

**SOUTHEND ON SEA RIFLE
&
PISTOL CLUB**

MEMBERSHIP PROCESS

From First Contact
to
Full Membership

2023 Revision
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MEMBERSHIP PROCESS – JUNE- 2023

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1. Introduction

1.1. Description:

The membership process covers the steps necessary to identify, develop and assess potential members from first contact, the probation process to granting of full membership. It links with the training programme and makes use of information from the Document and Information System (DIS).

The process was set up to ensure that the Club met the conditions of its Home Office Approval (HOA) and the requirements outlined in the Club Byelaws.

1.2. Objectives:

The process must :

- Comply with the principles of good governance as laid out in the Club Byelaws,
- make best use of the Club's resources, and
- meet the conditions of the Home Office Approval listed as listed at Annex ONE.

1.3. Persons involved

1.3.1. CLUB

The Following are involved in no particular order:

- Membership Secretary(*)
- Secretary (*)
- Treasurer
- Training Manager (*)
- Chairman (*)
- Child Protection Officer
- Club Auditor
- Range Officer
- Instructors and Coaches.(*)

(*) Form the Membership sub-committee

1.3.2. OTHER

The Following are involved:

- Potential members
- Referees
- Essex Police
- National Governing Bodies (NRA and NSRA)¹

1.4. Stages

1.4.1. ONE:

Initial contact and initial interview leading to issue of **Probation Pack**.

1.4.2. TWO:

Receipt of Probation Pack, basic checks and any follow-up discussions. Leading to approval as **Probationary Member**.

1.4.3. THREE:

Setting up **Training Plan** and carrying out basic Induction Training. Stage finishes with **Initial Assessment**.

¹ National Rifle Association & National Smallbore Rifle Association.

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1.4.4. FOUR:

Implementing Training Plan with continuous assessment at all relevant ranges and with all available guns. Stage Finishes with an **Interim Assessment** for each range.

1.4.5. FIVE:

References are checked and attendance, attitude and behaviour assessed. Basic Safety and marksmanship assessed and final exam set. Stage finishes with sign off by Training Manager and Chairman. If satisfied an **application for Full membership** is issued, considered by the Membership Sub-committee and if in agreement a **Full Membership is granted**.

2. STAGE ONE: First Contact

2.1. On initial contact, usually either via e-mail or website applicant form the applicant's details will be passed to the **Membership Secretary** who will set up an initial interview. At this stage the purpose of the discussion is to establish the basic details and identify any misunderstanding about the Club and the membership process. It will also identify early any issues with offering membership.

2.2. Telephone Interview, points to cover include:

- If Club probation list is full, advise on the possible waiting period,
- establish in general terms the disciplines they are interested in,
- establish if they have a FAC/SGC – if they do flag up fact and establish if they have relevant experience,
- outline the 6 month probation period,
- highlight any waiting list and waiting time,
- outline the training programme ethos, and
- establish if under 18 years old – advising that if they are a guardian or parent must accompany them.
- An aide memoir is attached – see Documents at Annex Two.

2.3. Introductory Session.

If they are still interested the **Membership Secretary** will offer an opportunity to learn more about the club with an introduction (**Module 0**) at the training suite at Lubards Farm. The following actions should be taken:

- It is important that the **Training Manager** is involved in setting up this visit to ensure that the training suite is available.
- It is important that the **Club secretary** is kept informed of progress so that the **Range Officer** is aware of a potential visitor.
- A **Membership Face sheet** should be created for the applicant. See the copy of Documents at Annex Two.

If they wish to have a visit then the following points should be considered:

- Directions to the Lubards Range with a contact mobile number.
- The need to provide a proof of identity .
- If under 18 or a vulnerable person, then the parent or guardian will be required to attend.
- In the above case the CPO will need to attend.

As a visitor they will not be allowed on the Range so a declaration will not be required.

The session will involve the **Introductory module** from the Training programme and a laptop to run it on. The session should insure that:

- There is a clear understanding on what the Club expects from members.
- The applicant is given every opportunity to explain what they want.
- The waiting time before any training is understood.
- Any special circumstances are understood which could vary Probation.

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- The general probation and training programme is understood.
- Insurance cover is understood.

2.4. The Probation Pack.

If at the end of the session the applicant is still interested in joining, then a probation pack may be issued if the **Membership Secretary** is satisfied. If a pack is issued the contents should be clearly explained, especially:

- The Section 21 Declaration
- The need for references.
- Need for email addresses for the reference providers.
- The Club's GDPR² policy will apply to all information provided.
- How to get the Probation Pack back to the Club.

3. **STAGE TWO: Granting Probationer membership**

3.1. Vetting the Probation Pack.

On receipt of the Probation Pack the **Membership Secretary or an authorised deputy** should carefully check for completeness and resolve any ambiguities or discrepancies. If necessary the **Membership Secretary** will conduct follow-up discussions.

3.2. Starting Date:

If satisfied the **Membership Secretary** will check with the **Training Manager** as to possible starting dates. The **Membership Secretary** will then confirm that a place on the training programme will be found giving the applicant an idea of starting dates.

The checks and potential start date should be recorded on the Face Sheet.

3.3. Committee Approval: The **Membership Secretary** will prepare an approval recommendation, (see document in Annex 2). The Committee will be invited to approve the recommendation. NOTE: The **Committee** must be involved if there is to be any variation in the probation period. The **Membership Secretary** will make the case referring as necessary to the Club's Byelaws.

In all cases the **Membership Secretary** will inform the applicant of the Committee's decision.

3.4. Probationer paperwork:

The **Membership Secretary** and **Secretary** should draft the following:

- Probation Letter
- Permit To Shoot
- Guidance on insurance

3.5. Police Notification:

The Club's **Police Liaison Officer** will notify the Essex Police that Probationary membership has been granted. The Face Sheet should be updated.

3.6. Club database & records:

The **Membership Secretary or an authorised deputy** will update the Club's database. (See data sheet in Documents.)

4. **STAGE THREE.**

4.1. The Training Plan (See Training Programme for details)

The **Training Manager** and **Membership Secretary** will plan the training so that the resources are used effectively. The Training Manager will arrange for:

- Access to the training pages on the Club website. (include password).
- A nominated coach who will act as mentor and sponsor.
- Issue the individual training plan and record.

² General Data Protection Regulation

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4.2. Basic Skills Training:

The **nomination coach** will deliver the basic skills (Induction) theory and practical training. (Modules 1, 2 & 3):

- Update the training record.
- Conduct **INITIAL Assessment**.

4.3. Training Programme delivery:

The **nominated coach** will deliver:

- Training at the Air Gun and Lubards ranges. (modules 4A, 4b, 5A, 5B and 6)
- Assessments at the end of each module.
- Air Gun examination with feedback.
- Lubards examination with feedback.
- Update all training records.

5. **STAGE FOUR**

5.1. Assessment:

The **nominated coach**, in consultation with the **Probationer**, will liaise with the **Training Manager** to assess when the probationer has demonstrated a sufficient level of competence and can shoot with a lower degree of supervision.

5.2. Interim Assessments:

The **Training Manager** will then:

- Carry out an **Interim Assessment** and identify where additional training may be required.
- Agree with the Coach and Probationer any course of action.
- When satisfied, sign-off the Interim Assessment.
- Notify the Membership secretary and Secretary.

6. **STAGE 5**

6.1. Membership: Final Assessment:

The following activities must take place:

- The **Membership Secretary** will ensure that the references are checked and the responses correctly filed.
- The **Training Manager** will liaise with **the Coach** and ensure that attitude, behaviour safety awareness and competence is at a satisfactory level.
- If satisfied the Final Assessment is signed off and sent to the **Chairman**.
- The **Chairman** will check the assessment and if satisfied sign off the assessment.
- The sign-off is recorded on the Face sheet.

6.2. Membership: Application:

The **Membership Secretary** will discuss membership with the Probationer, covering:

- Their willingness to apply
- Insurance
- Costs
- Photograph for the membership card.

6.3. Application Form:

If satisfied, the **Membership Secretary** will issue an application form for full membership. (See Documents).

6.4. Membership: Proposal:

Once the application for Membership is returned the **Membership Secretary** will check that all the documentation is in place and ensure that:

- The application is correctly sponsored and seconded.

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- The membership fees have been collected (Treasurer).
- Put the application to the committee.

6.5. Membership not approved:

If not approved the Secretary will inform the probationer in writing giving reasons and outlining the Appeal procedure.

6.6. Membership Approved:

If approved the **Secretary** will advise the Probationer and the following actions will be taken:

- Notification of any conditions. (e.g. Air Gun only)
- Membership Certificate is printed
- Membership Letter is printed.
- Membership card is printed.
- Membership database is updated.
- Essex police advised.
- Face sheet updated.

7. VARIATIONS – as allowed by the Club Byelaws and in line with the Home Office Approval Conditions.

7.1. ASSOCIATE MEMBERSHIP

(Quote taken from the Byelaws)

“Associate membership is available to persons who are full members of another club. It confers the right to use the Club’s range(s) and facilities upon payment of the appropriate range fees.

The application procedure is the same as that laid down for annual members under paragraph 2.14.”

The following actions must be taken:

- The Membership Secretary will seek assurance, in writing, from the Secretary of the applicant’s home Club that they are a ‘member of good standing.’
- The applicant fills in parts 1 and 2 of the Application Pack and the Full Membership Application.
- The applicant must pass a range safety assessment and if necessary a written test on Range Orders.
- If the above are satisfactory the Membership Secretary processes the application.
- Application with sponsorship is put to the Committee for approval. (paragraphs 6.4 to 6.6 inclusive will apply)
- There may be a reduced Probation Period.

7.2. HOLDERS OF A FIREARM CERTIFICATE.

(Quote taken from the Byelaws)

“Any person who can prove that he is already a full member of another club, and any person who holds a current firearm certificate, may apply to the Management Committee to become a full member of the Club without the need for a full period of probationary membership.”

The following actions must be taken:

- The applicant fills in the Application Pack and the Full Membership Application.
- The applicant must pass a range safety assessment and if necessary a written test on the Range Orders.
- If the above are satisfactory the Membership Secretary processes the application.
- Application with sponsorship is put to the Committee for approval. (paragraphs 6.4 to 6.6 inclusive will apply)
- There may be a reduced Probation Period.

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7.3. ARMED SERVICES AND POLICE FIREARMS OFFICERS .

(Quote taken from the Byelaws)

The probationary period may be waived, at the club's discretion, for someone who, “has handled firearms in the course of his/her duty in the police or the armed services, and has a statement from his/her existing or former senior/commanding officer saying that he/she is fully trained in handling the type of firearms in respect of which the club has obtained approval and is able to use them safely without supervision”.

The following actions must be taken:

- The applicant fills in the Application Pack and the Full Membership Application.
- The applicant must meet the criteria set out in the Home Office Approval conditions and Byelaws.
- The applicant must pass a range safety assessment and if necessary a written test on the Range Orders.
- If the above are satisfactory the Membership Secretary processes the application.
- Application with sponsorship is put to the Committee for approval. (paragraphs 6.4 to 6.6 inclusive will apply)
- There may be a reduced Probation Period.

8. APPEALS PROCEDURE – as outlined in Constitution and Byelaws.

The Club Secretary manages the process.

APPROVAL OF RIFLE AND MUZZLE-LOADING PISTOL CLUBS

This leaflet is about the approval of rifle, miniature rifle and muzzle-loading pistol clubs by the Home Secretary and the Scottish Government. It explains what approval means and how clubs can apply for it. It also explains the criteria and conditions which they must meet in order to obtain approval and remain approved and provides more detailed guidance on the important role and responsibilities of gun club liaison officers.

It supersedes all other government leaflets on the subject.

APPROVED CLUBS

Under section 44 of the Firearms (Amendment) Act 1997, a person wishing to possess a rifle or muzzle-loading pistol solely for target shooting must be a member of an approved rifle club or, as the case may be, approved muzzle-loading pistol club. Section 44(1)(b) requires an approved club to be specified on the firearm certificate. The certificate should not list all clubs of which the holder is a member.

Any rifle, miniature rifle or muzzle-loading pistol club can apply to the relevant Secretary authority (i.e. the Home Office for clubs in England and Wales or the Scottish Government for clubs in Scotland) for approval. Approval is granted under section 15(1) of the Firearms (Amendment) Act 1988 (as amended by section 45 of the Firearms (Amendment) Act 1997).

When approval has been granted, members of that club can possess firearms and ammunition without holding a personal firearm certificate “when engaged as a member of the club in connection with target shooting” (Section 15(1) of the 1988 Act as amended by section 45 of the 1997 Act).

Approval also allows the police to grant a free firearm certificate to a responsible officer of the club to enable him or her to purchase and acquire firearms and ammunition for members to use for target shooting. Club members may not purchase or acquire firearms or ammunition unless they have been granted a personal firearm certificate by the police.

HOW TO APPLY FOR APPROVAL

If you would like to **vary, renew or apply for a Home Office shooting club approval letter**, please apply online at: Section 5, shooting club and museum firearms licence applications. Please be advised that all applications will be subject to fees and that the fee charge will depend on the type of application made, i.e. whether it is application for a club requiring Home Office approval for the first time or an existing club applying to renew or varying its approval. For further details regarding the different types of application and the fees they will incur please see the Home Office circular on Firearms Fees Regulations 2019 at this link https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892823/Fees_Circular.pdf

CRITERIA FOR APPROVAL

Clubs will not be granted approval unless they meet the criteria set out below. These criteria translate into conditions of the approval, if granted. **Approved clubs which fail to meet these conditions can expect approval to be withdrawn.**

The criteria as set out below should be observed:

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- A. the club is a genuine target shooting club with a written constitution; (see note 2)
- B. the principal officers of the club are responsible people who can be entrusted with the proper administration of the club; (see notes 3 & 4)
- C. the club has at least 10 members at the time of application and at all times whilst approved unless, exceptionally, the Secretary of State or Scottish Government determines that there are special circumstances which justify a lesser number;
- D. members are of good character; (also see notes 3 & 4)
- E. the club must appoint a member to act as a liaison officer with the police, and the chief officer of police must have confidence that this person is providing the police with such information as they require to ensure that the activities of the club and its members are conducted properly and safely in accordance with the criteria and give no cause for concern (see Annex A to this guidance and notes 1 & 5 below);
- F. the club will maintain a register of the attendance of all members together with details for each visit of the firearms which they used (see note 6) ;
- G. the club will inform the police of any person, other than a guest member, who has ceased to be a member for whatever reason; (see notes 1 & 7)
- H. the club will inform the police of any member, other than a guest member, who has not shot with the club for a period of 12 months; (See Notes 1 & 7)
- I. the club will inform the police of any application for membership, giving the applicant's full name and address, date and place of birth, and the date on which they become a full member; (see notes 1 & 8)
- J. no application for full or probationary membership will be granted unless the applicant has informed the club of whether he or she has ever had an application for a firearm or shotgun certificate refused by the police, or had a certificate revoked; (see note 9)
- K. members, prospective members and guest members must sign a declaration that they are not prohibited from possessing a firearm or ammunition by virtue of section 21, as amended, of the Firearms Act 1968 (which applies to persons who have served a term of imprisonment or been given a suspended sentence of three months or longer); (also see note 9)
- L. the club has regular use of ranges for the categories of firearm in respect of which approval is being sought or given, as the case may be. Adequate financial arrangements must be in place to meet any injury or damage claim; (see note 10)
- M. the security arrangements for the storage of club firearms and ammunition are satisfactory; (see notes 1 & 11)
- N. the club does not run a day or temporary membership scheme, other than for guest members within the constraints of paragraphs O and P below; (see note 12)
- O. guest members must be: members of a recognised outside organisation; people who are known personally to at least one full member of the club; members of another Approved club visiting as members of that club; or, visitors possessing firearms that fall within the terms of the club's Approval and that are held on their personal FAC or Visitor's permit or Permit under Section 7 of the 1968 Firearms Act (see note 13)
- P. the club does not have more than 12 guest days a year. Guest members, (other than members of another Approved club or visitors with a Firearm Certificate, Visitor's permit or Permit under Section 7 of the 1968 Firearms Act as above,) may only shoot during a guest day, and must be supervised on a one-to-one basis at all times when handling firearms and ammunition by either a full club member or someone who is a coach recognised by the governing bodies. The club secretary must notify each guest day to the police firearms licensing department of the area in which the guest day is to take place at least 48 hours in advance; (see notes 1 & 13)
- Q. anyone who applies for membership must be sponsored by at least one full club member;
- R. before becoming a full member, individuals must have a probationary period of at least three months during which time they must attend and shoot regularly. The probationary member must be given a course in the safe handling and use

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of firearms on a one-to-one basis by someone who is either a full member of the club or who is a coach with a qualification recognised by the governing bodies; (see notes 14,15 &16)

- S. until a probationary member has satisfactorily completed a course in the safe handling and use of firearms, he/she must be supervised at all times when in possession of firearms or ammunition by either the range officer, a full member of the club, or someone who is a coach with a qualification recognised by the governing bodies; (see notes 14 &15)
- T. the probationary period may be waived, at the club's discretion, for someone who is already a full member of another club which has been approved by the Secretary of State or Scottish Government in respect of the same type or types of firearm; or holds a firearm certificate; or has handled firearms in the course of his/her duty in the police or the armed services, and has a statement from his/her existing or former senior/commanding officer saying that he/she is fully trained in handling the type of firearms in respect of which the club has obtained approval and is able to use them safely without supervision; (see notes 14 & 17)
- U. the club never has more probationary members than full members unless the Secretary of State determines that there are special circumstances which justify a greater number of probationary members; (see note 18) and
- V. there is nothing else that would make the club unsuitable for approval.

If approval is granted, the approval will be subject to a set of standard conditions which will reflect the approval criteria listed above. In certain cases, the Secretary of State may attach further specific conditions to a club's approval.

NOTES ON THE CRITERIA

1. All notifications should be sent to the police firearms licensing department through whom approval was granted. There is no requirement to report guest membership under the procedures for guest day attendance.
2. The club must be a genuine rifle and/or muzzle-loading pistol club set up for the purpose of target shooting. The constitution of the club should implement the conditions of approval.
3. Club officers must be people who are not disqualified from possessing a firearm.
4. Club officers should be aware of firearms laws relevant to the membership of the club, and make their best efforts to ensure that all members remain of good character. Police firearms licensing departments should not be asked to disclose whether or not someone has a criminal record. Prospective members should not be required to apply for a firearm or shotgun certificate as a means of determining 'good character'. The police will not normally grant a certificate because somebody is a probationary member of a club.
5. The liaison officer should normally be a member of the club committee. He or she should establish contact with the local police firearms licensing officer and decide between them how information should be supplied and with what frequency. They should also set up a system so that the liaison officer can contact the firearms licensing officer as necessary and vice versa. See further guidance on the role and responsibilities of gun club liaison officers in Annex A.
6. An attendance register should be kept of all members. In the case of a firearm held on a member's firearm certificate, the register will record the calibre, type and serial number of the firearm(s) used and the date. All visiting shooters should be logged in the same way. In the case of competition shoots between clubs, the responsibility for recording the attendance of a team member will lie with the club that the shooter represents. In the case of open competitions, the organising club will record details of competitors. Clubs should retain their attendance records for a minimum of 6 years.
7. Notifying the police when a person's membership has ceased, or as soon as such a person has not shot with the club for a period of 12 months, will allow the chief officer of police to check in the case of certificate holders whether that individual is still using his or her firearm(s) regularly at another club or approved range. The police should be informed within one month of cessation of membership.
8. Casual membership enquiries need not be reported - only those which reach the stage of a formal application. The police should be advised when an application is submitted formally to the club.

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9. Whether a prospective member has ever had an application for a firearm or shotgun certificate refused, or had a certificate revoked, should form the basis of a question on the club's membership application form. There are many reasons for refusal/revocation and not all will count against an individual. Clubs will therefore need to ascertain why the certificate was refused/revoked in order to make an informed decision.
10. There are three categories of approval: full-bore rifle, small-bore rifle and muzzle-loading pistol. Rifles chambered for pistol ammunition above .22 rim-fire calibre are regarded as full-bore rifles. Clubs seeking approval in order to use such rifles will therefore need access to a suitable range with adequate financial arrangements in place to meet any injury or damage claim. The National Associations are able to provide advice on the construction and use of ranges.
11. The security arrangements for storing firearms must be satisfactory to the local chief officer of police acting through the force firearms licensing department.
12. The ban on day or temporary membership is to stop casual shooters being able to come in off the street and shoot. It should not be confused with properly organised guest days, competition shoots between clubs or events open to individuals who are not members of that club. An organised and notified guest day is required only for guest members who are neither members of another Approved club nor Firearm Certificate holders, Visitor's Permit holders or holders of permits issued under section 7 of the 1968 Firearms Act.
13. Examples of recognised outside organisations whose members may be guest members of approved rifle and muzzle-loading pistol clubs are scouts and guides, schools, Rotary clubs and Women's Institutes. The duty to notify the police of guest days is laid on the club secretary. This may be delegated to the appointed liaison officer.
14. A probationary period of three months is a minimum. It is open to clubs to set a longer probationary period should they wish, or to extend the probationary period for an individual if they deem this necessary. The club may end a probationer's membership at any time.
15. Recognised coaching qualifications for the purposes of the Home Office and Scottish Government criteria for approved clubs are:
 - **National Rifle Association** - Club Instructor, Cadet Adult Instructor, Range Conducting Officer; Range Conducting Officer Assessor
 - **National Smallbore Rifle Association** - Range Conducting Officer, Club Instructor (Rifle, Pistol or Airgun) NSRA Club Coach, NSRA County Coach, Regional Coach and Youth Proficiency Scheme Instructor
 - **The Muzzle Loaders Association of Great Britain** - Approved Instructor
 - **UKPSA Range Officers** – Range Officer, Approved instructor or Trainer
16. The National Associations are able to give advice on safety training courses for probationary members.
17. Although the probationary period may be waived in certain cases, the individual concerned has no right to insist on this. It is for the club to decide whether or not the probationary period should be waived for specific persons.
18. The Secretary of State or Scottish Government may, in exceptional circumstances, allow a club to have more probationary members than full members. This may be appropriate, for example, in a university club at the beginning of the academic year.
19. Clubs can have non-shooting categories of membership such as associate, family, social or honorary. Such members are not covered by section 15 of the Firearms (Amendment) Act 1988 (as amended) and must not have access to firearms and ammunition except as participants in a guest day.

EXTENT OF APPROVAL

The approval will only cover target shooting with the type or types of firearm listed in the approval. There are three possible categories:

- full-bore rifles
- small-bore rifles

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- muzzle-loading pistols

(NB: Rifles chambered for pistol ammunition above .22 rim-fire calibre are regarded as full-bore rifles.)

The decision about which categories will be listed in the approval will mainly depend on whether suitable ranges are available.

VARIATIONS IN THE TERMS OF THE CRITERIA FOR APPROVAL

It is possible that, exceptionally, the Home Secretary or the Scottish Government may allow some variation of the criteria, or the conditions of approval. He/she must be satisfied that it would be reasonable to do so in the exceptional circumstances which come to his notice.

EXTENDING OR RENEWING CLUB APPROVAL

Please see the section entitled HOW TO APPLY FOR APPROVAL on page two of this leaflet.

CADET CORPS AND SCHOOL CLUBS

The Secretary of State or Scottish Government approves cadet corps for the possession of firearms and ammunition under section 54(5)(b) of the Firearms Act 1968 (as amended by section 28 of the Armed Forces Act 1996). The information contained in this leaflet does not apply to cadet corps, nor does it apply to school rifle clubs. For further information contact the Home Office or the Scottish Government at the addresses given earlier in this leaflet.

MINIATURE RIFLE RANGES AND SHOOTING GALLERIES

A person operating a miniature rifle range or shooting gallery at which either miniature rifles not exceeding .23" calibre or air weapons are used may possess, purchase or acquire such miniature rifles and their ammunition without holding a firearm certificate. Anyone may use these rifles and ammunition at a range or gallery of this type without a firearm certificate. No club approval is necessary.

FURTHER ADVICE

If you would like further advice on any of the information in this leaflet, please contact the Home Office, the Scottish Government your local police firearms licensing department or the organisations listed below

Addresses of national shooting organisations

The British Shooting Sports Council, PO Box 79, Halesworth, IP19 1BB

The National Rifle Association, Bisley Camp, Brookwood, Woking, Surrey, GU24 0PB

The National Smallbore Rifle Association, Lord Roberts Centre, Bisley Camp, Brookwood, Woking, Surrey, GU24 0NP

The Muzzle Loaders Association of Great Britain Membership Office, Goodform Ltd, 7 Olympus Court, Tachbrook Park, Warwick, CV34 6RZ

The United Kingdom Practical Shooting Association, PO 7057, Preston, Weymouth, Dorset, DT4 4EN

ANNEX A

THE ROLE AND RESPONSIBILITIES OF GUN CLUB LIAISON OFFICERS

The person

The Gun Club Liaison Officer:

- must be a person of good standing and normally a firearms certificate holder. Some flexibility can, however, be built into the role, for example to allow for cover during sick absences or extended holiday periods or to allow the appointment of a long-standing member of the Club who wishes to remain involved in its running but who no longer wants to keep their own firearm;
- must be familiar with the matters that the local police firearms department requires from the Club. This will include the matters listed in Note 1 below, although other information may be required, as necessary;
- must operate with the authority of the Club Committee and should normally be a member of that Committee. However, the club should have the capacity to appoint an interim Liaison Officer should the need arise;

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- iv. must be IT literate, must have an email address and be contactable by telephone or by email at any reasonable time. They should also retain up-to-date contact details (email and telephone number) of the local police firearms licensing department;
- v. must be familiar with and understand fully the Home Office criteria for the approval of rifle and muzzle-loading pistol clubs;

Responsibilities

It is the responsibility of the Gun Club Liaison Officer to:

- vi. establish and maintain contact with the local police firearms licensing department and to agree arrangements for the relevant exchange of information (see Note 2 below);
- vii. notify the local firearms licensing department at the first convenient point where the member of the club has not engaged in shooting activities over the past 12 months;
- viii. notify the local firearms licensing department, as a matter of urgency, where there are serious wellbeing concerns about a Club member displayed through unusual or erratic behaviour or arising from circumstances such as those listed in Note 3. Referring such concerns to the police will not automatically result in the member's firearms being removed or certificate revoked. It will, however, give the police an opportunity to ensure that the person's continuing access to firearms does not create a risk to themselves or to wider public safety.

NOTES

Information required by the police from the Gun Club Liaison Officer includes:

For new probationary members:

- full name of the person, including any previous name(s);
- full address, including postcode;
- telephone number/mobile telephone number (where available);
- date and place of birth.

For new full members

- As above with the date of full membership.

Club Members who have not shot there within the last 12 months:

- full details (name, address, date of birth);
- the date that the person was last recorded as being present at the Club for shooting activities, noting any known mitigating factors that may be relevant.

Members who cancel or fail to renew membership:

- full details (name, address, date of birth) providing any known reasons for cancellation or failure to renew.

Club Guest Days:

- notification to the police at least 2 weeks before the events.

2. It is important to have trust between the Gun Club Liaison Officer and the local police firearms licensing department achieved through regular meetings. In some circumstances it may be necessary to meet very frequently, but much will depend on the size of the Club and the nature of the activities undertaken by it. The Liaison Officer and the local police should, therefore, agree between themselves how information is to be supplied and with what frequency and how often they meet face to face, but this must not be less than once each year.
3. Behaviour that might give rise to wellbeing concerns might include, but is not restricted to:
 - Erratic or unusual behaviour
 - Domestic Abuse (ie concerns that the member has been a victim or perpetrator)
 - Divorce/Separation/Relationship difficulties

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- Known financial pressures
- Alcohol and/or drug abuse
- Medical/ill health concerns such as;
 - Severe stress caused by trauma
 - Suicidal thoughts or self-harm to self or others
 - Depression or anxiety
 - Dementia
 - Any other medical or physical condition which may affect safe use of firearms.

ANNEX TWO

The following Documents to be found in this annex:

1. Telephone Interview Aide-memoire
2. Membership Face sheet
3. Data Sheet (GDPR)
4. Probation application approval sheet
5. Membership application approval sheet.

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ANNEX 2 (1)

TELEPHONE INTERVIEW CHECK LIST

Contact Name		Contact phone number	
Interviewed by: Insert name		E mail	
Date and time of Interview			

Attach copy of contact email to this form

REF	TOPIC	DONE	ACTION
1.	Introduce yourself and get contacts contact details.		
2.	What are the Applicant's expectations and can the club meet them – discuss and resolve		
3.	Explain: (taking into consideration the expectations) <ul style="list-style-type: none"> • Club history, culture and ethos • Club Structure • Disciplines and Ranges available • Section 21 requirements – not a prohibited person 		
4.	What experience does the Applicant have <ul style="list-style-type: none"> • FAC holder • SGC holder • Any weapons 		
5.	Overview of Safety Rules and why we have them.		
6.	Probation Process <ul style="list-style-type: none"> • Duration • Assessment process 		
7.	Child Protection issues. If applicable -ensure that contact and parent/guardian understand the need for a parent/guardian to be present. Involve Child Protection Officer		
8.	Probation. Using Probation Pack explain:		

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REF	TOPIC	DONE	ACTION
	<ul style="list-style-type: none"> • Probation process - safety and basic skills training, assessment and review. • Section 21 declaration • Personal detail section • Medical Issues – explain why we need to know. Record any declared • Probation Application • Referees/references Emphasise confidentiality and who has access to the information and why		
9.	Insurance – explain coverage and need for own insurance on full membership.		
10.	Training – more detailed explanation of what will happen. <ul style="list-style-type: none"> • Basic skills [safety and marksmanship] • On-going assessment • Regular reviews • Final assessment, practical and theory. • Exams – explain that verbal (Q&A) possible. 		What Ranges will they use
11.	Costs – explain <ul style="list-style-type: none"> • membership fees • range fees • ammunition costs • other costs [Lubbards levy] 		
12.	Check if they have any questions and if possible resolve them		
13.	Are they interested in continuing? <ul style="list-style-type: none"> • Set up date for 1st visit • Prepare Module 0 • Complete face Sheet 		DATE Time RANGE

ACTION

Attach any notes to this Check list

Notify: Membership Secretary, Training Manager, Club Secretary

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ANNEX 2 (2)

FACE SHEET (Record of actions)

PROBATION NUMBER		MEMBERSHIP NUMBER	
NAME			Date & place of Birth
DATE OF PROBATION	Start	End	
CONTACT NUMBER(s)	Telephone	Mobile	
e-mail address			
ACTION LIST			
Action		Date & Notes	
1. <u>Interview</u> (file interview notes)			
2. <u>INTRODUCTION</u> 1. Module 0 2. Issue Probation Pack			
3. Probation pack received			
4. Probation Application 1. Raise Membership file 2. Notify the Committee 3. Probationary membership agreed 4. Applicant notified 5. Training Programme agreed			
5. Probation papers prepared and issued (copies in file): 1. Letter with Probation Number 2. Insurance advice (verbal) 3. Permit to Shoot 4. Relevant Training programme, Range Orders and Training Record. (include passwords)			
6. Notify Police [PLO] 1. Copy email to file			
7. Safety Basic Training 1. Module 1 2. Module 2 3. Module 3			
8. <u>Assessment #1</u> 1. Review of Modules 1 – 3. 2. Basic Safety Sign-off			
Training Programme starts • Air Gun • GR&P • SB TR		See Training File	
Interim Assessment #2 Assessment papers filed for each Range]			
Reference taken up [file replies]			
<u>Final Assessment #3</u> [Assessment papers filed for each Range]			
Training programme signed off [carried out by Training Manager or Assessor]			

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Membership Application Issued	
Membership Papers & Membership fee received	
Insurance provider (who and membership number)	
Membership Committee decision [YES/NO] [include date Applicant notified]	
: Membership papers completed and issued (date)	
Police informed [PLO]	
Records updated	
<p>Notes</p> <p>If ASSOCIATE Membership</p> <ul style="list-style-type: none"> • Name of home Club • Club's Home Office number • Confirmation from Club that a 'member of good standing'. 	
<p>If any disability declared provide details here:</p>	
<p>Shotgun / Firearms certificates held</p> <p>Numbers.....</p> <p>Issuing authority.....</p> <p>Valid date.....</p>	
<p>Other Qualifications (details)</p> <p>RCO/RCO</p> <p>NRA SC Card</p> <p>First Aid</p> <p>OTHER</p>	

DATA CARD

	FIELD	CONTENT
1	SURNAME	
2	FORENAME	
3	INITIALS	
4	DATE & PLACE OF BIRTH	
5	MEMBERSHIP No.	
	Leave blank	
6	MEMBERSHIP TYPE	
	Leave blank	
7	ADDRESS	
8	TOWN	
9	COUNTY	
10	POST CODE	
11	TELEPHONE	
	(landline)	
12	MOBILE	
13	EMAIL	
14	INSURANCE	
	(if holding any)	
15	FAC/SGC	
	(if holding any)	
16	GDPR Agreed	

FOR CLUB USE ONLY (Probation Application)

<p><i>(The following section must be completed by an Officer or Committee member of the SOUTHEND-ON-SEA RIFLE AND PISTOL CLUB before the application is submitted).</i></p> <p>I [print name].....hereby propose that</p> <p>Is accepted as a probationary member of the SOUTHEND-ON-SEA RIFLE AND PISTOL CLUB. Signed:.....Dated.....</p> <p>I [print name]... hereby second the proposal that</p> <p>Is accepted as a probationary member of the SOUTHEND-ON-SEA RIFLE AND PISTOL CLUB. Signed:.....Dated.....</p>	
Received: Date...../...../.....	Secretary's signature.....
Fee received. Date:...../...../.....	Treasurers signature.....
FEE WAIVED BY COMMITTEE DECISION	
Approval given: date...../...../.....	Secretary's signature:.....
Attendance record/Permit to shoot issued: Date:...../...../.....	Secretaries Signature.....
Insurance letter issues: Date...../...../.....	Signature.....
References taken up: Date:...../...../.....	

Notes:

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ANNEX 2 (5)

FULL MEMBERSHIP APPLICATION CLUB APPROVAL

APPLICANT

PROPOSED	Name:	Signature:	
SECONDED	Name:	Signature:	
For Committee Use Only			
Action	Date	Signature & Office	Comment
Received			
Attendance Satisfactory (Y)			
Training programme completed			
Conduct Assessment			
Insurance Cover checked			
Date to Committee			
Committee Decision			
Notification of Decision			
Fees Accounted for			