



Members Handbook And Club Rules

Introduction & Opening Times.....	2
Online Booking System.....	2
New / Probationary Members	3
General Club Information.....	5
Range Officer	6
Guests	8
Range Maintenance	9
Locking Up.....	9
Minimum Attendance.....	10
Club Insurance and Affiliations.....	10
Club Health and Safety Policy	11
Club Policy on Children and Vulnerable Adults	12
Range safety.....	12
At Start of Shooting.....	12
During Shooting	13
At End of Shooting.....	14
Permitted Firearms,Calibers & Ammunition.....	14
Range Energy and Velocity Limits	15
Firing Points	16
Firing Positions	16
Black Powder Shooting	16
Air Weapon Range.....	17
Appendices.....	18
1. Membership Types / Renewal	18
2. Storage Lockers	19
3. Fullbore Shooting	20
4. Shooter Certification Cards	20
5. Applying for a Firearms Certificate	21
6. References	25
7. General Data Protection Regulations	26
Contact Details	30

Introduction & Opening Times

The Club has two ranges; one 50m range which is primarily for firearms (rimfire and gallery rifles, muzzle loading and long barrelled revolvers) and the second range for air pistol and air rifle shooting.

New members can attend on Tuesday night from 7.30pm until 9pm.

For Full Members, the range is open from 7.30am till 10.30pm daily, although the range is hired to another gun club on the last Wednesday of each month.

The Club also hires Ministry of Defence ranges periodically for full bore shooting.

Online Booking System

The Club uses two online booking systems to reserve time in the main (50m) range. One system is for probationary members and the other for full members. The details are

Probationary members <https://badgc.reservio.com>

Full members <https://bagc.reservio.com>

The booking system for probationary members also permits those members to book a session at

the outdoor shoots which we organise on MOD ranges.

New / Probationary Members

Applications from prospective members who hold a FAC or have shooting experience will be accepted throughout the year. Inexperienced prospective members will need to attend an induction which we usually run towards the end of March each year.

New members who submit a completed application form, together with the appropriate membership fee, will be accepted as probationary members, subject to satisfactory police background checks. New members are required to pay the full membership fee together with a joining fee at the time of their application. When their membership is renewed in January, a pro-rata payment will be due for the new membership year.

What to do when you attend the Club

- Wear your membership card
- Sign the range log book
- Wear suitable hearing / eye protection
- Enter range and inform the range officer that you are a new member and want to shoot.

- It is an offence to remove any ammunition from the range unless it has been entered on your firearms certificate - ensure that any club ammunition in your possession is handed back to the range officer.

The Probationary Membership Period

Probationary members who do not hold a firearms certificate will be required to complete a safe shooting course, which is run periodically by the club. This will provide information on safety issues and allow members to gain experience of handling a variety of weapons.

Probationary members are expected to attend regularly on Club nights, and are required to attend 12 times over the six month probationary period (FAC holders 6 times over 3 month period).

Moving from Probationary to Full Member

When the Committee are satisfied that a probationary member is safe and competent, the member will become a Full Member. At this point, the member may apply for a firearms certificate and will be supported in their application by the Club. Members should get confirmation from the Secretary that they have been accepted as Full Members before applying for a firearms certificate.

It is advised to ask for assistance in completing the necessary application forms, as there are a number of pitfalls, which may cause problems for the inexperienced.

A Full member in possession of a firearms certificate may (on payment of a deposit) ask for a key to the range, which will permit the member to shoot whenever the range is open.

General Club Information

Signing In / Signing out

Members must sign the range attendance log upon arrival, even if they do not intend to shoot. Members must enter the date of their visit, their membership number the calibre and serial number any firearms that they are using, or the purpose of their visit if they are not shooting. The Police Firearms Department do ask for details from this log.

The attendance log serves the dual purpose of maintaining a record of member's shooting, and of those people in the building, in the event of a fire.

Actual attendance figures are derived from the electronic door lock, so it is important to use your key fob with the electronic lock whenever you use the range.

Please sign out when leaving the building.

If you are the last person in the building, please review the attendance log to ensure that no one remains in the building. If a member has not signed out, please check the remainder of the building before leaving.

Range Officer

A group of persons intending to shoot on the range must appoint a Range Officer (RO).

The RO should be a member of the party who has significant experience with firearms and range protocol. A Probationary member may not be RO.

The RO must sign the Range Officers book prior to commencement of shooting (the RO should sign both the Range Officers log and the attendance log) and should pay attention to the rules printed on the back of the range officer log.

Fire Procedure / Fire Escapes / Smoking

If a member discovers a fire they should:-

- Extinguish the fire if the fire is small and they feel confident to tackle it.
- Raise the alarm (fire alarm call point located at each exit door) and exit the building by the nearest exit. If safe to do so, remove the range log book to enable a roll call to be made.

- Assemble outside the building and call the Fire Brigade (999).
- Do not re-enter the building to collect personal possessions.

Smoking is not permitted anywhere in the Club.

Ear Muffs / Eye Protection

Ear muffs and eye protection are provided – see map of building on back cover. Hearing protection must be worn in the main range and eye protection must be worn in the air range (and is advised in the main range).

First Aid / Eye Wash

First aid kits and eye wash stations are provided. See back cover for location.

If a member has any need to use any of the first aid kits or eye wash, please leave a note to this effect to ensure that the appropriate replacements can be ordered.

Membership Cards

The Club Membership card should be worn at all times whilst in the club premises.

Guests

The first Tuesday of a month from April to October (inclusive) are designated as guest days when members can bring people known to them to experience shooting.

Guests who **hold a firearms certificate, and have the certificate in their possession** are permitted to shoot on the range with a club member. The guest should sign the attendance log and write guest instead of a membership number. The guest fee is £10, which is payable on the day. Cash / cheques should be put in one of the envelopes provided on the suggestion box. The member responsible for bringing the guest should write his / her membership number on the back of the envelope together with the date and deposit the envelope in the suggestion box.

It is the member's responsibility to ensure that he has the ability to leave the appropriate fee before taking guests on to the range.

Range Ventilation.

The range is provided with two sets of fans to provide forced ventilation for the removal of any smoke produced whilst shooting. The ventilation

system should be used whenever shooting is in progress.

Hygiene

On completion of shooting, it is recommended that members wash their hands and face to remove any lead and other pollutants which may be acquired during the course of handling ammunition.

Range Maintenance

At the end of each shooting session, the RO will ensure that all brass cases (including those left by previous shooters) are swept up and put in the bins provided. The range must be left clean and tidy for other members. The small dustpans and brushes are provided to allow brass cases to be easily swept up. **Under no circumstances should the range floor be swept with a sweeping brush – this causes the lead from the floor to become air borne where it may be breathed.**

Locking Up

When locking up, please ensure that no one is left inside the building, that no inside lights are left on, and that any heaters have been switched off. The large external lights turn off automatically.

Minimum Attendance

Home Office regulations require that the club inform the police if any member does not **shoot** with the Club over a rolling 12 month period.

Club Insurance and Affiliations

Members are insured against damage to other people and property whilst participating in any of the club's organised shoots. There is no accident or death insurance cover provided to cover the shooter. Such cover may be obtained by joining one of the shooting organisations (NRA / BASC). The Club Insurance does not cover any member participating in any non Club activity.

Firearms Certificate Renewal

The Club's officers (Chairman / Secretary / Treasurer) are no longer required to act as referees – please ask friends who know you personally.

Annual General Meeting

The Club usually holds its annual general meeting towards the end of January each year. A member may, on submission of a written request, raise any subject at the AGM.

Security Cameras

Security cameras are positioned throughout the range for the protection of the Club and its members. These are connected to video and audio recording equipment, which records whenever someone is present in the range.

Suggestions

A suggestion box is provided on the table where the attendance register is located. Suggestions on ways to improve the Club and its facilities are always welcome. Members who wish to leave suggestions should fill in one of the suggestion slips provided and put the completed form in to the suggestion box. All suggestions will be brought before the Committee for discussion; the outcome of such meetings will be listed in the Committee meeting minutes, which are displayed on the notice board.

Club Health and Safety Policy

The Club health and safety policy is displayed on a notice board in the Club room.

Club Policy on Children and Vulnerable Adults

A parent or guardian must accompany all juniors (under 18) and vulnerable adults at all times. The parent / guardian should sign the attendance log and is responsible for the junior member at all times whilst on Club premises. The parent / guardian do not need to be a member of the Club.

Range safety

At Start of Shooting

- Check range is in safe condition – no obstructions in range / linatex curtain in good condition behind targets / fire escape exit clear / all persons wearing hearing protection.
- No Firer is allowed on to the firing point, until he has received permission from the Range Officer (RO).
- No person is allowed on the firing point whilst markers attend to targets.
- Magazines should only be loaded when permission has been given by the RO.
- All firearms must remain cased until the RO has given permission to uncase, and they must only be uncased on the firing point

During Shooting

- Hearing protection must be worn whilst firing is in progress.
- All firearms must be held horizontally and pointing towards the target whilst loading, unloading, dealing with misfires and presenting guns for inspection.
- All firearms must be inspected and **CLEARED** by the RO before leaving the firing point (either to allow the firer to attend to his target, or at the end of a detail when the gun is being removed from the firing point. Guns which are to be removed from the firing point must be cased on the firing point).
- In the event of a misfire, the firearm should remain pointed at the target for 30 seconds. Lay the firearm on the bench pointing toward the target, stand back and attract the attention of the RO, who will deal with the situation.
- There should be no deliberate cross firing onto any target other than the one in line with firing point.

At End of Shooting

- Any misfired rounds should be handed to the RO for correct disposal, and **NOT** put into either of the bins provided for brass and rubbish.
- All firearms must be inspected and **CLEARED** by the RO before leaving the firing point
- When shooting has finished for the day, the remaining shooters should pick up all brass (and put it in the bins provided) and leave the firing point clean and tidy

If the Range Officer is concerned about any safety related issue on the range, a note should be made in the Range Officers log book on the line below that on which the Range officer has signed. This will allow the Club to be able to easily identify any such issues.

Permitted Firearms, Calibers & Ammunition

Only the following firearms may be used on the range

- Rimfire rifles (rifles chambered in .22 calibre) firing solid lead or copper washed ammunition – no hollow point ammunition.
- Gallery Rifles – rifles chambered in pistol calibres e.g. .38 / .357, .44, .45. Lead bullets only – copper jacketed ammunition is not allowed. Semi wad cutters (SWC) are permitted, but **full wad cutters are not permitted.**
- Muzzle Loading Pistols up to and including .45
- Long Barrelled Revolvers up to and including .45.
- Air rifles having muzzle energy less than 12ftlb. Air rifles and firearms must not be used in the range at the same time, and firearms have priority at all times. The appropriate air rifle targets must be used when shooting air rifles.

Please note that .17 HMR are not permitted. Fullbore rounds which have been downloaded to meet the range limits are not permitted.

Range Energy and Velocity Limits

The range is certified for firearms having a muzzle energy less than 2030J (1495ft lbs) and a velocity of less than 655 m / second (2145 ft / second).

It is the shooters responsibility to ensure that any ammunition, which they use, is below these limits. If a member has any doubt regarding the energy / velocity of the ammunition they are using, **seek advice from a committee member before shooting.**

The Club has a chronograph, which is available for members to use to allow them to check the muzzle velocity of their ammunition. This may be arranged through one of the Committee members.

Firing Points

Only the following firing points may be used:-
50m, 25m 25yd, 20yd, 15yd and 10yd.

All benches and other equipment forward of the firing position must be moved such that they cannot be accidentally hit during shooting.

Firing Positions

Firing from the prone, kneeling, standing and sitting positions is permitted, as is sitting at one of the benches provided.

Black Powder Shooting

All powder must be kept in phials – no powder flasks are permitted in the range. Only Pyrodex or

similar black powder substitutes are permitted – not black powder.

It is the shooters responsibility to ensure that his firearm is safe with the type of powder being used.

When using black powder substitutes always follow the manufacturers' instructions.

Targets

Targets must be attached to the target frames. Masking tape is provided at each firing point for the fixing of targets.

Air Weapon Range

Permitted weapons - .177 & .22 air pistols and rifles having muzzle energy of less than 12ft lb. Only lead or plastic projectiles to be used (no steel BB's).

Eye protection is mandatory in the air weapon range. Air pistols are provided for the use of members and are locked in a storage locker which is opened using the same key fob as the range door.

Air weapons may also be used in the main range, but not at the same time as firearms. The pellet catcher target must be used when using air weapons and eye protection is mandatory.

Appendices

1. Membership Types / Renewal

The club has four types of membership

1. Probationary Members. All new members who apply to join the club become probationary members.
2. Full Members. After a period of 6 months, a Probationary Member holding a valid firearms certificate can apply to become a Full Member. Full Members can request a key to the range (on payment of a refundable deposit) which permits them to shoot whenever the range is open.
3. Full Member (voting). When a member has been a Full member for a period of 5 years, they will be considered for full membership (voting) at the Club AGM. Only full members (voting) have the right to vote on any issues at the AGM.
4. Junior Members. Members who are under the age of 18. All junior members must be accompanied by a parent or guardian at all times. The parent or guardian need not be a member of the club.

Joint Membership / Students

For the case of two members who cohabit, the club offers a 50% reduction in fees for one person.

Students aged 22 years or under (at the time of renewal) pay the same membership fees as junior members.

Membership Renewal

The membership period runs from 1st January till 31st December.

The Clubs bank details for bank transfer payment are :-

Account Holder – Bishop Auckland gun Club

Account number 00953489, sort code 30-92-52.

Please include your name and membership number in the payment reference.

2. Storage Lockers

A small number of storage lockers are available on a first come first served basis. The lockers allow members to store range equipment such as rifle rests, telescopes etc. The clubs insurance does NOT cover these items, so it is the member's responsibility to ensure that they have the necessary insurance cover.

On no account must any firearms or ammunition ever be left in these lockers.

3. Fullbore Shooting

The club holds a number of fullbore shoots throughout the year at local MOD ranges. Typically these are full day events and because of the cost of renting the range from the MOD, there will be a small range fee. The fee and the dates of the shoots will be posted on the fullbore notice board and emails will be sent to those members who have provided email addresses.

The MOD are at liberty to cancel our booking at very short notice and it is therefore the member's responsibility to ensure that the booking has not been cancelled two days prior to the shooting date. Confirmation emails will be sent, but members who do not have email are advised to contact the Secretary to confirm the booking. Club guns and ammunition are available only if requested.

Due to MOD regulations, only juniors over 14 years of age may attend.

4. Shooter Certification Cards

Anyone who wishes to shot on MOD ranges (including Bisley), will require a shooter certification card. The Club will issue certification cards to members who request them provided the member has completed the Clubs NRA approved course. This course is run once per year in March

or April. To be judged competent, a member must complete the course and demonstrate competency in the use of the weapon. The Club can only endorse those weapons on the card which the member can be seen to actually use.

5. Applying for a Firearms Certificate

On becoming a full member of the Club, you may apply for a firearms certificate.

Filling in the relevant application forms is now relatively straightforward, however you should bear in mind that the firearms license lasts a period of 5 years. If you only apply for one firearm, and then in two years time decide to get another firearm, you will have to pay a variation fee and wait some time for this to be approved.

You will often hear the term “one for one variation”. This means that if you have on your license, for example a .38 rifle and decide that you no longer want this, but instead want a long barrel revolver, you can send back your certificate and change the .38 rifle in to a long barrel revolver **at no extra cost**.

Unless you know exactly what your shooting interests are (in terms of types of firearm), I generally recommend the following as suitable for your first firearms licence application

.22 Bolt Action Rifle and / or .22 Self loading Rifle

And one or two of the following (if interested)

.38/.357 lever action rifle, .22 long barrel pistol or .38/.357 long barrel revolver

If you intend to shoot fullbore rifle outdoors, I generally would also recommend

.223/5.56 Bolt action Rifle

.308/7.62 Bolt Action Rifle.

Try to keep the number of firearms to 5 or less for your first firearms license application. In terms of ammunition, I would recommend a quantity of 600 rounds for each of the calibres you have applied for.

Gun Cabinet

Bear in mind that you will need to have a gun cabinet that is capable of taking all of the firearms that you apply for. The Home Office guidance is that all firearms should be kept in approved gun cabinets. That is, cabinets built for the purpose of storing firearms. The cabinets must be located within the confines of the house and not stored in a garage or outbuilding. They should be rawl-bolted to a solid brick wall and out of sight of casual callers.

Section 1 ammunition should be stored separately and securely from Section 1 weapons. This can be an integral separately locking enclosure inside the gun cabinet itself or a completely separate ammunition locker. These cabinets should meet or exceed BS7558, a British Standard for gun cabinets since 1992 which practically all cabinets, sold by reputable Registered Firearms Dealers, will meet.

When it comes to domestic security the Police use another British Standard as a guide. That is BS8220 (Security of domestic dwellings), which is the level of security normally required by reputable Insurance Companies for house contents cover.

Think carefully before you purchase a cabinet as you may acquire more firearms as your interest grows and diversifies. An extra deep cabinet (depth 330 mm+) is required for scoped rifles. Modern 5 gun cabinets only hold 3 – 4 scoped rifles comfortably as the spacing generally does not allow for the larger scope turrets or bipods you may have fitted.

You also need to consider where you are going to store the keys to the cabinet. Don't forget that only the firearms certificate holder must have access to

the keys. A small combination lock safe (available from eBay, Argos etc for about £30), in which the gun cabinet keys may be stored is particularly useful. These safes will also hold a small quantity of ammunition.

Whether you should buy a cabinet and install it before submitting your firearms license application or after you have been visited by the firearms licensing department is debatable.

If you know you have a suitable location and can easily fix the cabinet to an outside wall, it may be worth buying the cabinet before you submit your application. When the firearms licensing officer then visits, he / she will be able to inspect the cabinet at the same time and this will save having to make another appointment for the cabinet to be inspected when you have installed it.

If, however, you are unsure if the place you have selected is suitable, it may be worth submitting your application and having them look at the location you have selected to determine its suitability.

Referees

You should provide details of two referees who have agreed to act as a referee for you. They must have known you personally for two years, resident

in Great Britain and not be members of your immediate family.

Transportation of Firearms

You do not need to notify the police if you are transporting firearms within the UK.

It is highly recommended that you carry your FAC with you.

Unless you transport firearms frequently, you probably do not need to fit a gun safe in your vehicle. If the vehicle is left unattended, it is normally sufficient to remove an essential component (when possible) and keep this in your personal possession. Firearms and ammunition should be placed where they cannot be seen.

6. References

A really useful document which is available on the internet as a pdf is

Home Office Guide on Firearms Licensing Law

Also have a look at the BASC website which has very useful information on applying for firearms, changes to the law etc.

7. General Data Protection Regulations

About this policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

The Club is registered as a ‘data controller’ under the Data Protection Act as we collect and process personal information about you. Our registration number is **ZA323653**. The Data Controller for the Club is the Club Secretary.

We process and hold your information in order to deal with you as a member of the Club. This policy explains how we use and share your information. Information may be collected on a paper form, by telephone, email, CCTV, door access system or verbally by a member of the Committee.

Why do we Collect Information about you

We need to collect information about you in order to deliver the Club’s services to you, to confirm your identity and to contact you by post, email or telephone.

How we use your information

We will use the information you provide to notify the Police when you join the Club and for any appropriate notifications as required by law. In general your personal data will only be used for the purposes of delivering the Clubs services to you. We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept.

We process your information to allow us to be able to communicate with you. We keep records of your attendance and the firearms you use to allow us to comply with the Home Office rules for rifle and pistol clubs.

Information sharing

We will need to pass relevant information about you to the firearms licensing department.

We may share information with the MOD (or Landmarc – the MOD's range management agent) for the purposes of arranging and organising shooting activities on their premises. This information would typically include your name, copies of RCO cards and first aid certificates. We may also share your information with our National

Governing Body (the National Rifle Association) and with other Home Office Approved Clubs.

It is a legal requirement for members, probationary members and guests to sign in whenever they attend. The signing in book by necessity must therefore always be accessible to all Club members. Your name, date and time of attendance and type of firearms used will therefore be shared with all Club members by virtue of the fact that the signing in book is available to all members. You must consent to the sharing of this specific information in order to be a member of the Club.

The Lawful Reasons for processing your data

We have three lawful reasons for processing your data:-

- Processing is necessary for compliance with our legal obligations (Firearms Amendment act 1988; Exemptions Section 15 – Firearms Clubs).
- Processing your data is necessary for the administration of your membership contract
- You have consented to the processing of your data by agreeing to the terms of this privacy statement.

How we protect your personal data

The Data Controller (the Club Secretary) will process membership information electronically and hold all information on a database on a secure computer. Committee members, Coaches and Instructors may process your data as required in order to deliver coaching and other courses to you.

CCTV/Surveillance

We have installed CCTV systems in and around our premises, for the purposes of ensuring the safety of our members and crime prevention and detection. CCTV is also installed on the outside of our buildings for the purposes of monitoring building security and crime prevention and detection.

The front door camera also records audio. CCTV records are stored for approximately 1 month before being overwritten.

Your rights

You have the right to request that the Club stop processing your personal data for any reason. However, this may cause delays or prevent us from allowing you to remain a member of the Club. Where possible we will seek to comply with your

request but we may be required to hold or process information to comply with a legal requirement.

You are legally entitled to request access to any information about you that we hold, and to be provided with a copy.

We try to ensure that any information we hold about you is correct. There may be situations where you find the information we hold is no longer accurate and you have the right to have this corrected.

Please contact the Club Secretary to exercise any of these rights, or if you have a complaint about how your information has been used.

Contact Details

www.bishopaucklandgunclub.co.uk

Secretary

Stuart - Secretary@bishopaucklandgunclub.co.uk

Probationary members should contact

membership@bishopaucklandgunclub.co.uk

Chairman

Henry - Chairman@bishopaucklandgunclub.co.uk

Treasurer

Wayne - Treasurer@bishopaucklandgunclub.co.uk

Club Layout

