

Castle Hill RSL Club Pistol Club

(CHRSLCPC)

CHRSLCPC

BY-LAWS

	Name	Signature	Member No.	Date
Revised By:	Tony Filia	<i>Tony Filia</i>	676	11Aug26
Approved By:	Committee	Refer August 2026 Committee Meeting Minutes		11Aug26

Version Control

Initial Implementation	12th Sept 1978
Revision 1	1 st Dec 1989
Revision 2	11 th March 2022
Revision 3	9 th Dec 2022
Revision 4	10 th Feb 2023
Revision 5	7 th July 2023
Revision 6	February 2024
Revision 7	14 th May 2024
Revision 8	11 th August 2026

1. Membership and Fees

- 1.1. Membership to the Club may be closed by the Committee whenever the Committee deems that it is appropriate to do so.
- 1.2. Even though membership to the Club may be closed, relatives of existing members may still be accepted.
- 1.3. Persons nominating for 'executive' positions on the Club's Committee of Management, i.e.:

- President
- Vice-President
- Secretary
- Treasurer
- Captain – Live Fire
- Vice-Captain – Live Fire
- Captain – Air Pistol
- Vice-Captain – Air Pistol

must have not less than 3 years' experience, and have been a member of the Club for at least 3 years.

- 1.3.1. "Not-with-standing this Clause, the Committee may accept the nomination of a person who does not meet the "3 year's membership/experience" criteria on the basis that either of the following conditions are met:
 - a. There is no other nomination that would meet the 3 year's membership/experience criteria. or
 - b. The person nominating brings an additional expertise to the Club that is not currently available within the Club's membership."
- 1.4. Range fees, at any Club sponsored range or Club sponsored event, shall be determined by the Committee.

- 1.5. Annual membership, Joining Fees, Annual Range Fees, Visitor Fees and any requests for fee dispensation or refund, shall be determined by the Committee.
- 1.6. Members, shooting at the rim-fire/centrefire ranges:
 - a. Will pay an annual range fee.
 - b. In all cases members/visitors must pay a range fee.
- 1.7. Members and/or visitors to the Air Pistol Range will pay a fee as determined by the Committee.

2. Notices

- 2.1. Notices may be sent to Club Members either by Australia Post, at the registered address with the Club or by electronic mail at the designated email address supplied by the member.
- 2.2. All New Members must receive, either in “Hard Copy”, via email or by web site access, a “Welcome Pack” containing:
 - A Letter of Introduction
 - Copy of the Club Constitution
 - Copy of the “NSW Firearms Registry Participation for Club Members” information sheet
 - Standard Rules for Safety and Conduct on a Pistol Range
 - Reference to NSW Firearms Act and Regulations:
- 2.3. Members are required to notify the Club Secretary upon the successful completion of a safe storage inspection by the police. Club Members must provide the Club Secretary of the inspection event number advised by the Police.

3. Attendances

- 3.1. Each member is responsible for validating and reporting any matches shot at another club/range. This is to be done by either:

- A. The provision of an image of scored target containing members name, date, calibre used and score, this image is to be accompanied with an image of a range receipt. Or
 - B. By confirmation from a range or Club official from the attending club/range.
- 3.2. The Club Secretary is to provide to members, no less than ½ yearly, the status of member's attendance records.
- 3.3. The progression of new members from Probationary Membership to Full membership shall be carefully scrutinised and progress of New Members should be discussed at the monthly meetings with input from the Range Safety Officer(s) and Club Captain.
- 3.4. Any member who does not complete 50% of a match may be deemed to have only completed an attendance and not a competition. The exceptions to this, made at the discretion of the Club Captain, The Presiding Range Officer or the Club Secretary are, if a member has suffered a firearm malfunction or illness that has prevented them from completing the match; or the available range time has expired.
- Any other additional circumstances for not completing 50% of a match, and still be considered a competition shoot, are to be considered on a case-by-case basis by Club Captain, The Presiding Range Officer, the Club Secretary or the Club Committee.
- 3.5. Additionally, any member performing sanctioned Club activities may, at the discretion of the Committee, have such activities recorded as a "competition shoot."

4. Conduct

- 4.1. No member of the Committee or the Club, other than the Secretary or Treasurer, shall receive or accept monies from members for annual membership fees.
- 4.2. No member of the Committee or the Club, other than the Secretary or Treasurer, shall receive or accept monies from members for any Club activity unless directed to do so by the Secretary or Treasurer.

- 4.3. The Treasurer may Approve and process minor payments for any receipts/invoices; purchases; or reimbursements to Committee members up to an amount of \$100 without prior Committee approval. All payments so processed must be presented to the Committee and recorded in the minutes for a retrospective Committee approval at the next Committee meeting after the payment has been made.
- 4.4. Without prior permission from the Committee, no member may use Club ranges for any commercial purpose.

5. Safety

- 5.1. "Factory" Centrefire Loads, (also known as "Factory Ammo") may be prohibited for some matches, or at some ranges, it is at the Range Safety Officer's discretion as to whether Factory Centrefire Loads may be used in a particular match.
- 5.2. The maximum calibre for firearms used at the "Air Pistol Range" is .177.
- 5.3. Only permissible targets shall be used. It is at the Club Captain and/or Range Safety Officers sole discretion what is deemed to be a "Permissible Target".
- 5.4. All new members must undertake a Range Safety Course conducted by a Club official prior to participating in Club events.
- 5.5. All probationary members must have individual supervision on the firing line until deemed competent by the Club Captain.
- 5.6. Any shooter not demonstrating competence on the firing line shall have individual supervision on the firing line until deemed competent by the Club Captain.
- 5.7. No person shall interfere with the safe conduct of a match.

6. Matches

- 6.1. The Club shall provide, to all members, via the Club web site, a shooting calendar, preferably one month in advance.

The Club Captain may determine the mix of matches and any proposed 'inter year' awards for nominated competitions.

- 6.2. The shooting calendar may be amended by the Club Captain.
- 6.3. If the number of attendees, either too low or too high, or the range conditions at any match make the match impractical or unsafe to conduct, the Range Officer may, in consultation with other Club Officials (if available), modify or change the match, 'on the day', to suit the number of attendees, or the range circumstances.
- 6.4. Matches may be modified by the Club Captain and/or Range Officer to suit range requirements, range conditions or to improve the 'operations' of the match.
- 6.5. Unless otherwise noted in the shooting calendar all matches shot at the Club's nominated rim fire and centre fire ranges will be deemed to be a competition match under the "NSW Firearms registry Participation Requirements for Club Members" guidelines.
- 6.6. All matches shot will under the assumption that all participants are of the same grade.
- 6.7. For the purposes of the Club championship standings shooters will be divided into three (3) categories for all matches:
 1. Rimfire
 2. Centrefire
 3. Air Pistol

7. General

- Operating hours of any range managed by the Club shall be determined by the Committee with a view to ensuring that members have sufficient opportunity to compete, and meet any mandatory attendance requirements.
- 7.2. The Air Pistol Range may be attended by any member, in the accompaniment of another adult person, at any time that the range is accessible.
 - 7.3. The Committee may impose attendance restrictions and or/ requirements, on any range, to align with any Public Health Order.

- 7.4. The Committee may impose attendance restrictions and or/ requirements, on any range, to ensure the safety and health of all members.
- 7.5. The Club shall have a documented and promulgated Bullying and Harassment. The policy is to be regularly reviewed and, if necessary, updated to ensure its currency with gazetted government guidelines.
- 7.6. The Club shall have a documented and promulgated Privacy Policy. The policy is to be regularly reviewed and, if necessary, updated to ensure its currency with gazetted government guidelines.
- 7.7. The Club shall have a documented and promulgated Workplace Health and Safety Policy. The policy is to be regularly reviewed and, if necessary, updated to ensure its currency with gazetted government guidelines.
- 7.8. The Club shall have a documented and promulgated Code of Conduct Policy. The policy is to be regularly reviewed and, if necessary, updated to ensure its currency.
- 7.9. Authority may be granted to an appropriately licenced and trained member to organize and manage the allocation of club firearms, at scheduled club shoots, for the duration of the event.
- 7.10. For the sake of clarity, the authority granted under Clause 7.9 is solely for the management of Club firearms, at a sanctioned Club event. Firearms are not to be removed from the range without the express permission of the Club's Licence Holder.
- 7.11. To reduce the 'Key Person Dependencies' risk, the Club shall maintain an effective process of having effective database, email and password back-ups in place. The arrangement of these back-up processes is to be decided by the Committee, and are to be reviewed periodically to ensure their ongoing effectiveness.
- 7.12. To ensure applicable compliance with regulations, both internal and external to the Club, consistent delivery of information and training, and effective 'Business Continuity', the Club shall maintain a suite of process and resource documents applicable to the Club's operations.

An example of process and resource documents may include, but not limited to:

- Best practice guidelines for secretaries of Not-for-Profit Organisations and or Incorporated Associations.
- 'Operations Manual' for the Club Treasurer's position.
- 'Operations Manual' for the Club Secretary's position.
- Guide to the legal duties of Not-for-Profit Organisations.
- Best practice for running meetings and minute taking.
- New Member training material.
- Range Standing Orders.
- Guideline for executing contracts for Not-for-Profit Organisations.
- Associations Incorporation Act 2009 Regulatory Guide Financial Reporting Requirements for Incorporated Associations.
- Associations Incorporation Act 2009.
- Associations Incorporation Regulation 2016.
- Firearms Act 1996.
- Firearms Regulations 2017.
- NSW APA Constitution.

This suite of process and resource documents is to be reviewed periodically by the Committee to ensure their ongoing currency, applicability and effectiveness.