of:

- Laws and Regulations on ALL aspects of shooting
- Reloading data from manufacturers (e.g.: Vitavourhi, Hogdens, Valiant etc.)
- Stripping & maintenance manuals, including Video clips
- ISSF rules
- BP/Nitro information

and much more besides.

## **12. PROVING SAFE OF ALL FIREARMS**

It is for each shooter to show (prove) that their firearm is clear.

**All firearms must be visibly safe after proving clear.**

Regardless of the type of firearm, breech flags or safety cords must be used to prove that the weapon is clear, or the bolt removed.

**Failure to use flags may lead to live rounds being left undetected in the chamber, even though the rifle has been inspected and declared 'Safe'.**

**In the case of air arms**, the whole barrel must be proved clear by inserting a cord that is visible at both ends thereof. Where this is not possible, the gun must be rendered demonstrably inoperable.

**It is especially important** that users of semi-automatic rifles; particularly closed bolt designs, shielded chamber lever/pump action and deep shrouded bolt action rifles, use an extended breech flag in the chamber or remove the bolt to prove clear.

Magazines, where detachable, must be removed. Integral magazines must be shown to be empty by racking (operating) the action **AT LEAST THREE TIMES**. For tube magazines, the Range Officer must determine that the nose of the magazine follower is clearly visible. This may mean asking for the tube insert to be removed.

If the chamber of **ANY** rifle cannot be directly visually inspected a torch, equipped with a fibre optic probe should be shone down the barrel from the muzzle end and light observed at the breech.

### **USE A BREECH FLAG**

Flags may be purchased from the club.

## **13. EMERGENCY STOP COMMAND**

On hearing the command **STOP, STOP, STOP**, all shooter's must immediately bench or ground their firearms, without attempting to clear, before standing back from the firing point and awaiting further instructions from the DO and/or RO.

## **14. MUZZLE-LOADING Rifles, Pistols and Revolvers**

14.1 If necessary, before charging, ensure nipples are clear and weapon dry by firing a cap down each barrel/chamber. **THIS MUST ONLY BE DONE ON THE RANGE WITH THE RO'S PERMISSION AND THE WEAPON POINTING AT THE BACKSTOP.**

14.2 Ensure that the barrel(s) and chambers are completely clear of loads, debris and obstructions before commencing to charge the weapon.

**NOTE: charging means loading powder wad and ball/projectile ONLY.**

**CHARGING MAY TAKE PLACE IN THE EQUIPMENT ROOM ADJACENT TO THE RANGE FOR CAP AND BALL WEAPONS ONLY.**

**NO CAPS ARE TO BE FITTED TO THE WEAPON OR CYLINDER EXCEPT WHEN ABOUT TO FIRE ON THE SHOOTING POINT.**

**FLINT WEAPONS MUST NOT BE CHARGED IN THE EQUIPMENT ROOM.**

**NO UNCOVERED WEAPONS OF ANY TYPE ARE ALLOWED IN THE CLUB ROOM** (other than in transit from armoury to range)

14.3 Having charged weapon, leave it in the 'safe' position: on half-cock or hammer in safety slot or whatever your weapon requires. The decision of the Desk Officer / RO is final in cases of dispute.

14.4 Upon the call 'range clear, next detail please', pick up the weapon with the muzzle pointing either vertically upwards or vertically downwards and enter the range, with all the necessary equipment (including caps). Place the weapon on the firing point, muzzle pointing down range.

14.5 Upon the call 'make ready' cap your weapon and carry out the course of fire.

**SPARE CYLINDERS MAY ONLY BE CAPPED WHEN FITTED IN THE WEAPON**, as dropping a capped cylinder on the floor is likely to result in a grenade effect.

**ANYONE TRANSGRESSING THIS RULE WILL BE SUBJECT TO INVESTIGATION BY THE RISC.**



14.6 Single shot weapons must be blown or wiped clear by the shooter blowing down the muzzle or wiping the bore **BEFORE** charging with BP/Nitro.

Any excessive weapon heat felt by the shooter must be investigated **AND ELIMINATED** before charging for the next shot.

Care must be exercised when using the 'ball-starter' that the weapon is supported vertically upwards and not pointing towards the shooter's face or head at any time.

14.7 Reloading of cap and ball revolvers must be done on the rear bench, flasks must be left on the bench and caps on the firing point. Single shot reloading on the point must not use powder flasks (individual phials are acceptable).

14.8 Having discharged the weapon leave it pointing down range on the table surface ready for clearing by the RO.

If convenient, remove the cylinder from the frame. All weapons should be left 'safe' as described in 14.3.

**MATCHLOCK AND AUTO-PRIMING FLINTLOCK FIREARMS ARE PROHIBITED ON THE RANGE**

## **SAFEGUARDING GUIDANCE NOTES:**

The Crewe Rifle & Pistol Club supports the aims of Sport England and UK Sport in dealing with the protection of Children and vulnerable adults in Sport (children being all those under the age of 18 years), the elimination of Sexual Harassment, and the promotion of Equality of Opportunity (Equity). To this end it supports the guidance given by the Great Britain Target Shooting Federation and the NSRA on all these issues.

### **15.1 CHILD AND VULNERABLE (INCLUDING DISABLED) ADULT PROTECTION**

It is the policy of CR&PC to safeguard the welfare of all members and visitors by protecting them from neglect and from physical, sexual and emotional harm.

Crewe Rifle & Pistol Club is committed to:

- Taking into account in all its activities and considerations the interests and well-being of young and vulnerable people.
- Respecting the rights, wishes and feelings of the young and vulnerable people with whom it is working.
- Taking all reasonable practical means to protect them from neglect, physical, sexual and emotional abuse.
- Promoting the welfare of young and vulnerable people and their protection at all times.

All adult members of CR&PC who wish to work with young and vulnerable people are responsible for putting this policy into practice at all times. An adult member of CR&PC has a responsibility to ensure that the young and vulnerable are protected from harm. It is the responsibility of each adult member to ensure that:

- Their behaviour is always appropriate
- They observe the policy established for the safety and security of young and vulnerable people.
- They follow the procedures following any suspicion, disclosure or allegation of child or vulnerable person abuse.
- They recognise the position of trust in which they have been placed.
- The relationships they form with young and vulnerable people in their care are appropriate in every case.
- Photography of young and vulnerable people **MUST** be authorised by CR&PC officials.

## **15.2 SEXUAL HARASSMENT**

The Crewe Rifle & Pistol Club supports a "zero tolerance" approach to all forms of sexual harassment in the conduct of shooting, coaching and team selection. Members should be aware of what constitutes sexual harassment and be committed to the elimination of such behaviour.

## **15.3 EQUAL OPPORTUNITY (Equity)**

The Crewe Rifle & Pistol Club believes that there should be equality of opportunity to participate in shooting disciplines within the jurisdiction of the Club and for individuals to fully recognise their potential whether as shooters, officials, coaches or administrators.

Members should encourage the entry into the sport of individuals regardless of sex, ethnic origin, disability or age, the only restrictions on participation being that the people concerned should act lawfully, safely and with due respect for others.

### **Guidance**

These aims require an awareness of the issues involved, and a preparedness to challenge incidents that may be incompatible with these statements. The Great Britain Target Shooting Federation has produced practical information and guidance notes for member organisations.

### **Reporting**

The guidance notes lay emphasis on the need to report difficulties or concerns to the appropriate authority. Any member may, in strict confidence, refer difficulties or concerns to the Honorary Secretary of the Club or to the Chairman of the Committee of the Club.

**In addition, the Club has appointed both male and female Child Protection Officers, whose photographs and details are posted on the General Notice Board for ease of identification and contact.**

## **APPENDIX 1**

# **Range Safety Rules**

All members **MUST** comply with these range safety rules, as supplemented / reinforced by the General Conditions, Rifle/Muzzle-Loading and Breech Flags Rules when using firearms on the club main range.

These rules should be studied and understood by Probationary Members during their training period. They will be expected to be conversant with them before being approved for membership.

**RSR.1)** All firearms to be unloaded, and in the case of muzzle loading pistols and revolvers, no caps on nipples, flints protected or covered and NO priming in pans; in the case of lever action pneumatic guns, no compression available: at all times except when completing a course of fire. On the command, 'Range Clear next detail please' shooters should enter the range and all firearms should be placed on the respective shooting points with their muzzles pointing directly downrange.

**RSR.2)** A Range Control Officer (RO) should be appointed to take charge of the detail when section 1 firearms are to be used.

Having checked that the range ventilation is adequate and the range light is on the RO gives the command 'ear and/or eye protection please'. (As appropriate)

Shooters **MUST** use effective ear defenders/plugs. Eye protection is mandatory if using any black powder, vintage or veteran class firearm or gas actuated semi-automatic.

Only then will the RO give the appropriate command to select target and fire.

**RSR.3)** No firearm, loaded or not, is to be raised above the white target-backing card.

**Probationers who have not been signed off on a particular discipline MUST BE monitored one-on-one by a full member and MUST NOT put a finger inside the trigger guard until the firearm is on the discrete line of fire.** Experienced shooters may place their trigger finger inside the guard to assist with accuracy.

**RSR.4)** After the course of fire is concluded, or the time limit of 15 minutes exceeded, the RO gives the command 'clear weapons'. At this stage, each shooter must prove to the RO that the weapon is clear in accordance with the 'Proving Safe of Firearms' rules (section 12).

RO's are not permitted to handle weapons unless the shooter requests them to do so.

**RSR.5)** The RO then commands 'firearms and ammunition to the bench/rack please.'

Rifles will be placed in the range rack prior to the detail exiting the range.

Having checked that the firing point is clear, the RO turns off the range light, opens the door and calls out 'cards for the next detail please.'

The RO will ensure that no firearms are handled on the firing point whilst people are forward changing targets.

**RSR.6)** Once targets are changed and any wads and/or spent brass put into the correct bins, shooters must remove their firearms and equipment from the range (see **Exceptions** below).

At this point, the RO declares 'the range is clear, next detail please.'

### **Exceptions:-**

Where shooters are to shoot consecutive details, it is at the ROs' discretion to allow weapons to be stored in a safe condition in the rack at the rear of the firing point and not removed from the range at detail change over.

(It is up to the individual shooter to indicate this to the RO and seek their permission to do so at the end of the detail)

**For prone rifle and bench rest shooters only:** once proved safe and provided that a breach flag is used and/or the bolt is removed, their rifle may remain on the firing point, if consecutive details are being shot. However, **all ammunition must be removed to the bench or rack at the rear of the range.**

## **APPENDIX 2**

### ***Club Policy Guidance Notes for any Club Website and Social media use***

#### **Introduction**

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and My Space; video-sharing sites such as YouTube; and e-mail) are a common means of communication and self-expression.

It is essential that we make considered decisions about how we make use of the internet, mobile phone and email communications, in our club's name to protect both our club and Members. An ill-considered statement could not only bring our club into disrepute but also have insurance and legal ramifications if misused.

Implicit in this policy is the acceptance by all club members that the approval of the Club Committee is required before any registration of a Website, or similar social media, in the name of the club or a similar name.

#### **Considerations**

The following should be observed when publishing information in the club's name:

1. Refrain from publishing comments about other clubs, organisations or officials and on any controversial or potentially inflammatory subjects.
2. Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status protected by law.
3. Use of quotes from other publications, where appropriate, should identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
4. No names of living persons in the club or otherwise shall be disclosed on Websites or Social media without the express permission of the individuals quoted.
5. All information published with association to the club will be restricted to facts relevant to the club: typically, its history, its disciplines and competition results.

6. The Club Committee shall review and approve website publications but in specific areas may delegate to individual members or groups (typically results)
7. The club will be responsible for reviewing/moderating responses to online posts and resolving any concerns before they are posted and reserve the right to request that posts on social media to be removed.
8. No posts/blogs on Social Media in the name of the club shall be made without the express authority of the committee or by persons authorised by the committee.
9. Bulk (of more than 10 addresses) communications by email shall be made using the Blind Copy function (BCC).
10. Mailing lists of club members shall only be released to club officers and should not be released outside these club officers without the expression permission of the club committee. On relinquishing their post club officers should delete these lists from their files.

## **APPENDIX 3**

### **Privacy Policy – General Data Protection Regulations (GDPR)**

#### **About this policy**

This policy explains when and why we (Crewe Rifle & Pistol Club) collect personal information about our members and how we use it; keep it secure and club member's rights in relation to it. This includes probationary members, visitors and guests. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Club notice board and website ( [www.crpc.org.uk](http://www.crpc.org.uk) ) regularly for any amendments. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data.

Further details on the GDPR can be found at the website for the Information Commissioner ( [www.ico.gov.uk](http://www.ico.gov.uk) ).

#### **Responsible person**

For the purposes of the GDPR, the Club Secretary will be the “controller” of all personal data we hold about club members and others. The Club Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

#### **Member's rights**

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**



For more details, please address any questions, comments and requests regarding our data processing practices to the Club Secretary.

### **Specific use and sharing of personal information**

Your personal data (name, address, date and place of birth) will be used to notify the Police when you join the club and for any appropriate notifications as required by law. In general, your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news/work at the club, range closure, competition entries/results and other important notices etc. Your name/address and email address may be shared with our National Governing Body (NSRA) and with the club's insurers. Your personal data will not be passed to anyone else outside the club and your email will only be given to someone outside the club with your permission.

### **The Lawful reasons for processing your data.**

We have three lawful reasons for processing your data, which are:

- (a) Processing is necessary for compliance with our legal obligation (Firearm Amendment Act 1988 c.45 Exemptions Section 15 – Firearms clubs
- (b) Processing of your data is necessary for the administration of your membership contract.
- (c) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The tables following give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

### **What Information we collect, why we collect it, and who we share it with**

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

### **Data processed under our legal obligation**

#### **Requirements of Home Office Approval**

The club is a Home Office Approved Rifle Club. This means that the club will

- Appoint a Police Liaison Officer – currently the Secretary

- Maintain a register of attendance of all members with details of the firearm used
- Inform the Police of any person other than a guest member who has ceased to be a member for whatever reason
- Inform the Police of any person other than a guest who has not shot at the club for a period of 12 months
- Inform the Police of any application for membership giving the applicant's full name and address, date and place of birth and the date on which they became a member

Also see <https://www.gov.uk/government/publications/approval-of-rifle-and-muzzle-loading-pistol-clubs>

Type of information	Purpose	Shared with
Members, probationary members and shooting guest's names and address.	To meet our legal obligations	<ul style="list-style-type: none"> <li>• Committee and associated working groups</li> <li>• Police and/or Home Office representative</li> </ul>
Date and place of birth		
FAC details		
Club Attendance and firearms used		
Dates full and probationary membership commenced and ended.		

Please note data processed for compliance with the Firearm Amendment Act 1988 must be kept for 6 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

**Data processed as a requirement of managing your membership**

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Member's, probationary members and shooting guests, address, telephone numbers, e-mail address	Managing the Member's membership of the Club and club insurance purposes.	Committee and associated working groups
Dates full and probationary membership commenced and ended.	Managing the Member's membership of the Club and club insurance purposes.	
Date of birth / age related information.	Managing membership categories which are age related.	
Gender.	Provision of adequate facilities for members.	
FAC details	Duty of care to ensure firearms are being used lawfully on club premises	
Section 21 declaration	Ensuring individual compliance with legislation	
References	To check the applicants suitability for membership.	
Disabilities	Provision of adequate facilities for members.	
Emergency contact details.	Contacting next of kin in the event of emergency.	Emergency services
Member's photograph	Included on Membership card and membership records	Worn while on club premises for anyone to see.

First Aiders' names	To provide a contact	Members and
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	point in case of emergency	probationary members
Qualifications	RCO, Instructor and Coaching qualifications for quality assurance purposes	
Competency	For accreditation and issue of competency cards	

Please note data processed for compliance with insurance purposes must be kept for 30 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

**Data processed with your consent**

The club will seek consent in the application form before processing any information as outlined below.

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Members, probationary members and shooting guests, address, telephone numbers, e-mail address	Managing the Member's membership of the Club.	NGBs and other shooting organisations e.g. British Shooting, County Associations etc.
Date of birth / age related information.	Managing membership categories which are age related. Age related competition opportunities	
Gender.	Provision of adequate facilities for members. Gender related competition opportunities. Reporting gender data.	

Disabilities	Provision of adequate facilities for members. Providing competitive and other opportunities.	
Competency	For accreditation and issue of competency cards	
Qualification	RCO, Instructor and Coaching qualifications for quality assurance purposes	
Scores	For performance measures related to competition and selection. For media publicity of events	
Photos and videos of members and their firearms	Putting on the Club's website and social media pages and using in press releases.	With permission of the members in each instance.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching, instruction and supervision of shooting activity	Members, probationary members, other clubs and shooting associations and NGBs
Member's name, address, telephone numbers, e-mail address	Website access and newsletter distribution	Web and newsletter publishers – members consent will be requested separate to membership/renewal

The club may be asked to share personal information we process about an individual and the name, address and email address with an appropriate National Governing Body (NGB). Currently, this NGB is the NSRA.

### **Enquiries and other communications with the club**

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis. People added to a club waiting list for membership will be informed and asked for permission to store that data at that point.

### **Children**

Parents or guardians signing the probationary or full membership form are giving their permission for the data to be used as described elsewhere in this policy.

### **How we protect your personal data**

The Club Membership Secretary will process membership information electronically and hold all information on a database on the cloud. Backup copies of this information will be held by the Club Secretary and Club Treasurer. Paper copies of data will be held at the Club Membership Secretary's house and secured in a locked filing cabinet. If it is necessary to transport data, it will be kept secure.

Coaches and instructors will also process and hold information pertaining to people under their instruction and necessary information will be made available to coaches and instructors only as required.

For any on-line payments which we take from members, probationers, visitors and guests we will use a recognised online secure payment system.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

### **Request to see your personal information**

If you wish to know what personal data the club holds please email the Club Membership Secretary (crpcmem@yahoo.co.uk) and he will respond within 14 days of the request (depending on availability).

### **Accuracy and retention of data**

Each individual member is responsible for keeping the Club Membership Secretary informed of changes to their data (e.g. address/telephone number etc. and this is updated at least once a year at renewal and you are at that time authorising the club to hold such data on file.

The data are kept on file at the Club Membership Secretary's house and on the Cloud. The data will normally be kept for up to seven years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Name, address and length of membership will be kept for up to 30 years for management of historical insurance claims. Names and scores may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.

### **CCTV Images**

CCTV is used to record activities on and around the ranges at the club in the interests of safety and crime prevention. All images are stored onsite in the armoury. The images/data are stored for ten days and then these are over written.

For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about club members, customers and offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, service providers, police forces, security organisations and persons making an enquiry.

Any complaints which rely on this about theft/bullying/abuse etc. must therefore be made within ten days of the incident otherwise the images will have been overwritten.

## **REMINDER**

The notes here must not be considered the be all and end all.

They are guidelines, to help you think about how to be and be seen to be safe.

The majority is plain common sense, backed up by “experience”.

Never presume that older people are more experienced. They can develop bad habits without realising it.

The phrase “but we have always done that” does not mean under the new regulations, laws and rules imposed upon us that it is acceptable now, or ever was!

## **Useful numbers & addresses**

### **National Smallbore Rifle Association**

Lord Roberts Centre, Bisley Camp, Brookwood, Surrey GU24 0YW

[www.nsra.co.uk](http://www.nsra.co.uk)

01483 485522

[membership@nsra.co.uk](mailto:membership@nsra.co.uk)

membership: 01483 485503

**MLAGB**, PO Box 304, SEVENOAKS. Kent TN4 6WB

[www.mlagb.com](http://www.mlagb.com)

Wedgenock Range: 01926 408218

(Sat/Sun)

**BASC** Marford Mill, Rossett , Wrexham, LL12 0HL

[www.basc.org.uk](http://www.basc.org.uk)

01244 573000

**NRA**, Bisley, Brookwood, Surrey. GU24 0PB

[www.nra.org.uk](http://www.nra.org.uk)

01483 797777

### **Cheshire Firearms & Explosives Licensing**

Cheshire Constabulary HQ, Clemonds Hey, Oakmere Road

Winsford. Cheshire. CW7

[flu@cheshire.pnn.police.uk](mailto:flu@cheshire.pnn.police.uk)

01606 362084

**Staffordshire** Firearms Licensing

[Firearms.licensing@staffordshire.pnn.police.uk](mailto:Firearms.licensing@staffordshire.pnn.police.uk)

01782 232790



**PERSONAL NOTES**

Information Record

Date

**SAFE HANDLING AND PRACTICE APPROVAL**

AIR PISTOL .....

AIR RIFLE .....

.22RF TARGET RIFLE .....

.22RF LIGHTWEIGHT SPORTING RIFLE .....

FULL BORE RIFLE .....

BLACK POWDER / NITRO .....

**PROBATIONARY TRAINING COMPLETED** .....

**COURSES**

RANGE SAFETY COURSE .....

FIRST AID COURSE .....

RELOADING COURSE .....

RANGE CONDUCTING OFFICER COURSE .....

COACHING COURSES .....