

THE WELSH TARGET SHOOTING FEDERATION LIMITED

RULES AND BYE LAWS FOR MEMBERS

These rules and bye laws (hereinafter referred to as “the Rules”) are made by the Board of Directors of the Welsh Target Shooting Federation Limited (“the Company”) under the powers set out in Articles 68 and 69 of the Articles of Association of the Company.

1. **Conditions for Admission to Membership**

- 1.1 All applicants for membership shall be required to complete the application form for membership provided by the Board in such form as the Board shall from time to time determine. In signing the application form whether for a new application or a renewal, the official of the Shooting Association so signing agrees that all of its members and officials shall be deemed to be and be in fact bound by the Memorandum and Articles of the Company as well as these Rules. It shall be open to the Board in relation to any new application for membership to obtain any relevant information in support of such an application as they may deem necessary before admitting the applicant to membership.
- 1.2 In all cases the decision of the Board on applications for membership, renewal of membership and decisions on whether or not applications should be accepted is the sole responsibility of the Board and in the event that any application is refused the Board shall not be under obligation to assign any reason for such refusal.

2. **The Disciplinary Panel**

- 2.1 The Disciplinary Panel shall consist of the Chairman, the Honorary Secretary, the Treasurer and the Team Manager. The quorum shall be two.
- 2.2 The Disciplinary Panel will instruct on the appropriate arrangements for a hearing and arrange for the conduct of the hearing in accordance with these Rules and the Company’s Memorandum and Articles.

3. **The Appeals Panel**

- 3.1 The Appeals Panel shall consist of three persons – an independent chairperson appointed by the Board plus representatives (not being members of the Board) from two Members to be put forward by the Members on a case by case basis.
- 3.2 The Appeals Panel shall meet if an appeal has been lodged against a decision or ruling of the Disciplinary Panel and the Company Secretary shall

Approved: 8th February 2019

Next Review: 8th February 2021

be responsible for dealing with the arrangements for the Appeals Panel.

- 3.3 Appeals against the Disciplinary Panel's decision shall be made within fourteen days in writing to the Company Secretary and shall be accompanied by a deposit of £100 which shall be returnable if the appeal is successful.
- 3.4 The Appeals Panel shall also meet in the event of any appeal under any decision by the Board or any of its Committees (by any Management Committee, Emergency Committee, Finance Committee, International and Tournament Committees, the Coaching Committee and the Selection Committee).
- 3.5 The Appeals Panel shall have a duty to hear such appeals within 21 days of receipt of any such appeal.

4. Rules for the Conduct of Hearings of the Disciplinary or Appeals Panels

- 4.1 Any allegation or charge made against any Member, person or organisation subject to the jurisdiction of the Company shall be made in writing to the Board or may be made to any Director in the same way and the Director in receipt of the complaint will pass the matter to the Board. The Board will either investigate the matter or refer the matter to an Investigation Panel created for this purpose to investigate the subject matter of the complaint and allegation with a view to determine whether or not there is a case to be answered.
- 4.2 If the Board/Investigation Panel recommend that the matter proceed then the matter will be referred to the Disciplinary Panel of the Company who will be responsible for making arrangements for the hearing.
- 4.3 The chairman of the Disciplinary Panel shall within a further twenty one days invite the Member, person or secretary of the organisation in question to attend the appropriate hearing by sending a recorded delivery letter to the last known address of the Member, person or secretary of the organisation to arrive at least seven clear days prior to the date fixed for the hearing.
- 4.4 The person or organisation against whom it has been resolved to proceed must be given notice of the charge or allegation, be given the right to be assisted at the hearing by someone of their choosing, be given an opportunity to state their case and be granted an equal opportunity to hear and deal with any evidence submitted. The panel will be responsible for ensuring that its proceedings comply with the rules of natural justice.
- 4.5 Within seven days of the hearing the Disciplinary Panel shall notify the Member, person or secretary of the organisation in question of its decision in writing. The Disciplinary Panel may dismiss the complaint, suspend, expel or disqualify the Member, person or organisation or impose such other penalty whether financial or otherwise as it considers fit.
- 4.6 Any Member, person or organisation aggrieved by a decision or ruling of the Disciplinary Panel may appeal against the said decision or ruling within

fourteen days of it being intimated by writing to the Company Secretary advising of their wish to appeal and the grounds for that appeal, which appeal shall be accompanied by a deposit of £100 which shall be returnable if the appeal is successful. It shall also be open to the Member, person or organisation so aggrieved with the consent of the Board to ask that the appeal be dealt with by the Sports Dispute Resolution Panel Limited, 4th Floor, Burwood House, 14-16 Caxton Street, London SW1H 0QT to have the appeal determined by an arbitration panel appointed in accordance with the Rules and in either case the decision of the Appeals Panel or the Sports Dispute Resolution Panel Limited arbitration panel shall be final and binding on all concerned.

5. Misconduct

5.1 For the purpose of these Rules the following may amount to misconduct and may give rise to disciplinary action:

5.1.1 Breach of the Rules;

5.1.2 A breach of the Articles of Association and any rules or regulations made thereunder;

5.1.3 A breach of any regulations governing Shooting Associations or their officials;

5.1.4 A breach of any code of conduct or code of ethics adopted by the Company and published as such; and

5.1.5 Any conduct, act or omission which in the view of the Board or the appropriate Committee is or was detrimental to the interests of the sport.

6. Proposals for Alteration

6.1 Subscriptions and the structure thereof for each ensuing year shall be determined by the Board at the Annual General Meeting. Any proposal to alter the rate or the method of levying the subscription shall be made in writing to the Company Secretary before twenty eight days before the Annual General Meeting.

6.2 Written notice of any proposed alteration to the Articles of Association shall be given by any Member not less than fourteen days prior to the Annual General Meeting. If the proposed alteration is supported at the Annual General Meeting at which it is considered by a majority of the Members the Company Secretary shall submit the proposal for the purpose of formally approving such alteration by way of a special resolution under the Companies Act.

7. Tournaments and Events

7.1 Any Member proposing to hold a tournament must obtain the sanction of the Board for the same, which sanction may be given on such terms as the Board

determines. Application for such sanction must be made in writing to the Board no later than two months before such tournament is proposed to take place. If the Board considers the proposed conditions of a tournament to be undesirable in the interests of the sport, and may withhold sanction. Sanction may be given on such terms and conditions as the Board may consider advisable.

8. Structure of Member Associations

- 8.1 The Board shall be entitled to enforce governance obligations upon the Members.
- 8.2 Such governance obligations will be imposed if, in the reasonable opinion of the Board, these obligations are necessary to ensure that the objects of the Company and the well being of the sport in general is preserved.
- 8.3 Obligations imposed by the Board upon Members can include a request for a Member to become an incorporated body (such as a company limited by guarantee) to ensure the protection of funds given to the Member by the Company and to ensure suitable governance within the structure of the Member. Such a request must only be made by the Board upon reasonable grounds, which must relate to the aforementioned protection of funds.

9. Insurance

- 9.1 Each Member must ensure that it adheres to all reasonable requests by the Board to have in place sufficient insurance policies covering the activities of each Member.
- 9.2 The Board shall be entitled to request and be provided with copies of all insurance policies relating to the Members.
- 9.3 Failure by any Member to meet the insurance requirements of the Board shall entitle the Board to impose sanctions upon the Member.

10. Financial Years

- 10.1 Each Member shall ensure that its financial year runs parallel to the financial year of the Company.

11. Child Protection and Drugs Policies

- 11.1 Every Member shall at all times fully comply with The Company's published policies in relation to Child Protection and Drugs Policies. Any breach of these policies by any Member shall constitute a serious offence.