

WELSH AIRGUN FIELD TARGET ASSOCIATION – BYELAWS

Byelaws of the Welsh Airgun Field Target Association adopted on the 25th day of August 2020

General

1.1 Definitions.

- 1) Words denoting the masculine gender are taken to include the feminine gender.
 - 2) "The Association" means the **Welsh Airgun Field Target Association. Also known as WAFTA**
 - 3) Unless stated otherwise, "member" means a current full member of a member club
 - 4) "Range(s)" means the range facilities being used to host an event organised by the Association
- 1.2 The byelaws of the Association shall have the same force and effect as though they were part of the constitution.
- 1.3 All Association member clubs shall be provided with a copy of the constitution and byelaws and any amendments pertaining thereto. In accepting membership of the Association member clubs confirm acceptance of the constitution and byelaws and will be bound by them.
- 1.4 The Association may affiliate to any body where, in the opinion of the Management Committee, such affiliation would be in the best interests of the Association.
- 1.6 Notwithstanding any provision hereof every member club 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 members of the Management Committee shall not be liable in respect of any loss or damage arising as a result of any breach or non-observance thereof by any member club.
- 1.7 BFTA means the British Field Target Association of which WAFTA is an affiliated member.
- 1.8 WFTF means the World Field Target Federation of which WAFTA is a member
- 1.9 EFTF means the European Field Target Federation of which WAFTA is a member
- 1.10 WFSF means the Welsh Target Shooting Federation, of which WAFTA is a board member.

Membership

- 2.4 All applications or recommendations for membership of the Association must be made to the Secretary, who shall be responsible for taking the steps necessary to process them.
- 2.5 Upon receipt of an application for membership the Secretary shall circulate the application to the members of the Management Committee for their approval.
- 2.6 On a vote on any application for membership, 75% of those present and eligible to vote shall constitute acceptance.
- 2.7 Upon acceptance of a Club they will be offered suitable dates to host either Summer or Winter series shoots.
- 2.8 Any member Club that fails to offer to host a series shoot will cease to be a member of the Association with effect from the end of that year.
- 2.9 The Management Committee may require a Club whose membership has lapsed to re-apply for membership.

Administration of the Association

- 3.1 All correspondence for the Association shall be handed to the Secretary. No member except the Secretary may enter into or answer any correspondence on behalf of the Association without the express authority of the Chairman, the Secretary or the Management Committee.
- 3.3 In the event of any dispute over voting rights the Secretary or in his absence the Chairman of the meeting, shall determine who is entitled to vote at any Committee meeting, annual general meeting or extraordinary general meeting..
- 3.5 The Treasurer shall maintain the general accounts and ledger books of the Association and shall receive all monies paid by, or given to any member which is for the benefit of the Association.
- 3.6 Any member receiving any money on behalf of the Association must as soon as possible pass the same to the Treasurer.
- 3.7 The Association's financial year end date shall be 30th December.
- 3.8 Any member standing for election as an officer of the Association or member of the Committee must be proposed by two members and must give to the Secretary not less than two days before the relevant meeting his consent to stand for election.
- 3.9 Any member who is unable to attend an annual or extraordinary general meeting shall be entitled to lodge a proxy vote with the Chairman of the meeting provided that the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 3.10 The business of the annual general meeting shall be:-
- 1) Apologies for absence.
 - 2) Approval of the minutes of the last annual general meeting.
 - 3) Matters Arising from those Minutes.
 - 4) General reports covering the preceding year and the present state of the Association and its members.
 - 5) Presentation and acceptance of the accounts for the preceding financial year.
 - 6) Appointment of auditors.
 - 7) Fixing membership subscriptions and rules for the coming year.
 - 8) Election of Chairman.
 - 9) Election of Secretary.
 - 10) Election of Treasurer.
 - 11) Election of Management Committee Members.
 - 12) Consideration of any recommendations by the outgoing Management Committee for changes to the constitution.
 - 16) Consideration of any item(s) of business notified in writing to the Secretary by any member Club not later than four weeks before the date of the annual general meeting. Before any such item is placed on the agenda for discussion it must be proposed as an item for inclusion on the agenda for the annual general meeting by at least two members of the Association.
 - 17) Any other business at the sole discretion of the Chairman of the meeting. Any matter discussed under "any other business" may only be for consideration or recommendation and must be ratified at a future meeting of the new Management Committee, or (where necessary) at a future annual general meeting or extraordinary general meeting.
- 3.11 Any full member of not less than nine months standing may stand for election to the Management Committee, or as an officer of the Association, if proposed and seconded by at least two other members at an annual or extraordinary general meeting.
- 3.12 A member of the Management Committee may be removed from office by a motion supported by at least two-thirds of those present and voting at an extraordinary general meeting.

Management Committee

- 4.1 The Secretary shall give to all Committee members at least 14 days' notice of each meeting of the Management Committee, such notice to be in writing.
- 4.2 The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 14 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.
- 4.3 The business at Management Committee meetings shall be:-
 - 1) Apologies for absence.
 - 2) Approval of the minutes of the last meeting.
 - 3) Matters arising from those minutes.
 - 4) Specific items placed on the agenda for consideration, recommendation or ratification.
 - 5) Consideration of applications for membership.
 - 6) Recommendation for the annual general meeting of membership fees for the coming year (*Autumn Meeting*).
 - 7) 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 Management Committee meeting or at a general meeting.
- 4.4 Any member may address a meeting of the Management Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least 14 days prior to that meeting.
- 4.5 Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Secretary who will place them before the Management Committee at its next meeting. Such representations must be received by the Secretary at least 14 days prior to the meeting at which they are to be considered.
- 4.6 The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
- 4.7 The members of the Committee are hereby indemnified by the Association in respect of:
 - 1) any liability reasonably and properly incurred by them on behalf of the Association; and
 - 2) all claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Association's activities on the Association's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.
- 4.8 The Management Committee shall ensure that the Association has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.9 The Management Committee may recommend by way of a resolution for consideration and ratification at an annual general meeting, or at an extraordinary general meeting called for that specific purpose, changes to membership fees, or any other Association charges levied upon its members.
- 4.10 Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.11 Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 4.12 Subject to ratification by the Association in annual general meeting, the Management Committee may add, amend or delete any clause contained within these byelaws. Any such change must be supported by at least two-thirds of the members of the Management Committee. Any proposal for such addition, amendment or deletion shall be published to the Association membership by a notice emailed to the clubs contact list for not less than four weeks immediately preceding the date of the meeting at which the proposal will be considered.

- 4.13 All members shall be deemed to have been notified of any addition to, amendment of or deletion from these byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is emailed to the contact list.

Conduct Members Taking Part in Association Activities

- 5.1 Only airguns of less than 12 ft/lbs may be fired on the ranges set up for Field Target.
- 5.5 One or more range logbooks shall be kept at the Club's premises for the purposes of recording:
- 1) The names of all persons shooting the competition as organised by the Association;
 - 2) Any infringement of the Association's Safety Rules;
 - 3) Any other information which the Management Committee may require.
- 5.6 **All members must sign the range logbook** and pay the appropriate range fee.
- 5.7 All visitors and guests must hold a BFTA card and sign the range logbook and pay the range fee if they shoot the Association's organised competition
- 5.8 Association Members shall have access to all Member Club's range(s), subject to the provisions of these byelaws, to any instructions given by the Chief Marshal, and to any notice posted by the Management Committee.
- 5.11 No person under the age of 18 years shall have access to the range during an Association's organised competition unless he is at all times under the supervision of a parent or guardian, or of a member appointed by his parent or guardian to supervise him.
- 5.15 All members, visitors and guests using a members club's ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.
- 5.16 Every shooter shall ensure that he leaves the firing point is clean and tidy when he has finished shooting. This applies even if the firing point was not left clean and tidy by the previous user.
- 5.17 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 5.18 No animal shall be allowed on to any part of the Club's premises unless it is at all times under the control of its owner.
- 5.19 The Chief Marshal on duty, may insist upon the immediate removal from any part of the Club's premises of any child or animal that is causing a disturbance which may distract shooters on the firing point.
- 5.20 WAFTA Winter and Summer series shoots will be hosted by Clubs in compliance with the BFTA competition rules.

Safety

- 6.1 The Club has adopted the Standard Safety Rules issued by the BFTA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 6.2 The Safety Rules shall be displayed on the Club noticeboard, or at the Club's ranges, at all times when the Club's facilities are in use.
- 6.3. Every person using the Club's facilities must at all times abide by the Safety Rules.

Chief Marshals

- 7.1 The Chief Marshal on duty is authorised to act as the Management Committee's representative on the range when shooting is in progress.
- 7.2. The Chief Marshal on duty shall ensure that all shooting is conducted in accordance with:
- 1) WAFTA and BFTA Rules and Regulations

- 2) Conditions laid down by the landlord of the range,
 - 3) The Club's Safety Rules,
 - 4) Requirements laid down under "Conduct Members Taking Part in Association Activities" in these byelaws.
- 7.3 Chief Marshals' periods of duty shall be as decided by the Management Committee of the host club.
- 7.4. If a Chief Marshal is unable to be present on the range during the whole of his duty period he is responsible for arranging for a suitably qualified person to act as Chief Marshal in his absence.
- 7.5 The Chief Marshal on duty is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place.
- 7.6 When shooting has finished the Chief Marshal is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management Committee.
- 7.7 The Chief Marshal is entitled to refuse permission for any person to shoot on the ranges if he has reason to believe that they are not in a fit condition to do so.
- 7.8 The Chief Marshal is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee.
- 7.9 The Chief Marshal is responsible for maintaining the range logbook throughout his duty period.

Disciplinary Matters

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

- 8.11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he does so such notice must be given within 7 days of the decision being made.
- 8.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
- 1) A verbal warning.
 - 2) A written reprimand.
 - 3) Suspension of the right to take part in any Association activities for a fixed period of time.
 - 4) Suspension of all membership rights for a fixed period of time.
 - 5) Immediate termination of membership of the Association, or in the case of a non-member of the right to make use of any of the Association facilities.
- 8.13 If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the BFTA or other national governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 8.14 All proceedings of the Sub-Committee under 8.4 and 8.6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the BFTA or other national governing body.
- 8.15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- 8.16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or bylaws for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 8.17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 8.18 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8.8 to 8.14 inclusive shall apply.
- 8.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary, the Chairman shall have a second or casting vote.
- 8.20 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- 8.21 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by the BFTA or other national governing body, the Secretary shall post a notice setting out the precise nature and terms of the penalty.
- 8.22 The Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Association or by the BFTA or other national governing body since the last annual general meeting.

WAFTA Website

- 9.1 The webmaster will update the WAFTA website on a regular basis with information relevant to WAFTA events, key WAFTA documents, news and the latest results from competitions.
- 9.2 The Chairman, Secretary and webmaster will have full access to the WAFTA website

WAFTA Competitor Grading

10.1 The Grading officer will be responsible for the grading of all competitors who take part in the WAFTA Summer and Winter Series competitions.

10.2 Grading of competitors will be carried out in accordance with the WAFTA grading rules – refer to the separate grading document for more information.

Definitions & Miscellaneous

11.1 Guest

A person who visits the organising Club's premises during an organised Association event and who must be either a member of a recognised outside organisation or a person who is already known personally to at least one full member of the Club.

11.2 Guest Day

An event involving Guest members which is arranged by the Management Committee for the purpose of attracting new members to the sport of target shooting and to the Association. The Management Committee may require payment of a fee by all Guests attending a Guest Day, such fee to be notified to potential Guests in advance of the event.

11.4 Range Marshal

A member who holds a Range Marshal's qualification awarded by a national governing body – the BFTA, WFTF or EFTF.

11.5 Chief Marshal

A person who is a Range Marshal and who is authorised by the Management Committee to act as their representative in the supervision of the conduct of shooting on the hosting Club's premises.

11.6 Visitor

A person who is not a member of the Association, but who is a full member of another club and who visits the hosting Club's premises at the invitation of at least one member of the Management Committee. A Visitor may shoot on the Club's ranges provided that on each occasion he:

- 1) produces to the Chief Marshal proof of membership of another club, and
- 2) confirms his eligibility to shoot by entering his name, address and other club name in the Club's register of visitors, such entry to be counter-signed by the Chief Marshal, and
- 3) pays the range fee and visitor's fee.