



## SURREY COUNTY SMALL BORE RIFLE ASSOCIATION

Affiliated to:

**National Small-Bore Rifle Association No.2036**  
**National Rifle Association No.132**  
**Surrey Rifle Association**

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### CONSTITUTION

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Dated : Adopted at Annual General Meeting 16<sup>th</sup> October 1976

Amended : 23<sup>rd</sup> April 1983  
28<sup>th</sup> April 1984  
16<sup>th</sup> March 2004  
16<sup>th</sup> March 2010  
27<sup>th</sup> March 2012  
21<sup>st</sup> March 2017  
22<sup>nd</sup> May 2018  
12<sup>th</sup> March 2019

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- 1 The name of the Association shall be the SURREY COUNTY SMALL-BORE RIFLE ASSOCIATION, (hereinafter called the Association).
- 2 **AFFILIATION**
- 2.1 The Association shall be affiliated to the NATIONAL SMALL-BORE RIFLE ASSOCIATION and any other organisation as shall, from time to time, be deemed necessary.
- 3 **OBJECTS**
- 3.1 The Objects of the Association are to encourage and facilitate the development of and participation in the sport of rifle and pistol target shooting (the Sport) within the County of Surrey;
- 3.2 The area of the County of Surrey shall be defined as that agreed by the Shooting Council of the NSRA under Rule:2.3.2 This includes the County of

Surrey existing prior to the formation of the Greater London Council on 1<sup>st</sup> April 1965, plus the Boroughs of Lambeth, Southwark and Wandsworth for so long as the NSRA maintains approval of the same.

- 3.3 The Association may do all things reasonably necessary to advance the Objects of the Association, including but not limited to providing competition, coaching, training and related social and other facilities and events, raising funds and subscriptions, maintaining bank accounts, making grants and loans, setting aside funds for special purposes or as reserves, investing funds in a lawful manner, employing and engaging staff and others (paid or unpaid) and providing services and co-operating with or affiliating to any bodies regulating or organising the Sport and any or body involved in it.

#### 4 **EQUITY IN SPORT**

The Association shall be managed in accordance with the statement entitled 'Equity in Sport' issued by British shooting (formerly the Great Britain Target Shooting Federation) set out in the N.S.R.A. handbook. This statement is a commitment to provide equal opportunities for all in the shooting disciplines under the jurisdiction of British Shooting.

#### 5 **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

The Association shall be deemed to have adopted the Guide to Policy and Procedures on Safeguarding Children and Vulnerable Adults in Target Shooting issued by the N.S.R.A. from time to time. The procedures are based on the principle that all children and vulnerable adults, regardless of age, any disability they may have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse. In addition, the Association shall ensure that all coaches and officials working directly with children and vulnerable adults on behalf of the County shall be DBS cleared through the N.S.R.A.

#### 6 **MEMBERSHIP**

- 6.1 Membership of the Association shall be open to all small-bore clubs (and such other organisations as the Committee may as suitably committed to the pursuit of the Objects deem from time to time) located within the County area and which are affiliated to the N.S.R.A. or any other governing body recognised by the Association.
- 6.1.1 Clubs and organisations not falling within the County area may be considered by the Committee for affiliation, subject to written agreement from their own County Association.
- 6.2 Individual Associate Membership of the Association shall be open to any person resident within the County area.
- 6.3 The Committee shall have the power to refuse any club, organisation or individual application for membership without assigning a reason.
- 6.4 An accepted club or organisation that has paid its subscription is an Affiliated Club.

#### 7 **FINANCIAL YEAR**

- 7.1 The Financial Year shall begin on 1st January and end on 31st December.

#### 8 **OFFICE BEARERS**

8.1 The Office Bearers (hereinafter referred to as Officers) shall consist of the following:

President  
Vice President(s)  
Chairman  
Vice Chairman  
Honorary Secretary  
Honorary Treasurer

9 **ASSOCIATION COMMITTEE**

9.1 The business of the Association shall be transacted by a Committee who shall be elected annually at the Annual General Meeting and shall consist of the following:

President  
Vice President(s)  
Chairman  
Vice Chairman  
Honorary Secretary  
Honorary Treasurer  
Safeguarding Officer  
County Captain (Rifle)  
County Vice Captain (Rifle)  
Women's Captain (Rifle)  
Women's Vice Captain (Rifle)  
Air Pistol Captain  
Three Positional Captain  
Air Rifle Captain  
Light Sport Rifle Captain  
Benchrest Captain  
Junior Captain  
Chief Statistical Officer (Rifle)  
Chief Statistical Officer (Pistol)  
Open Meeting Organiser (Rifle)  
Open Meeting Organiser (Airgun)  
Open Meeting Organiser (LSR)  
N.S.R.A. Representative  
Awards Officer  
Coaching Coordinator  
Communications and Publicity Coordinator  
Webmaster

9.2 The Committee may co-opt additional members, not exceeding six at any one time, such co-options being normally for one year only.

9.3 Officers and Committee Members shall hold office from the end of the Annual General Meeting at which they are elected to the end of the next succeeding Annual General Meeting.

9.4 A member of the Committee may hold more than one office, but shall have only one vote.

9.5 Committee Member vacancies may be filled by the Committee, the person so appointed holding office only until the end of the next Annual General Meeting.

9.6 Invited Observers. There may be a Surrey Full-Bore Representative nominated by the Surrey Rifle Association and others as deemed necessary. Invited Observers shall have no voting powers.

9.7 On the recommendation of the Committee, a General Meeting of the Association may appoint a person to the honorary position of Life Vice-President. Such a person must be connected to shooting in the County and have made sufficient contribution to shooting to warrant being honored by the County. Life Vice Presidents are not subject to annual election and have no voting powers.

## 10 DUTIES

10.1 **The President**, or failing him one of the Vice Presidents, shall preside at General Meetings and at any social functions arranged by, and for, the Association.

10.2 **The Chairman**, or in his absence the Vice Chairman, shall preside at all Committee Meetings; also, in the absence of the President or any Vice Presidents, at all General Meetings of the Association. In the absence of all these Officers at any Meeting, a Chairman shall be elected from among those present, to act at that Meeting.

10.3 **The Honorary Secretary** shall keep Minutes of business transacted at all General and Committee Meetings, shall give notice of such Meetings in accordance with item 12 of this Constitution, and shall perform such other duties relating to the Office of Secretary as may be required from time to time.

10.4 **The Honorary Treasurer** shall receive payments of monies due to the Association and shall make payments on its behalf. He/she shall keep proper accounts of all such monies received and paid during the financial year and shall furnish a financial statement, duly audited, at the Annual General Meeting and at such reasonable times as may be required by the Association or its Committee.

10.5 Payments. Any two of the following Officers must authorize payments on behalf of the Association:  
Chairman  
Honorary Secretary  
Honorary Treasurer

## 11 INDEPENDENT SCRUTINEER

11.1 An Independent scrutineer shall be appointed at the Annual General Meeting. They shall examine the books of accounts, with the vouchers and invoices relating thereto, at least once annually at the end of the financial year and shall report hereon in the form of a Certificate to be appended to the financial statement.

## 12 MEETINGS

### 12.1 Committee Meetings

12.1.1 The Secretary shall convene meetings by giving seven clear days' notice in writing to each individual entitled to attend such Meetings.

12.1.2 The Secretary shall convene a Meeting as and when he considers one is necessary; or at the request of the Chairman; or at the request of not less than one quarter of the total Committee Members entitled to vote. At such meetings the Chairman shall have a casting vote.

12.1.3 Not more than five months shall elapse between meetings.

12.2 **Annual General Meetings**

12.2.1 The Annual General Meeting shall be held within six months after the end of the proceeding financial year. At least twenty-one clear days' written notice of such Meeting shall be given to all Members entitled to attend, such Meeting. Notice to known Secretaries of Affiliated Clubs and organisations shall be deemed notice to their members. The following business shall be transacted:

12.2.1.1 To approve the Minutes of the previous Annual General Meeting.

12.2.1.2 To receive the Reports of the Chairman, and Discipline Captains

12.2.1.3 To receive the Statement of Accounts and Independent Scrutineer's Report thereon.

12.2.1.4 To revise and amend the Constitution if necessary.

Notice must be given in writing to the Honorary Secretary of any proposed amendment by 1st January. The Committee may formulate proposals up to the date of issue of the Agenda for the Meeting, such Agenda to accompany the twenty-one clear days' written notice of such Meeting.

12.2.1.5 To elect the Office Bearers and Committee.

12.2.1.6 To elect an Independent Scrutineer and agree any fee.

10.2.1.7 Any Other Relevant Business.

12.2.2 All members of Affiliated Clubs, organisations and Individual Associate Members shall have the right to attend, speak and institute proposals, but only the duly appointed representative(s) of Affiliated Clubs and organisations shall have the right to vote. Clubs or organisations with a membership up to 29 to receive one additional vote for every ten members or part thereof in excess of ten up to a maximum of ten votes from any one or organisation. Such representatives shall be nominated by their Affiliated clubs or organisations prior to the Meeting. No person will be entitled to cast more than one vote or the number of additional votes they are validly appointed to represent. No Committee or Individual Associate Member shall have any votes in their own right.

12.2.3 All voting will be by a show of voting cards unless the President or Presiding Vice President determines that a secret ballot is the appropriate course.

12.3 **Extraordinary General Meetings**

12.3.1 An Extraordinary General Meeting of the Association may be called by either:  
(a) the Committee at any time, subject to twenty-one days' written notice being given to all Affiliated Clubs, organisations and Individual Associate Members, or  
(b) upon the written requisition of the Committees of at least 3 Affiliated Clubs or the Boards of at least 3 Affiliated organisations.

12.3.2 The Honorary Secretary shall call an Extraordinary General Meeting to be held within thirty days of such requisition. No business shall be transacted at any such Extraordinary General Meeting other than that stated on the requisition.

12.3.3 Voting at an Extraordinary General Meeting shall be as for Annual General Meeting items 12.2.2 and 12.2.3.

13           **NOMINATIONS**

13.1           Nominations for the posts of Officers and Committee Members, as listed in items 8.1 and 9.1 of this Constitution, shall be given on the nomination form to be sent with the notice convening the meeting. Such nominations shall have a proposer and seconder and must be in the hands of the Honorary Secretary seven days before the election takes place.

13.2           All Officers (with the exception of Life Vice Presidents) and Committee Members will stand down at the Annual General Meeting but shall be eligible for re-election.

14           **QUORUM**

14.1           Twelve persons present representing at least 25% of Affiliated Clubs and organisations and entitled to vote as representatives of those clubs and organisations, shall constitute a quorum at a General Meeting.

14.2           If after 30 minutes from the time stated for the commencement of the Meeting there are still insufficient Members present to form a quorum, the Meeting shall be adjourned to another time and place. The adjourned Meeting shall take place within 42 days of the date of the original Meeting, or as soon after as is practicable. If at the adjourned Meeting there are insufficient Members present to form a quorum, the Meeting will proceed after a delay of 30 minutes.

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14.3           Six persons present and entitled to vote shall constitute a quorum at a Committee Meeting.

15           **SUBSCRIPTIONS**

15.1           The subscriptions payable for the forthcoming year shall be set at a General Meeting. Subscriptions shall be due annually on the first day of January. If the subscription has not been paid by the last day of February, the club, organisation or individual may cease to be a member of the Association.

15.2           Club and organisation subscription to be on a per capita basis, with the minimum fee to be calculated on the basis of 10 eligible members.

16           **TRUSTEES**

16.1           All property of the Association shall be vested in the Committee for the time being and the Committee may appoint Trustees to hold any particular item or items of property from time to time.

16.2           Any Trustee shall be appointed by reference to a written agreement by a formal resolution of the Committee and shall, in all cases, deal with the Association's property and assets as directed by the Committee from time to time.

17           **LIABILITY**

17.1           The Committee may pay accounts and incur any normal liabilities on behalf of the Association. The Committee and Officers are hereby indemnified by the Association against any claim or demand in respect of any liability properly and bona fide incurred on behalf of the Association.

17.2           The Association may take out insurance for Officers, employers, contractors, guests, visitors and third parties.

18           **CONTROL**

18.1           Subject to the overriding jurisdiction of the N.S.R.A., the Association shall have control over all small-bore target-shooting in competitions which it promotes including for its Affiliated Clubs, organisations and Associate Members.

19           **CONDUCT**

19.1           The Committee may remove from the Association any member whose conduct is unseemly, objectionable or calculated to bring the Association or sport of small-bore shooting into disrepute and such member shall have no claim on the Association for any subscription paid. An appropriate procedure, as may be determined by the Committee, shall be followed and such removed member shall be entitled to appeal.

19.2           An Officer or Committee Member may be removed from Office by a majority of two-thirds of the voting members present at a General Meeting convened under item 12.3 of this Constitution. The vote shall be taken by ballot.

20           **WINDING UP**

20.1           In the event of the Association being wound up, the property and assets of the Association shall not belong to the members of the Association, 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 the development and work of the Association itself, or for the benefit of some other institution with objects similar to those of the Association, as the Committee of the Association may determine, or to any other institution recognised by law as a Charity which the Committee of the Association in its discretion may direct.

21           **ALTERATIONS TO CONSTITUTION**

21.1           No additions, amendment, or alteration to this Constitution shall be made, except by a two-thirds majority at an Annual General Meeting or Extraordinary General Meeting of the Association.

22           **BYE-LAWS**

22.1           The Committee may institute, amend or delete such Bye-Laws as may, from time to time, be deemed necessary by the Committee for the administration of the Association. Such Bye-Laws to be circulated to Affiliated Clubs, organisations and Individual Associate Members, but will be subject to approval by resolution at the next Annual General Meeting.

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## BYELAWS AND REGULATIONS

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Dated : 16<sup>th</sup> October 1976

Amended : 22<sup>nd</sup> April 1978  
18<sup>th</sup> March 1989  
16<sup>th</sup> March 2010  
27<sup>th</sup> March 2012  
26<sup>th</sup> March 2013  
25<sup>th</sup> March 2014  
21<sup>st</sup> March 2017

### 1. DUTIES OF MEMBERS OF THE COMMITTEE

- 1.1 COUNTY CAPTAINS shall be responsible for the selection and administration of County Teams in their respective disciplines.
- 1.2 COUNTY VICE-CAPTAINS shall work in conjunction with the County Captains and shall be responsible for the selection and administration of County reserves Teams where applicable
- 1.3 CHIEF STATISTICAL OFFICERS (Rifle and Pistol) shall be responsible for all postal competitions organised by the Association.
- 1.3.1 COMPETITION ORGANISERS shall be responsible to the Chief Statistical Officer, the Awards Officer, the Communications and Publicity Coordinator and, when cash prizes are awarded, to the Association Honorary Treasurer. Competition Organisers are normally expected to issue final results within four weeks of the close of the competition.
- 1.3.2 DIVISIONAL SCORERS shall assist the Competition Organisers by scoring league divisions, but are not members of the Committee. They shall be responsible for scoring cards and maintaining up-to-date league tables for their respective divisions. Copies of results should be sent to the competition Organiser and also to the County Captains, in order to assist with the selection of County Teams. Divisional Scorers are normally expected to issue final results within two weeks of the close of the competition.
- 1.4 OPEN MEETING ORGANISER(S) shall be responsible for the organisation of a Meeting(s) open to all comers each year. They shall be responsible to the Honorary Treasurer for cash prizes and entry fees and to the Chief Statistical Officers.
- 1.5 N.S.R.A. REPRESENTATIVE shall bring to the attention of the Committee the date and agenda for forthcoming meetings of the Council of the N.S.R.A. and shall attend such meetings to speak and vote on behalf of the Association as directed by the Committee.
- 1.6 AWARDS OFFICER shall, unless directed otherwise by the Committee, be responsible for the procurement, engraving and distribution of trophies and other awards to the winners of competitions organised by the Association. The Awards Officer shall also be responsible for obtaining a receipt from the winners of all Challenge Trophies, which are the property of, or on loan to, the Association and he/she shall maintain an up-to-date register of the holders and location of all such trophies.

- 1.7 COACHING COORDINATOR shall be responsible for the encouragement, promotion and coordination of coaching activities in conjunction with the Discipline Captains.
- 1.7.1 Any NSRA Qualified COUNTY COACHES shall be responsible for organising Coaching Courses for Club Instructors in their respective disciplines, but are not members of the Committee. They shall report to the Committee through the Coaching Coordinator.
- 1.8 COMMUNICATIONS AND PUBLICITY COORDINATOR shall be responsible for coordination of all communications between the Association, its members and external bodies. In addition the incumbent is responsible for marketing the Association within the County of Surrey and beyond as considered appropriate. The communications and publicity co ordinator shall be responsible for the quality and integrity of all material published on the Association's website and in the press and shooting sports periodicals but not for the views expressed in contributed articles Whenever articles are published that do not represent the view of the Association, this should be clearly stated. Competition results published on the Association's website are subject to confirmation by the Chief Statistical Officer(s).
- 1.9 WEBMASTER shall be responsible for registration and maintenance of the Association's website and for the design and layout of the site. The webmaster is responsible to the Communications and Publicity Coordinator who will have ultimate editorial responsibility for material published on the site. Where there is any doubt about the suitability of any material for publication on the site, the Webmaster shall obtain clearance from the Communications and Publicity Officer.
- 1.10 DINNER ORGANISER(S) shall be responsible for the organisation of an Association Dinner and Trophy Presentation each year but are not members of the Committee.
- 1.11 MINUTE SECRETARY may be appointed by the Committee to assist the Honorary Secretary by making notes of the proceedings at General and Committee Meetings, but is not a member of the Committee.

2. **EXPENSES**

- 2.1 Expenses incurred in the execution of their duties by a Member of the Committee may be claimed from the Association Honorary Treasurer. Expenses should be submitted in the financial year in which they are incurred to enable the Honorary Treasurer to prepare accurate annual accounts.

3. **NOTICE OF RESIGNATION**

- 3.1 Any Office Bearer or Member of the Committee is requested to give at least four weeks' notice in writing to the Association Honorary Secretary of his/her intention to resign.

4. **CODE OF CONDUCT**

The Association has adopted a Code of Conduct (Appendix 1) which comprises Complaints and Disciplinary Procedures. The procedures set out in this document will be followed whenever a complaint or grievance is lodged or where there is a breach of the Code of Conduct that may lead to disciplinary action.

5. **COMPETITIONS**

- 5.1 Competitions organised for and on behalf of the Association should aim to be financially self-supporting.
- 5.2 Conditions and Entry Fees for competitions must be ratified by the Committee and shall be reviewed as and when necessary.
- 5.3 Conditions of all competitions organised by the Association shall be published in the Competitions Handbook, a copy of which shall be issued to all Affiliated Clubs, organisations, Individual Associate Members and Members of the Committee and published on the Association's website.
- 5.4 Affiliated Clubs, organisations and Individual Associate Members may enter competitions organised by the Association on receipt of their annual Affiliation Fees. Entry forms can be downloaded from the Association's website.
- 5.5 Association Challenge and Championship Trophies and Championships shall only be awarded to, and held by, Clubs or organisations currently affiliated to the Association, or Individuals resident within the County Area (as defined in the Constitution of the Association), who are either members of an Affiliated club, organisation or current Individual Associate Members of the Association, with the exception of the following trophies:
- |              |   |
|--------------|---|
| Trophy No.17 | The E.R. Wallis Memorial Junior Challenge Trophy  |
| Trophy No.18 | The Wallis Challenge Trophy (Juniors)   |
| Trophy No.20 | The John Cooke Trophy (200 yards shot concurrently with the Leslie Williams team Match) |
| Trophy No.2  | The V.H. Gilbert All-comers Trophy (Rifle Open Meeting)                                 |
- 5.6 Association Challenge Trophies will normally be presented to the winners at the Annual Dinner with the exception of the following which will be presented on a suitable occasion as soon as possible after the final results have been confirmed:
- |              |                              |
|--------------|------------------------------|
| Trophy No.26 | The Surrey Advertiser Trophy |
| Trophy No.29 | The Boys of Surrey Shield    |
| Trophy No.32 | The Lord Mancroft Trophy     |
| Trophy No.19 | The Hawkins Trophy           |
- 6. COUNTY BADGES**
- 6.1 County Representative Badges of a suitable design determined by the Committee will be awarded to members of affiliated Clubs, organisations or individually affiliated members who have met the qualifying criteria.
- 6.2 Where an individual has represented the County in Competition prior to 1<sup>st</sup> January 2016 eligibility will be calculated based upon the points system as defined under the terms of the Byelaws in force at the time. From 1<sup>st</sup> January 2016 an individual will be eligible to be awarded a Surrey County Shooting Team Badge provided they have represented the County in competition on one or more occasions.
- 6.3 Juniors representing the County in a junior competition on one or more occasions will be eligible for a Surrey County Junior Shooting Team Badge.
- 6.4 From 1<sup>st</sup> January 2016 County Reserve badges will no longer be issued. Participation in a competition as a non-shooting reserve, or part of a reserve team will not qualify the individual for a County Shooting Team or Junior Shooting Team Badge.

6.5 Badges will be awarded by the relevant discipline captain. An individual will only qualify for a County Badge once, and date bars will no longer be issued, but should they require a replacement, one may be purchased at the published price with past eligibility to be subject to confirmation by the relevant discipline captain.

**SURREY COUNTY SMALL BORE RIFLE ASSOCIATION**  
**CODE OF CONDUCT AND**  
**COMPLAINTS AND DISCIPLINARY PROCEDURES**

**CODE OF CONDUCT**

**1. GENERAL PRINCIPLES**

- 1.1 The Surrey County Small Bore Rifle Association ("Association") requires good standards of behaviour of its Officials and other representatives, all those involved in its competitions and activities and its individual and Affiliated Club and organisation members.
- 1.2 The Association is committed to upholding safety and the principles of fair play and sportsmanship, to fair selection of teams and representatives and to ensuring that all those who seek to or participate in its various activities and competitions can do so without being exposed to offensive, intimidating or hostile treatment or unlawful discrimination.
- 1.3 This Code of Conduct therefore applies to all individuals and Affiliated Clubs and organisations involved in Association activities, including, but not limited to:
  - 1.3.1 all officials of the Association, being appointed, elected and co-opted members of the Association Committee ("Officials")
  - 1.3.2 all Affiliated Clubs and organisations ("Clubs")
  - 1.3.3 all members of Affiliated Clubs
  - 1.3.4 all coaches, instructors, representatives or volunteers operating within Affiliated Clubs or on behalf of the Association
  - 1.3.5 all members of Surrey County small bore shooting teams
  - 1.3.6 all participants in Association events and competitions
  - 1.3.7 all individuals and Affiliated Clubs entitled to enter Association competitions or eligible for selection for Association teams or squads
- 1.4 All those covered by this Code of Conduct must, above all, behave safely at all times and comply with relevant firearms legislation and operate within the rules of the Association and any applicable rules of the NSRA and other relevant National and International Governing Bodies.
- 1.5 The types of behaviour likely to give rise to disciplinary action, up to and including expulsion from the Association or prohibition from entry or participation in Association events or competitions include but are not limited to:
  - 1.5.1 Breach of safety rules
  - 1.5.2 Breach of rules and procedures designed to protect children and vulnerable adults
  - 1.5.3 Actions likely to bring the Association and/or shooting sports into disrepute
  - 1.5.4 Dishonesty and cheating
  - 1.5.5 Falsification of documents
  - 1.5.6 Violent, abusive or intimidating conduct
  - 1.5.7 Harassment or other unlawful discrimination on prohibited grounds\*
  - 1.5.8 Conviction for any offence (other than an offence under any road traffic legislation in the United Kingdom or elsewhere for which a fine or a non-custodial penalty is imposed) while an Official
  - 1.5.9 False or malicious allegations against another person or Club

\*Prohibited grounds are the Protected Characteristics as defined in the Equality Act 2010, being: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; gender/sex; and sexual orientation.

## **2 COMPLAINT PROCEDURE**

- 2.1 Anyone who witnesses or is the subject of a breach of this Code of Conduct or who otherwise has concerns about the conduct of any person or Club covered by this policy or who has suggestions about how the Association might operate better may report their concerns to the Secretary in writing by post or via email: [smallboresurrey@gmail.com](mailto:smallboresurrey@gmail.com)
- 2.2 All complaints will be treated as confidential. The Secretary will seek to establish whether the complainant wishes to provide further details and/or take the matter further on a formal basis, unless it is clear from the initial communication that a formal approach is required. It is appropriate for the Association to enquire whether a complainant seeks informal resolution and also about the outcome that they seek to achieve.
- 2.3 Even if a complaint is stated as being informal or the complainant states that they do not wish for the matter to be taken further, if the complaint gives rise to a suspicion of a breach of this Code of Conduct, including but not limited to safety rules or child and vulnerable adult protection policy, the Association reserves the right to take disciplinary action and/or to pass the information on to the appropriate authority, including the police, NSRA or other relevant Governing Body. All complaints relating to child and vulnerable adult protection will be passed directly to the Association's Protection Officer, who will deal with the matter in accordance with the Association's Child and Vulnerable Adult Protection policy.
- 2.4 In the event that a complaint is deemed by the Secretary and Chairman as appropriate to progress to the formal stage of the complaints procedure, the Association shall appoint a panel of two or three members of the Association committee i.e. Officials (or such other persons as may be suitably qualified or experienced to address the matter in hand) ("Enquiry Panel") to investigate and respond to the complaint. The Enquiry Panel must investigate and respond to the complaint without unreasonable delay.
- 2.5 The Association may make further enquiries of the complainant and others as appropriate, seeking to maintain confidentiality to the extent reasonably achievable. However, complainants must accept that the facts or circumstances giving rise to investigation may allow a person responding to enquiries to surmise the identity of the complainant or the alleged wrongdoer. The Enquiry Panel must make efforts to ensure that it properly understands the details of the complaint and may request the complainant to attend a meeting if the Panel deems that it is necessary and appropriate to do so.
- 2.6 In the event that the Enquiry Panel concludes that the complaint does not give rise to reasonable grounds to discipline a person or Club, the Enquiry Panel will respond to the complainant in writing, giving reasons for their finding. The Enquiry Panel must similarly inform the person or Club against whom a relevant allegation has been made and inform the Committee of the decision, but without giving reasons.
- 2.7 The complainant has the right to appeal against the outcome of the complaint in accordance with the Appeal procedure.
- 2.8 In the event that evidence is produced which the Enquiry Panel reasonably believes should give rise to disciplinary action against a person or Club covered by this Policy, the Panel must inform the Secretary immediately. Provided that the Secretary and

Chairman determine that there is a case to answer, the Secretary and Chairman must convene a Disciplinary Panel in accordance with the Disciplinary Procedure.

- 2.9 In these circumstances, the Enquiry Panel, acting together or by a delegated member of it, may make further enquiries and shall take the investigatory role in the disciplinary process.
- 2.10 The response to a complaint giving rise to a formal disciplinary process must be suspended until the Disciplinary Procedure has been followed and concluded.

### **3 DISCIPLINARY PROCEDURE**

- 3.1 If the Secretary receives information or evidence (whether under the complaint procedure or otherwise) that indicates a breach of the Code of Conduct, the Secretary and Chairman shall determine whether it is appropriate to consider informal resolution and/or issue appropriate guidance instead of pursuing formal resolution and may take steps as they deem appropriate.
- 3.2 If the Secretary and Chairman establish that there is a case to answer and that formal action is appropriate, the Secretary and Chairman must convene a Disciplinary Panel of two or three Association committee members (i.e. Officials), not including those involved in the connected Enquiry Panel. One member of the Disciplinary Panel may be a suitably qualified or experienced person (as determined by the Association) who is not an Official.
- 3.3 The Disciplinary Panel must act in accordance with the principles of natural justice and reach a conclusion without unreasonable delay.
- 3.4 If an Enquiry Panel has not been convened prior to the decision to proceed with a formal disciplinary procedure, the Secretary and Chairman shall appoint an Enquiry Panel in compliance with the Complaints Procedure. The Secretary and Chairman and Enquiry Panel must pass all relevant evidence to the Disciplinary Panel without unreasonable delay.
- 3.5 The subject of the allegation(s) (Respondent) must be invited to a formal disciplinary meeting in writing by the Disciplinary Panel, be advised of the nature of the allegation(s) against them, be given due notice of and access to the evidence to be relied upon and notice of the sanction(s) under consideration and be given an opportunity to state their case before the Disciplinary Panel.
- 3.6 The Respondent may be accompanied to a disciplinary meeting by an Official or a member of a Club, or a member of their own club if they are from outside the Association. In the event that the Respondent is unwilling or repeatedly unable to attend a disciplinary hearing, the Disciplinary Panel may proceed in the Respondent's absence and reach its decision on the available evidence.
- 3.7 Any matter brought to the attention of the Association in which the Chairman and Secretary or Disciplinary Panel decides that the matter should be dealt with by the Police will be referred accordingly. Any action to be brought under the Association's disciplinary procedures may be suspended until the outcome of a criminal investigation is determined or may be proceeded with, as the Association's Chairman and Secretary shall at their discretion determine or as may be directed by the Police.
- 3.8 If an allegation is such that any Police Firearms Department should be notified of it, the Secretary shall give such notice within 24 hours of receiving the report.

#### **Conduct of disciplinary proceedings**

- 3.9 The Disciplinary Panel's first obligation is to decide whether or not any allegation has been proved, on the balance of probabilities based on the available evidence.
- 3.10 If the Disciplinary Panel decides that any allegation has not been proved it shall declare formally that the particular matter is closed. The Respondent will be entitled to ask for notice to that effect to be given to appropriate parties, and if he/she does so, such notice should be given without unreasonable delay.
- 3.11 If the Disciplinary Panel decides that any allegation has been proved, it may impose one or more of the following penalties:
- 3.11.1 A verbal warning
  - 3.11.2 A written reprimand
  - 3.11.3 Suspension of the right to enter any of the Association's competitions for a fixed period of time or for life.
  - 3.11.4 Suspension of the right to use any of the Association's facilities for a fixed period of time or for life.
  - 3.11.5 Suspension of all membership rights for a fixed period of time.
  - 3.11.6 Immediate termination of membership of the Association or, in the case of a non-member, of the right to enter Association competitions or make use of any of the Association's facilities.
- 3.12 If the Disciplinary Panel finds that any allegation has been proved, the Disciplinary Panel must decide whether the circumstances are such that the matter should be reported to the NSRA, bearing in mind NRSA rule 1.7.2, or other National or International Governing Body, which may consider whether further disciplinary action should be taken. If the Disciplinary Panel decides that the matter should be so reported, it must state the reasons for that decision. The Secretary shall make the report without undue delay after the Disciplinary Panel's decision.

#### 4 APPEALS

- 4.1 Should a complainant be dissatisfied with a decision taken by an Enquiry Panel or a Respondent be dissatisfied with a decision taken by a Disciplinary Panel, they may appeal to the Chairman at [shootingfutures@surreysbra.org](mailto:shootingfutures@surreysbra.org) or via the Secretary within 2 weeks of the decision. Any appeal must be in writing, stating the grounds for appeal. Appeals may also be made against Association selection decisions. Any decision or penalty imposed by the original Panel will stand unless it is reversed on appeal.
- 4.2 The Chairman will refer the appeal to an Appeal Panel, drawn from the Affiliated Clubs. It will normally be composed of and chaired by one of the Affiliated Club's chairmen, and 2 other representatives from these Clubs, one of whom will act as a secretary. All members of the Appeal Panel must be independent and must not have had any prior involvement in the matter under appeal. The Panel may also co-opt or consult such other people as it deems are suitably qualified or experienced to address the matter in hand.
- 4.3 The Appeal Panel will have the authority to review all evidence and findings of the previous Panel. They may hear new evidence if they believe it to be relevant.
- 4.4 Where a matter is subject to appeal, the complainant or the Respondent bringing the appeal must be invited to a formal appeal meeting in writing by the Appeal Panel, be given due notice of and access to any new evidence that may be relied upon and be given an opportunity to explain their grounds of appeal before the Panel.
- 4.5 The complainant or a Respondent may be accompanied to an appeal meeting by an Official or a member of a Club or organisation or a member of their own club or organisation if they are from outside the Association. In the event that a Respondent

is unwilling or repeatedly unable to attend an appeal hearing, the Appeal Panel may proceed in the complainant's or Respondent's absence and reach its decision on the available evidence.

- 4.6 The Appeal Panel may review and amend or reverse any disciplinary penalty. Their findings are to be promulgated in writing (which may include publication on the County website area to which registered users have access, to Club and organisation secretaries and to any relevant National Governing Body) without unreasonable delay. The decision of the Panel is final. There is no further right of appeal.

## **5 GENERAL**

- 5.1 All proceedings and investigations of Enquiry, Disciplinary and Appeal Panels must be properly minuted and evidence and minutes must be retained and kept safe for an appropriate period.
- 5.2 In the event that a complaint or disciplinary allegation directly involves the Secretary and/or Chairman and/or other Official and/or Co-opted non-Official Panel member personally or as a witness, that person must not adopt a decision making capacity in determining the relevance or otherwise of informal resolution, determining whether or not there is a case to answer or by being on or appointing a Panel. Another appropriate person must be charged with the responsibility.
- 5.3 In circumstances where the Chairman and Secretary or other two Officials, Co-opted non-Official Panel members or Club or organisation representatives cannot reach a majority decision on a matter for which they have responsibility to decide, they may call on an appropriate Official or Club or organisation representative (on appeal) to break the deadlock.
- 5.4 All those covered by or involved in complaints and disciplinary processes in this Code of Conduct, including complainants and Respondents, panel members and Officials, must use their best endeavours to maintain confidentiality and to comply with data protection principles, including in relation to the evidence and the identities of those involved in the processes, whether formal or informal.
- 5.5 In any event, the Association reserves the right to report allegations, evidence or findings to appropriate authorities at any time, where required by law or under the rules of any relevant National or International Governing Body.
- 5.6 National and International Governing Bodies may include but are not limited to the National Small Bore Rifle Association, the National Rifle Association and the International Sport Shooting Federation.
- 5.7 This Code of Conduct is a non-contractual bye-law of the Association and the Association reserves the right to add to, vary or amend it at any time, including where it deems it reasonably necessary to meet the exigencies of any particular matter.

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