

# **BYELAWS**

## **C.S.F.T.A**

### **CENTRAL SOUTHERN FIELD TARGET ASSOCIATION**

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**1. Definitions:**

There is a full list of definitions within the Constitution, to avoid repetition only very pertinent definitions are repeated here along with any terms specific to the byelaws. Words denoting the masculine gender are taken to include the feminine gender.

The Association:

Refers to the Central Southern Field Target Association (CSFTA).

Field Target:

There are many forms of shooting discipline but when referring to "Field Target" the Association is specifically referring to the use of airguns in participation of what is generally accepted as Hunter Field Target (HFT) and Field Target (FT). Other disciplines such as 10 Metre, Benchresting, Full Bore and 3 Position may be promoted within Association Members but they are not the prime focus of the CSFTA.

Constitution & Byelaws:

Constitution & Byelaws are a set of fundamental principles or established precedents according to which an entity is governed. The Association is governed by the BFTA and any statute which takes precedence, but within these boundaries the association can further apply its principles and in applying and accepting membership the Clubs agree to uphold these principles and rules. Any change to either Constitution or Byelaws requires a 75% majority vote by the Management Committee.

Association Members:

Clubs, who have subscribed to the Association, paid the membership supplied a copy of valid liability insurance and accept the regulations and codes of conduct within the constitution and byelaws of the Association. Membership MUST be current and not expired.

Club Member:

An Individual who is a Member of a Club, which is itself an Association Member. Membership MUST be current and not expired.

Guest / Visitor:

- a) An individual attending the grounds of an Association Member, and who is either not a member of any club, or who holds membership to a club outside the jurisdiction of the Association.
- b) A Club who is not an Association Member. This may include a club team made up of individuals who are members of said club, but the club is either not an Association Member or is a club outside the jurisdiction of the Association.
- c) See Section 7 for more details on Guests and their activities.

Chief Marshal:

The person appointed by the event organisers to hold ultimate responsibility for, and control of, the event.

Line / Range Marshal:

A person appointed by the Chief Marshal who will assume responsibility for all safety aspects, and administration of, the firing line.

Suspended Association Members:

Clubs who have had their membership suspended. Suspended Association

Members will not be permitted to hold any CSFTA events or have their club officer or any proxy vote at committee meetings until the suspension is lifted. Club members of a suspended association member will not be penalised.

### **2. General:**

- 2.1 The byelaws of the Association shall have the same force and effect as though they were part of the constitution.
- 2.2 All Association Members shall be provided with a copy of the constitution and byelaws and any amendments pertaining thereto. In accepting membership of the CSFTA, Association Members confirm acceptance of the constitution and byelaws and will be bound by them.
- 2.3 The Association will *aim* to:
- a) Encourage the formation of Airgun Clubs and Regional Associations
  - b) Standardise competition and safety rules for the sport of Field Target shooting within the Region.
  - c) Advise on all matters relating to the formation of a Club and Airgun shooting.
- 2.4 The Association will *aim* to provide, as a minimum, the following:
- a) A Management Committee comprising of a minimum of 6 individual Officers, 3 Honorary (Chairman, Treasurer, and Secretary), and 3 Club Officers (Club Representatives made Club Officers by proxy and of 3 individual clubs who are Association Members). Refer to Constitution section[s] 6 to 9 for further details on the Management Committee.
  - b) A CSFTA Representative to attend BFTA meetings and vote accordingly as the region instructs.
  - c) A CSFTA Representative to attend EFTA meetings and vote accordingly as the region instructs
  - d) Website to include full calendar of events both within the CSFTA and nationally, scores for all CSFTA events, details of clubs within the region, the minimum being those clubs who are members of the association and all of this for both Field Target and Hunter Field Target.
  - e) A Winter League as long as there is demand and there are a minimum of 3 Association Members participating.
  - f) An Association Member to Host a National GP within the region.
- 2.5 The Association may affiliate to any business, institute, charity, club or association where, in the opinion of the Management Committee, such affiliation would be in the best interests of the Association and in furtherance of the Objects.
- 2.6 Notwithstanding any provision hereof every Association Member, Club Member, Visitor or Guest shall be bound by any rules or regulations of any official governing body to which the Association is at any time affiliated and by all relevant statutes or other instruments of law which may be in force. The Association and the Officers of the Management Committee shall not be liable in respect of any loss or damage arising as a result of any breach or non-observance thereof by any Association Member, Club Member, Visitor or Guest.

**3. Membership of the Association:**

- 3.1 Refer to the Constitution for Membership Application Process, Terms of Membership and Termination of Membership.
- 3.2 The Membership fee payable to the Association for each Association Member shall be as agreed at the AGM or GM held for the purpose which takes place at least 1 full month prior to the new membership year.
- 3.3 The Membership fee is payable in full no matter when a club joins the Association. For example a club joining in November is still due to pay the full amount and then all further renewals are due on the 1<sup>st</sup> January.
- 3.4 All Association Members are required to hold Public Liability Insurance cover. A copy of the current certificate should be forwarded to the Secretary upon joining the association and thereafter each year, within 30 days of the insurance renewal date. Failure to provide this will mean that the Club's membership is suspended with immediate effect. Failure to provide a valid insurance certificate which covers the period of the membership including the suspension period will result in termination of membership. If suspension lasts more than 30 day's membership will be terminated.
- 3.5 Membership is due and payable on joining the Association and thereafter on or before the 1st January. The Association reserves the right to permit up to the 31st January for payments to be received before membership is considered to not have been renewed. This is to be voted on and agreed by simple majority at an AGM or GM for that purpose. If membership is not renewed the Club will have to re-apply for membership - See section 5 of the Constitution.
- 3.6 The Association reserves the right to implement a late charge of £15 to any club who advises of their wish to re-join within the renewal terms (see section 3.5), but whose membership fees are received late (after the 1st January, or after the permitted time limit a maximum of up to the 31st January as voted on by the committee).
- 3.7 If an Association member has their membership terminated (excluding simply not renewing which is detailed in section 3.5), they will have to re-apply for membership and pay any joining fees and annual membership fees as if a new club joining. See section 5 of the Constitution. The Association reserves the right to waive joining fees or membership fees of a re-joining club (if for example they have already paid a membership fee, had their membership terminated and have re-applied for membership within the same membership year, the committee may decide to waive the second membership fee) if agreed by a simple majority vote at an AGM or GM called for the purpose.

**4. Administration of the Association:**

- 4.1 The business of the AGM shall be, but not limited to:
- Apologies for absence.
  - Matters arising from previous meeting Minutes.
  - General reports covering the preceding year and the present state of the Association and its members.
  - Presentation and acceptance of the accounts for the preceding financial year.

- Appointment of auditors if required.
- Fixing fees and subscriptions for the coming year.
- Election of Chairman.
- Election of Secretary.
- Election of Treasurer.
- Election of Competition Secretary[s].
- Appointment of Co-opted Officers if Required.
- Registration of Management Committee Officers.
- Consideration of any recommendations by the outgoing Management Committee for changes to the constitution and byelaws.
- Consideration of any item[s] of business notified in writing to the Secretary by any Association Member or Officer no later than 21 days before the date of the AGM.
- Any other business at the sole discretion of the Chairman of the meeting. Any matter discussed under "any other business" may only be for consideration or recommendation and must be ratified at a future meeting of the new Management Committee, or (where necessary) at a future AGM or GM

4.2 The business at GMs shall be, but not limited to:

- Apologies for absence.
- Matters arising from previous meeting Minutes.
- Consideration of any item[s] of business notified in writing to the Secretary by any Association Member or Officer no later than 21 days before the date of the GM.
- Any other business at the discretion of the Chairman of the meeting. Any matter discussed under "any other business" may only be for consideration or recommendation and must be ratified at a future AGM or GM.

4.3 Any Association Member may address a meeting of the Management Committee via their Club Representative who holds the position of Club Officer on the Management Committee upon written application to the Secretary. The Committee shall hear the Association Members proposal at its next meeting provided that the application is received by the Secretary at least 21 days prior to that meeting.

4.4 All Club Members of Association Members have the right to put forward suggestions, questions or complaints to the Association. This is to be done by firstly approaching their Club Representative, who as Club Officer on the Management Committee will bring this to the attention of the Management Committee in writing to the Secretary. Such items will then be addressed at the next meeting or one called for that purpose as long as the application is received in writing to the secretary at least 21 days prior to that meeting.

### **5. The Management Committee:**

5.1 The Management Committee shall ensure that the Association has the benefit of appropriate and adequate insurance in respect of all relevant risks.

5.2 No funds may be spent or liabilities incurred without consent and authorisation by the Management Committee on behalf of the Association. The Treasurer must be consulted on all monitory transactions and then any spend to be passed by simple majority. This can be done by electronic communication if agreed by all Officers.

5.3 The Officers of the Committee are hereby indemnified by the Association in respect of any liability reasonably and properly incurred by them on behalf of the Association; and all claims which may be made against them as a result of any

death, injury, disability or damage to property arising from the activities on the Association Member's property, on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.

- 5.4 The Management Committee may recommend by way of a resolution for consideration and ratification at an AGM, or at a GM called for that specific purpose, changes to registration fees, competition fees or any other Association charges levied upon its members or upon other users of its member's facilities.
- 5.5 In accordance with clause 19 of the constitution, subject to ratification by the Association in meeting the Management Committee may add, amend or delete any clause contained within these byelaws. Any such change must be supported by at least 75% of the voting officers of the Management Committee present at the relevant meeting and in the presence of a Quorum. Any proposal for such addition, amendment or deletion shall be published to the Association membership by a notice distributed to the Association Members not less than 14 days immediately preceding the date of the meeting at which the proposal will be considered.
- 5.6 All Association Members shall be deemed to have been notified of any addition to, amendment of or deletion from these byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is distributed to the Member bodies.

**6. Conduct of Association Activities:**

- 6.1 The Competition Secretary may request any person who is a Club Member of an Association Member Club to act as a Marshal at his or her discretion.
- 6.2 A Minimum of One range logbook shall be kept by each Association Member for the purposes of recording:
- a) The names of all persons shooting and attending all Association Member grounds and events.
  - b) Any other information which the Management Committee may require as advised from time to time.
- 6.3 All Club Members, Visitors and Guests must sign the range logbook and pay the visitor's fee and range fee (where applicable) if they shoot or attend any Association Member grounds.
- 6.4 No person under the age of 18 years shall have access to the range unless he or she is at all times under the supervision of a parent or guardian and accompanied according to NSRA Child Protection Guidelines or the Association Members Child Protection Guidelines and as statute dictates.
- 6.5 All Club Members, Visitors and Guests using the Association Members ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.
- 6.6 Every attendee shall ensure that they leave the site clean and tidy.
- 6.7 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 6.8 No animal shall be allowed on to any part of any Association Member grounds unless it is at all times under the control of its owner and has the permission of the Association Member in question.

- 6.9 The Marshal on duty, An Officer of the Host Association Member or any Officer of the Management Committee may insist upon the immediate removal from any part of the a Association Member grounds, any person, child or domestic animal that is causing a disturbance which may distract shooters on the firing point or for any reason where safety is called into question.
- 6.10 The Marshal on duty, An Officer of the Host Association Member or any Officer of the Management Committee is entitled to refuse permission for any person to shoot on the ranges if he or she has reason to believe that they are not in a fit condition to do so.

**7. Guests / Visitors:**

- 7.1 Guests / Visitors may both participate in all club activities and events as long as permitted by either the Host Association Member or Management Committee.
- 7.2 Guests / Visitors can participate in CSFTA events and leagues but their scores will not be recorded within the results and they can only participate if there is room and permission is granted by the Host Association Member.
- 7.3 Guests/ Visitors may attend a Club or event via being:
- a) Invited by an Officer of the Management Committee
  - b) Invited by a Club Member of an Association Member Club.
  - c) Impromptu arrival but is then accepted by a person listed above upon signing the range logbook.
- 7.4 A Guest / Visitor may enter the grounds of any club who is an Association Member provided that on each occasion they:
- a) Produce proof of membership of another recognised association and/or
  - b) Confirm his / her eligibility to shoot by entering his / her name, address and / or other association name in the event's range logbook of visitors and
  - c) Pays the required fees.

**8. Range Administration for CSFTA Events:**

- 8.1 The Host Association Member is responsible for electing a Chief Marshal and any Line Marshalls as needed and ensuring that all shooting is conducted in accordance with:
- a) The Association Member's Range Orders and conditions laid down in the relevant rules applicable to the event,
  - b) Conditions laid down by the landlord of the range,
  - c) The Association's Safety Rules,
  - d) Requirements laid down under "Conduct of Association Activities" in these byelaws.
- 8.2 The Host Association Member is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place.

**9. Disciplinary Matters:**

- 9.1 It is the responsibility of all Club Members and Association Member to inform the Management Committee of any conduct on any Association Member grounds by any person, whether or not they are a Club Member or Association Member, that is illegal, unsafe, dishonest, discreditable, ungentlemanly or contrary to the conditions of the Associations constitution, byelaws and rules.
- 9.2 Such reports must be made in writing to the Secretary, or if he or she is not available, to the Chairman or Treasurer, and should they not be available to any other Co-opted Honorary Officer, and should they not be available to any other non-bias committee member at the earliest opportunity. If there are no committee members available then reports must go to the National Governing Body.
- 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 or persons receiving the report as stated in 9.2) to give such notice at the earliest opportunity after receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 9.4 The Secretary (Chairman or Treasurer or persons receiving the report as stated in 9.2) shall convene a meeting of three impartial Officers of the Management Committee (or persons as chosen by the national governing body), to sit as a Sub-Committee to consider the matter within reasonable time after notification of the incident.
- 9.5 The Secretary (Chairman or Treasurer or other such person as stated in section 9.2) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(s), and will lay those statements before the Sub-Committee when it meets. There can only be reasonable attempts to communicate with the accused the accuser and the witnesses and after a reasonable amount of time it will be deemed no further statements will be forthcoming and the investigation will proceed. Any information received after the investigation meeting will not change the outcome of the investigation but can be considered should disciplinary proceedings be commenced.
- 9.6 The Sub-Committee, having examined the evidence, may decide:
- a) That there is no case to answer in which case the accuser and accused will be informed by the Secretary (or person as stated in section 9.2) that the matter is closed, or
  - b) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 9.7 If there is a case to answer a Disciplinary Committee comprising three alternative Officers of the Management Committee (or persons as specified in section 9.2) shall conduct the disciplinary hearing within reasonable time of the meeting held under 9.4 above.
- 9.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him/her a friend or advisor. If the accused does not attend he or she shall be entitled to receive a copy of the record of the hearing within reasonable time of it taking place, or within 3 months of requesting the same, whichever is later.
- 9.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 9.10 The Disciplinary Committee shall first decide whether the allegation has been proved



or not.

- 9.11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he/she does so such notice must be given within reasonable time of the decision being made.
- 9.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties (which will be advised in writing to the accused):
- a) A verbal warning
  - b) A written reprimand.
  - c) Suspension of the right to use ranges of the Association's Members for a fixed period of time.
  - d) Suspension of the right to use any of the Association Members facilities for a fixed period of time.
  - e) Suspension of all membership rights for a fixed period of time. This includes Club Membership for individuals and Association Membership for Clubs.
  - f) Immediate termination of membership. To include individual Club Memberships to clubs who are Members of the Association and the Membership of a Club itself to the Association, or in the case of a non-member of the right to make use of any of the Association Members facilities.
  - g) Non-inclusion of scores in CSFTA events and disqualification from any inter regional or national competitions for a fixed period of time, to include all CSFTA events.
  - h) Removal of any positions/scores/titles won in current or previous CSFTA events.
  - i) Removal of position on CSFTA Committee and/or exclusion from holding a position on the committee for a fixed period of time.
- 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 any 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 (or persons specified in section 9.2) shall make the report within reasonable time of the Disciplinary Committee's decision.
- 9.14 All proceedings of the Sub-Committee under 9.4 and 9.6 above, and of the Disciplinary Committee, shall be documented, and copies shall accompany any report to any other national governing body.
- 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 (or persons specified in section 9.2) within 28 days a notice of appeal.
- 9.16 Upon receipt of such a notice of appeal the Secretary (or person as stated in 9.2) will call a General Meeting of the Officers of the Association for the specific purpose of hearing the appeal within reasonable time.
- 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.
- 9.18 On the hearing of the appeal by the General Meeting the provisions of clauses 9.8 to 9.14 inclusive shall apply.
- 9.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the officers in the 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 (or acting chairman) shall have the casting vote.

- 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. Nor will any witness, the accuser or any involved or bias committee member.
- 9.21 When any penalty is imposed by a Disciplinary Committee or at a General Meeting for the purpose, or by any other national governing body, the Secretary shall post to the Association Members a notice setting out the precise nature and terms of the penalty.
- 9.22 The Management Committee shall report to each AGM any penalty imposed on any person[s] or club[s] as a result of disciplinary action by the Association or by any other national governing body since the last AGM. Along with any Investigations conducted and their outcome.

### **10. Safety:**

- 10.1 The Association has adopted Safety Rules, as per appendix A.
- 10.2 The Safety Rules shall be displayed on the Association website, and at each of the Association's events.
- 10.3 Every person attending the Association's events must at all times abide by the Safety Rules.
- 10.4 These rules will be over ridden by any BFTA Rules to the contrary or any statute laid out in law.

### **11. Participation in CSFTA Events:**

- 11.1 All Association Members are required to purchase BFTA Registration cards for any of their Club Members who wish to participate in any CSFTA hosted and run events.
- 11.2 Guests & Visitors who may not have a BFTA Registration Card may participate in CSFTA hosted and run events but their scores will not be counted and so no official placing will be given or awarded. Participation is solely at the discretion of the Host Association Member and must not in any way detract or delay the goings on of the event.

### **12. CSFTA Winter League for FT:**

- 12.1 The Host Association Member is required to provide a 40 target main course in accordance with the current BFTA rules.
- 12.2 The fee for shooting the Winter League event is £7.50 per entry which includes a Bonus Bunny of 50p per shooter. The Bonus Bunny element is defined by the Host Association Member but the funds go to the shooter[s] who hit a designated target and whose name[s] are pulled in the event of multiple qualifiers. The Host Association Member retains £3.50, the remaining £3.50 is payable to the CSFTA.
- 12.3 The Host Association Member is allowed to run side events and keep any profits raised from these events.

### **13. Miscellaneous:**

- 13.1 The Management Committee may if they wish request an audit of the Association Accounts at any time as is deemed necessary.
- 13.2 Once an Association Member has arranged a shoot date with the CSFTA no other Association Member may hold a shoot on the same day unless the first Member agrees.
- 13.3 A Junior is any person under 18 years of age. All Juniors should be accompanied according to NSRA Child Protection Guidelines or the Member Clubs Child Protection Guidelines and as statute dictates

**Appendix A**

***BASIC CSFTA SAFETY RULES***

1. Never point a rifle or pistol at anyone or anything except a designated target over the firing line.
2. Never carry a rifle or pistol un-cased in a public place.
3. Never load a rifle or pistol unless it is pointing down range and the muzzle is over the firing line.
4. The action of a rifle or pistol is to be kept un-cocked and unloaded at all times when not in use.
5. Do not touch other people's equipment without their permission.
6. Compressed air bottles should be stored in an appropriate and safe manner according to any reasonable person.
7. Rifles and Pistols should be stored in an appropriate and safe manner according to any reasonable person.
8. Any Non Member, Visitor, Guest, Vulnerable Person or Junior is not to be left unsupervised.
9. Juniors:
  - a) Any Individual under the age of 18 is classed as a Junior.
  - b) All Juniors should be accompanied according to NSRA Child Protection

Guidelines or the Member Clubs Child Protection Guidelines and as statute dictates.