



BISLEY FIELD TARGET ORGANISATION CONSTITUTION AND RULES

Version 13.20
February 2026

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1. Aims and Objectives

- 1.1.** The Bisley Field Target Organisation will hereinafter be referred to as the BFTO.
- 1.2.** The aims and objectives of the BFTO are to initiate and develop facilities and ranges of a high quality for airgun target shooting in association within the National Rifle Association (NRA), Bisley Camp, Brookwood, Surrey, and to utilise the facilities available in a manner intended to best promote shooting sports.
- 1.3.** It is the express purpose of the club to provide diverse facilities for airgun shooting for members of the club, to hold selective events and competitions and to assist in the development of the sport of Field Target, Hunter Field Target, Precision Rifle & Benchrest Target shooting.
- 1.4.** It is the express purpose of the club to promote all airgun disciplines in the best manner possible and to encourage all its members to participate fully in all the activities of the club. No member will, however, be pressured into following activities different from their own interests.
- 1.5.** As the ongoing primary interest and objective of the BFTO is the promotion of airgun shooting the club will not make itself available as the 'principal club' for the granting of member's firearm certificates.
- 1.6.** The club will be known as an unincorporated members' club, each member of the club contributes to the funds by way of entrance fees and subscriptions, out of which the expenses of conducting the club are paid.
- 1.7.** The club is not recognised as having a legal existence apart from the members of which it is composed unless the rules provide to the contrary, the property and funds of the club belong to the members for the time being jointly in equal shares.
- 1.8.** The club and its property are in the trustees' hands. A committee to which responsibilities are delegated according to the rules will conduct the club's business.
- 1.9.** The BFTO will affiliate to the NRA, Central Southern Field Target Association (CSFTA), United Kingdom Hunter Field Target Association (UKAHFT) or any other organisation deemed appropriate.
- 1.10.** It is the intention that the club be run in as informal a manner as possible whilst maintaining the levels of safety and regulation commensurate with airgun sports.
- 1.11.** In the event of the BFTO being wound-up, all remaining assets will be offered to a charity chosen by the remaining committee.

2. Safety

- 2.1.** All members are expected to be conversant and compliant with all safety rules and procedures published or displayed by BFTO, ignorance will not be tolerated.
- 2.1.1. Medical emergencies, members must be conversant with SOP005.
- 2.1.2. In the event of a Fire, members must be conversant with SOP006.
- 2.1.3. Camp wide emergency members must be conversant with the '4 Hooters' procedure.
- 2.2. Prohibited items and power Limits**
- 2.2.1. BFTO does not operate any ranges certified for firearms (FAC) consequently, the following items are strictly prohibited on all BFTO ranges and premises.
- 2.2.2. Airsoft rifles and pistols.
- 2.2.3. Any **air rifle** with a muzzle energy exceeding **12 ft/lbs.**
- 2.2.4. Any **air pistol** with a muzzle energy exceeding **6 ft/lbs.**
- 2.2.5. Any Section 1 firearm, including small-bore or full-bore rifles and pistols, shotguns, centerfire and black powder firearms.
- 2.2.6. Bows, crossbows, and catapults.
- 2.2.7. Steel BB ammunition, darts, exploding targets, pyrotechnics, or incendiary ammunition.
- 2.2.8. Frangible ammunition types are permitted, should a member be unsure with regard to the use of any non-lead pellet type ammunition they must check with a committee or approved member before use.
- 2.3.** Eye protection is mandatory on any range or competition firing line where airguns below **6ft/lbs** power may be used due to the potential risk of ricochet.
- 2.4.** No target may be placed closer to the firing line than 8 Yards (7.3m)
- 2.5.** Targets or backing material depicting the human form are expressly forbidden.
- 2.6.** Checks utilizing the club's chronograph to ensure adherence to legal power limits may be conducted at the discretion of any committee or approved member.
- 2.7. Member and Guest Conduct**
- 2.7.1. All members of BFTO and their guests shall, at all times, follow the legal requirements pertaining to the use, ownership, and operation of airguns.
- 2.7.2. Members and guests shall, at all times, pay due regard to the accepted rules and practices of BFTO and the NRA as may be required for the safe handling of permitted airguns.
- 2.7.3. Guests are only permitted to shoot when accompanied and supervised by a full member.
- 2.7.4. Visitors are not permitted to handle airguns or firearms or shoot on any BFTO range without the express permission of the committee.
- 2.7.5. Under no circumstances shall members or guests carry a loaded rifle or pistol on any BFTO range or the NRA campus.
- 2.7.6. Members and guests must refrain from shooting at animals, target supports, club infrastructure, vegetation, or any article which, upon being struck, may cause damage or harm.
- 2.7.7. Members and guests shall, at all times, ensure that any airgun that is under their control when not actively in use on a club range is stored in a designated area, securely bagged and / or locked within their vehicle.

2.8. CO2 powered air guns

- 2.8.1. CO2 powered air guns, provided their muzzle energy exceeds 6ft/lbs, are permitted for use on any BFTO range. If the muzzle energy falls below this threshold, the air gun may only be utilised on the Pistol and Vintage range.
- 2.8.2. Co2 capsules must only be loaded at the firing line with the barrel in a horizontal position and never inside the clubhouse.
- 2.8.3. Members must dispose of Co2 cartridges in the designated bins.

2.9. Muzzle Energy Verification

- 2.9.1. It is the sole responsibility of the owner/user to ascertain or verify the muzzle energy of their airgun.
- 2.9.2. The club maintains two calibrated chronographs for free use by its members. These are stored in the clubhouse store and are available to any member upon request with the assistance of a committee or approved member.

2.10. Controlled Cease-fire Procedure (Excluding 25 & 50 Yard Tunnels SOP001)

- 2.10.1. Members must not retain a loaded airgun on the firing line once a cease-fire has been declared.
- 2.10.2. Upon hearing either a single blast of a whistle, horn, or bell, all airguns must be discharged into the ground at least 8 yards beyond the firing line immediately.
- 2.10.3. Members must then indicate that the airgun is safe and step back from the firing line.
- 2.10.4. Members departing the firing line to proceed downrange must position a yellow flag at least 10 yards from the firing line to indicate the presence of a person or persons on the range.
- 2.10.5. Members may only resume shooting in a safe manner after all individuals have vacated the range, the yellow flag has been withdrawn, and a double whistle, horn, or bell blast has been sounded by the person who originally initiated the cease-fire.

2.11. Emergency Cease-fire Procedure (ALL RANGES NO EXCEPTIONS INCLUDING TUNNELS SOP001)

- 2.11.1. In the event of an emergency situation or incursion onto the ranges by wildlife, a member of the public, children or animals, the verbal command "STOP, STOP, STOP" can be issued by any member and is the only **emergency cease-fire** instruction at BFTO.
- 2.11.2. When you hear this command, you must take the following immediate actions;
 - 2.11.2.1. Cease shooting and remove your finger from the trigger.
 - 2.11.2.2. Keep the muzzle of the airgun pointed downrange.
 - 2.11.2.3. Do not attempt to clear and put the airgun down immediately on the bench or the ground.
 - 2.11.2.4. Do not attempt to unload or adjust the airgun unless specifically told to do so by the Range Officer
 - 2.11.2.4.1. (RO is the member who called the command)
 - 2.11.2.5. Step back from and away from the bench / firing line to show you are no longer handling the airgun.
 - 2.11.2.6. If your airgun is loaded, raise your hand and announce "LOADED" to the Range Officer.
 - 2.11.2.7. Wait for instructions and do not move forward of the firing line until the Range Officer gives further instructions or declares the range safe.

2.12. Range Status

- 2.12.1. Members and guests must not place any airguns or equipment on the firing lines or downrange at any time when the 'Range Closed' signs are visibly displayed.
- 2.12.2. Members wishing to shoot must relocate to an open range, if available, or wait until the 'Range Closed' signs have been removed.
- 2.12.3. If at any time during normal operation or upon a member finding the integrity and or safety of any range is compromised by an unforeseen event such as but not limited to, fallen trees, collapsing / unsafe structure or extremes of weather rendering it unsafe to shoot. A controlled ceasefire must be called to close the affected range and contact made with a committee member to inform of the issue. The committee will then decide how to best resolve the issue.

3. Standing orders & members responsibilities

- 3.1.** Members are expected to act as a Range Officer (RO) upon entering BFTO, taking personal responsibility for safety, observing and reporting any unsafe situations, and correctly following the opening and closing range procedures.
- 3.2.** Members are responsible for maintaining good conduct, which includes keeping the Clubhouse and ranges tidy, ensuring their airguns remain legal, and securing the BFTO clubhouse and ranges if they are the last person to leave.
- 3.3.** The club premises are open to members daily between the hours of 06:00 to 23:00 and as the committee from time-to-time may determine.
 - 3.3.1.1. The committee reserves the right to close the clubhouse and ranges for any valid reason for such time, as it considers necessary.
- 3.4.** Members, their guests and visitors will follow NRA Campus and BFTO rules.
 - 3.4.1. Guests are defined as friends or family members of a full BFTO member and must be accompanied by that member at all times.
 - 3.4.2. Visitors are defined as tradespeople, contractors, or any other individuals visiting BFTO without the accompaniment of a full member.
 - 3.4.3. The National Rifle Association (NRA) at Bisley welcomes well-behaved dogs on their grounds but prohibits them from all accommodation and enclosed ranges.
 - 3.4.3.1. Dogs and pets are not permitted on BFTO premises or any of its managed ranges.
 - 3.4.3.2. Guide dogs and other certified assistance dogs for members or guests with disabilities require express permission from the committee before attending BFTO.
- 3.5.** Members, probationary members, and guests must sign the attendance book on each visit to the club whether or not they intend to shoot.
 - 3.5.1. By signing in at BFTO you are making a legal declaration that you are not subject to a prohibited period by virtue of Section 21 of the Firearms Act 1968.
 - 3.5.1.1. Failing to sign in may cause disciplinary action being taken.
- 3.6.** All members and probationary members will immediately notify the secretary if;
 - 3.6.1.1. They are granted a firearm certificate
 - 3.6.1.2. They are refused a firearm or shotgun certificate
 - 3.6.1.3. They have a firearm or shotgun certificate revoked or become prohibited from possessing a firearm or ammunition by virtue of section 21 of the Firearms Act 1968
- 3.7.** If shooting, members, probationary members, and guests must pay the appropriate range fees.
 - 3.7.1. Visitors must sign the visitors register.
 - 3.7.2. Visitors are not permitted to shoot on any BFTO range unless expressly authorised and managed by the committee.
 - 3.7.3. Probationary members are not permitted to sign or supervise guests.
- 3.8.** During busy periods there is a 30-minute time limit on any shooting lane / position / bench or tunnel.
 - 3.8.1. Members shooting competition cards take priority on the 25 / 50 yard tunnels at all times and must use the queuing system in place if busy.
- 3.9.** Membership Badges of all categories must be always worn whilst on BFTO premises except where it may hinder safe shooting, in this case it should be available upon request.

- 3.10.** All airguns must be held observing correct muzzle discipline at all times.
- 3.10.1. Airguns may only be held horizontally or shouldered / pointed when the muzzle is at the firing line and pointing down range.
- 3.10.2. Airguns must only be loaded at firing lines.
- 3.11.** Smoking and vaping are prohibited in the clubhouse and on any range including the woodlands.
- 3.11.1. Members & their guests may only use the designated smoking / vaping areas (Flagpole & BBQ Hut)
- 3.11.2. Members found to be ignoring this rule will be subject to immediate suspension.
- 3.11.3. Repeat offenders may be subject to disciplinary action.
- 3.12.** Members must not share or otherwise divulge the BFTO Main door code on social media to any person. It's the individual's responsibility to check emails from the secretary to receive this information and to safeguard it.
- 3.13.** The committee reserves the right to immediately terminate the membership of any member who fails to abide by the club's constitution and rules.
- 3.13.1. Any individual committee member may suspend a member or probationary member immediately on behalf of the committee.
- 3.14.** Members will conduct themselves in a manner conducive to the quiet enjoyment of the club by the membership.
- 3.14.1. Members are responsible for the conduct of their guests and junior members in their charge and must ensure that they follow the club's constitution and rules.
- 3.15.** Members will show respect and consideration to others.
- 3.15.1. Any member brought to the committee's attention related to misconduct, inappropriate, offensive, discriminatory, bigoted, prejudiced, intolerant or identity hate based behaviour will be subject to the club's disciplinary process.
- 3.16.** Members and their guests will not misuse or damage club property or the property of fellow members.
- 3.16.1. Members and their guests are prohibited from fixing targets, accessories or any other item to the range partitions or backstops.
- 3.16.2. Members are not permitted to shoot directly at any of the backstops or range partitions.
- 3.17.** Members will dress in a manner appropriate for the activities associated with the club and the NRA campus.
- 3.17.1. Wearing camouflage clothing is permitted on BFTO premises and grounds.
- 3.18.** Members will not pursue any activity, which might, in the reasonable opinion of the committee, adversely affect the reputation of BFTO or its members.
- 3.19.** Members will notify the committee of any complaints, grievances or disputes in writing, to the secretary, within 48 hours of the occurrence / issue and will abide by the committee's decision on any such matter.
- 3.20.** Members will not use the club's address in any advertisement or for any business purpose.
- 3.21.** Members will keep their contact details, address, e-mail, and phone number up to date on the club's nominated membership system.

- 3.22.** If you find that you are the last person on site it is your responsibility before leaving the clubhouse to ensure;
- 3.22.1. The ranges are clear of equipment.
- 3.22.2. The side gate to the pistol and vintage range is closed and bolted.
- 3.22.3. All range lights are switched off.
- 3.22.4. All blinds are down and doors closed.
- 3.22.5. Internal lights are switched off.
- 3.22.6. The front and rear clubhouse entrances are locked and secure.

4. Standard Operating Procedures

- 4.1.** BFTO uses standard operating procedures which are a set of detailed, step-by-step instructions for completing routine tasks consistently and safely within BFTO.
 - 4.1.1. They are reviewed annually and as may be required.
 - 4.1.2. All members must be conversant with the SOPs.
 - 4.1.3. SOPs may only be updated upon written request to the committee.
- 4.2.** The current authorised versions of SOPs must be kept up to date and listed in the version control section of the constitution and rules.

5. Attaining Membership

- 5.1.** Membership is granted at the discretion of the committee following successful completion of the probationary period which is defined as twelve (12) club-day visits.
- 5.2.** Prior to commencing the probationary period, probationary members must attend the mandatory BFTO induction course which covers the use of the clubs facilities and ranges, rules, and standard operating procedures and the safe handling and use of airguns.
- 5.3.** During the probationary period the committee observes and signs off the members' understanding of safety rules and procedures and range proficiency and approved members.
 - 5.3.1.** Each countersigned visit qualifies towards obtaining the twelve (12) signatures required for full membership to be proposed.
 - 5.3.2.** It is impossible to receive more than two (2) signatures in a single week.
 - 5.3.3.** Participation in an official Work Party or any open club competition may count as a visit towards this total.
- 5.4.** Minimum probation period is 3 months from the date of induction.
 - 5.4.1.** The required twelve (12) signatures must be acquired within one (1) year of the induction date. If this is not achieved then probationary membership will automatically expire.
 - 5.4.2.** During the probationary period, probationary members may only use the facilities available to BFTO on Tuesday, Wednesday and Thursday evenings (18:30 till 21:00 hrs) and Sunday mornings (09:00 till 12:00) and only if a committee or approved member is on duty.
- 5.5.** The committee reserves the right to alter these timings as may be required to ensure the safe and efficient running of BFTO and its ranges.
- 5.6.** During the probationary period, visits at times other than club-days are only permitted if accompanied by a full member, subject to approval from the membership secretary.
- 5.7.** Upon successful completion of the probationary period and with the approval of the committee, a probationary member will be granted a full membership
- 5.8.** Junior membership may be granted to applicants less than eighteen years of age Junior members are bound by all the club rules but may not vote at an AGM or EGM.
 - 5.8.1.** Junior members under the age of 18 must be accompanied and supervised whilst shooting with their parents or guardian in attendance.
 - 5.8.2.** Junior members can apply for adult membership on their 17th Birthday.
- 5.9.** Non shooting / non member, parents or guardians must have attended and completed the BFTO induction course to be able to meet the requirements of rule 5.8
- 5.10.** Student membership may be granted to those engaged in full time education at the discretion of the committee.
- 5.11.** The committee may award honorary memberships at the club's AGM as it deems appropriate.
- 5.12.** No application for full or probationary membership will be granted unless the applicant has signed a declaration that they are not prohibited from possessing a firearm or ammunition by virtue of section 21 of the Firearms Act 1968.
- 5.13.** The committee shall retain the right to limit membership at any time to a number deemed appropriate at that given time.

- 5.14.** Full membership permits prescribed access to the facilities of BFTO and its ranges as per the the provisions laid out within the constitution and rules and any standard operating procedure or standing order issued and authorised by the committee.

6. Disciplinary & Grievance

- 6.1.** Committee members will deal with disciplinary matters using their discretion and are entitled to suspend an individual's membership if they feel it appropriate with immediate effect.
- 6.2.** Disciplinary triggers include, but are not limited to: intentional damage of club property , gross misconduct, shooting wildlife, using prohibited targets (human shape), theft, or bringing the Club into disrepute (including via social media).
- 6.3.** If a member is suspended the secretary shall call a committee meeting for a day not later than the 30th day following the suspension. The committee shall give notice in writing to the suspended member at the last notified address and inform them that if they so desire they may be present at the said meeting.
- 6.4.** At such a committee meeting, any allegations against the suspended member shall be related (in their presence, if they attend) to the meeting by a member of the committee and the suspended member shall (if they desire) be heard in answer.
- 6.5.** The decision of the committee at the said meeting, to reinstate the suspended member or to terminate their membership or to take such other action, as the committee deem appropriate.

7. BFTO Committee and Governance

- 7.1.** The BFTO will be run by a committee consisting of a chairman, vice chairman, secretary, treasurer, membership secretary, and a minimum of four (4) and a maximum of seven (7) committee members, making a total of twelve (12) elected yearly at the club's annual general meeting (AGM).
- 7.2.** Notice of the day and time of the AGM will be posted in the clubhouse 28 days before the day of the meeting inviting submissions of written proposals and nominations for vacant post, written proposals and nominations must be sent to the secretary by the 15th day before the AGM.
- 7.2.1.** Members who wish to put their name forward for election to the committee, must have been a full member for a minimum of 2 years.
- 7.2.2.** Proposals and nominations cannot be made by existing committee members or members who are putting forward their own name for election.
- 7.2.3.** For each nomination to be valid,each candidate must have a proposer and a seconder from the general membership.
- 7.2.4.** members may only endorse the nominations for one candidate.
- 7.3.** Anyone who has held full membership for a minimum of twelve months, is entitled to vote for as many candidates as is on the ballot at the AGM.
- 7.4.** The candidates receiving the most votes must be declared elected. In the case of two or more candidates receiving an equal number of votes, the chairman of the meeting has a casting vote or may determine the matter by lot.
- 7.5.** Committee members are expected to devote a high degree of commitment to the organisation and operation of the club and its events.
- 7.5.1.** Committee members are required to attend the club for committee meetings and on at least two (2) club days per month.
- 7.5.2.** 'Club Days' are specified as: Tuesday, Wednesday and Thursday evenings and Sunday mornings and work party days.

- 7.5.3. Should a Committee member fail to attend three 3 consecutive committee meetings without reasonable excuse or apology, the committee will be entitled to a vote to excuse said member from the committee for the remainder of the elected term.
- 7.5.4. Should a committee member choose to resign or be excused during their elected term they will not be permitted to stand for re-election for a period of two (2) years.
- 7.5.5. Any resignation submitted to the committee verbally or in writing will be considered final and binding.
- 7.6.** The committee, along with the NRA have agreed that one committee member will be appointed to be responsible for all the dealings with the NRA.
- 7.6.1. One of the five (5) elected officers will fulfill this role and BFTO will also pay for their full membership to the NRA.
- 7.6.2. The lease also requires that one of the trustees be an NRA member.
- 7.7.** The committee shall, at their discretion, appoint such members deemed necessary to manage and promote the interests of the club in all respects.
- 7.8.** The committee must meet every month to examine the accounts and arrange the affairs of the club, 2 thirds of the committee must be in attendance for any committee meeting to be valid.
- 7.8.1. Approved minutes of committee proceedings must be taken.
- 7.8.2. Minutes will be posted in the Clubhouse or provided upon written request to the secretary.
- 7.8.3. The treasurer shall keep a record of all transactions that are made in the club's name and produce, on demand, at committee meetings a written statement of the club's affairs since the last committee meeting.
- 7.9.** The committee may, as it deems necessary or expedient to appoint sub committees from amongst the membership and it may depute or refer to them such of its power and duties, as it may determine.
- 7.9.1. All sub-committees must periodically report their proceedings to the main committee and must conduct their business in accordance with its directions.
- 7.9.2. If any member ceases to be a member of the committee, they automatically cease to be a member of any sub-committee.
- 7.10.** The committee may appoint a member to fill any casual vacancy on the committee until the next AGM or EGM.
- 7.10.1. Any member so appointed must retire at the next AGM but may be elected as a member of the committee at that meeting.
- 7.11.** Duties of officers & committee members;
- 7.11.1. Understand and uphold the constitution and rules.
- 7.11.2. The chairman is responsible for planning and running all club meetings, including setting agendas, ensuring decisions are made, maintaining order, and casting a deciding vote in case of a tie. Their other primary duties include representing the club to outside parties, dealing with complaints and mediating disputes, and overseeing the voting process at the AGM.
- 7.11.3. The vice-chairman's main function is to deputise for the chairman, taking temporary control and responsibility for any of the chairman's duties if they are unavailable or incapacitated. In addition to having full voting rights during committee meetings, the vice-chairman customarily presents cups, awards, and prizes at the AGM.
- 7.11.4. The secretary is the primary administrator, carrying out or delegating all administrative duties that ensure the club functions effectively. They are responsible for preparing meeting agendas, taking and distributing minutes, maintaining club records, and overseeing the relationship between BFTO and relevant bodies.
- 7.11.5. The treasurer manages the club's finances, overseeing the flow of money, collecting membership fees, making payments to third parties, and maintaining accurate records of all income and expenditure. They also work with the chairman on future planning by creating budgets and projecting income, and they are responsible for preparing financial statements for the AGM and monthly reports for the committee.

- 7.11.6. The membership secretary's primary role is to manage all new member inquiries, coordinating initial visits, the induction process, and the full membership joining and renewal process using the clubs online system. They are also responsible for producing probationary and full membership cards and providing up-to-date membership data for monthly committee meetings and the AGM.
- 7.11.7. General committee members supplement and support the core committee roles by attending monthly meetings, casting votes on policy and expenditure, and assisting in the running and development of the club, including management of projects and maintenance issues. They also provide essential on-the-ground support for members and assist in the organisation of work parties and club competitions.
- 7.12.** Approved members: the committee may appoint members who are authorised to support and direct members, issue club guns, and sign probationary cards They do not hold voting rights on the committee .
- 7.13.** Interpretation of rules
 - 7.13.1. The decision of the committee upon any question or interpretation, or upon any matter affecting the club and not provided for by the constitution and rules, is final and binding on the members.
 - 7.13.2. Committee members will deal with disciplinary matters following the procedure laid out within the SOP and are entitled to suspend an individual's membership if they feel it appropriate with immediate effect.
 - 7.13.3. The suspended individual may not then attend BFTO premises and activities for the period of suspension.
 - 7.13.4. Immediately upon the suspension, the secretary shall call a committee meeting for a day not later than the 30th day following the suspension. The secretary shall give notice in writing to the suspended member at the last notified address and inform them that if they so desire they may be present at the said meeting.
 - 7.13.5. At such a committee meeting, any allegations against the suspended member shall be related (in their presence, if they attend) to the meeting by a member of the committee and the suspended member shall (if they desire) be heard in answer. The decision of the committee at the said meeting, to reinstate the suspended member or to terminate their membership or to take such other action, as the committee deem appropriate shall be taken by majority vote and shall be final and conclusive.
- 7.14.** The constitution and rules may be revoked, added to or altered by the following means;
 - 7.14.1. Majority vote at any AGM in keeping with rule 8.4
 - 7.14.2. Majority vote of the committee if necessary for a temporary policy, rule or procedure to be introduced to ensure the safe and law-abiding operation BFTO.
 - 7.14.2.1. The definition of temporary will be defined as long as is reasonably required or until it is necessary to adopt the amendment into the Constitution and Rules at the next AGM.
- 7.15.** Neither the club nor any officer shall be liable to any member or visitor for loss or damage to any property occurring from whatever cause, in or about the clubs' premises, Nor, for any injury sustained by any members or visitors and guests, whilst on entering or leaving the clubs premises.
- 7.16.** Rule 1.11 will apply if the number of members of the club shall, at any time fall below a level that is unable to meet the club's financial commitments, or if at any time the club shall pass at an AGM by a majority vote, a resolution of its intention to dissolve.

8. General Meetings

- 8.1.** Annual General Meeting (AGM) of the club shall be held in January in each year on a date and at a time to be fixed by the committee.
- 8.1.1. There shall not be more than 15 months between one AGM and the next.
- 8.1.2. Copies of the agenda for the meeting must be available from the secretary 14 days before the day of the meeting.
- 8.2.** The AGM must:
 - 8.2.1. Receive from the committee a report, balance sheet and statement of accounts for the preceding financial year to 31st December and an estimate of the receipts and expenditure for the current financial year .
 - 8.2.2. Elect the officers and general committee members officers and appoint an auditor/s for the ensuing year.
 - 8.2.3. Decide on any resolution submitted to the AGM in the manner prescribed in paragraph 3.
 - 8.2.4. Fix the club's annual subscription and consider any other business as determined by the committee.
- 8.3.** The committee may summon extraordinary General Meeting (EGM): An EGM of the club at any time and may also be summoned upon fifteen (15) ordinary members delivering to the secretary a written request on that behalf.
- 8.4.** Procedures at AGM
 - 8.4.1. Any member who desires to move any resolution at the AGM must have given notice in writing to the secretary no later than 14 days prior to the AGM.
 - 8.4.2. At all general meetings of the club the chairman or, in his absence, a member selected by the committee, must take the chair.
 - 8.4.3. The committee may, if it thinks fit, make regulations enabling members unable to be present to vote by proxy or in writing.
 - 8.4.4. No business, other than that of which notice has been given, may be brought forward at an AGM.
- 8.5.** The report, balance sheet, statement of accounts and budget must be placed in the principal clubroom at least 28 days before the AGM.
- 8.6.** At any general meeting every full member of the club shall be entitled to be present and subject to them having been a full member for at least twelve months, to vote.
 - 8.6.1. In the case of a tied vote the chairman (or member elected to the chair for the occasion) shall have the casting vote
- 8.7.** At every AGM two members of the club, not being members of the committee, must be elected to serve as auditors for the ensuing year.
 - 8.7.1. The auditors must audit the accounts of the club at least 28 days before the AGM
 - 8.7.2. The committee must fill any vacancy in the office of the auditor occurring during the year from the membership
- 8.8.** No amendment (other than a motion for adjournment) may be moved to any resolution proposed at any AGM or EGM, unless;
 - 8.8.1. Those attending the meeting vote to receive the proposal.
 - 8.8.2. The chairperson decides if the amendment is valid and relevant. They can reject those that negate the original intent of the meeting or are outside the notice period.
 - 8.8.3. The incoming committee must take notices of amendments received requiring resolution forward.

9. Subscriptions

- 9.1.** The annual subscription is the fee decided upon by the incumbent Committee and is informed by the Treasurer's assessment and report of the expenditure for the current and forthcoming financial year.
 - 9.1.1. The committee will vote prior to the AGM to accept or reject the proposed fee
 - 9.1.2. Due notice of the annual subscription will be communicated to members prior to the annual AGM
- 9.2.** If any member fails to pay their annual subscription on or before the last day of February, the committee may terminate their membership.
 - 9.2.1. If the member gives the committee a satisfactory explanation of the arrears, they may, at the discretion of the committee and on payment of arrears, be readmitted to membership without payment of any administration fee
- 9.3.** Any member may resign their membership at any time by giving notice in writing to the Club Secretary. No refund will be paid.
- 9.4.** On ceasing to be a member of the club, a person forfeits all rights to and claims upon the club and its property or funds.

10. Trustees

- 10.1.** The trustees must be elected by the committee and will hold office until death, resignation or unless removed from office by a resolution of the committee.
- 10.2.** The number of trustees must be four (4) of which at least one (1) must be a committee member.
- 10.3.** Club property must be vested in the trustees, except for money, which must be under the control of the treasurer.
- 10.4.** The trustees must deal with the property of the club, as directed by resolution of the committee and an entry in the minute book is conclusive evidence of a resolution.

11. BFTO Instruments and Version Control

11.1. The BFTO constitution and rules must be reviewed annually and as required by the Committee to ensure that they and associated SOPs and appendices and supporting instruments remain relevant and fit for purpose.

11.2. Constitution and Rules Revision History

Previous Version	New Version	Reviewed and updated by	Reason for update
12.0	13.0	Zac Baker & BFTO Committee 04/03/2025	Removal of references to Full Bore as club activity post adopted AGM resolution with regard to removal of references to Full Bore. Minor spelling and grammar corrections. Adding a new version control section & table.
13.0	13.20	Zac Baker & BFTO Committee 28/02/2026	Comprehensive review undertaken 2025 and AGM resolution proposed and adopted. • Expansion of Scope and Terminology • Major Safety and Range Rule Changes (New Section 2) • New Member Responsibilities (New Section 3) • Membership and Probation Changes • Governance and Committee Structure • BFTO Constitution and Rules: Version 13.0 to 13.20, full amendments summary and detail saved to drive.

12. Standard Operating Procedures & Policy documents

SOP Title	Last Updated	Revised By
SOP No 001 Range control (ceasefire)	25.04.2022	Woods/Barkus
SOP No 002 Safety when using compressed gases	25.04.2022	Woods/Barkus
SOP No 004 Air gun malfunction	25.04.2022	Woods/Barkus
SOP No 005 Emergency procedure	25.04.2022	Woods/Barkus
SOP No 006 Emergency procedure (Fire)	25.04.2022	Woods/Barkus
SOP No 007 Document approval, control and version	25.04.2022	Woods/Barkus
SOP No 008 Template guidelines	25.04.2022	Woods/Barkus
SOP No 009 BFTO range overview	25.04.2022	Woods/Barkus
SOP No 010 HFT safety briefing	25.04.2022	Woods/Barkus
SOP No 011 Pistol & Co2 HFT safety briefing	25.04.2022	Woods/Barkus
SOP No 012 FT safety briefing	25.04.2022	Woods/Barkus
SOP No 013 IPAS safety briefing	25.04.2022	Woods/Barkus
SOP No 014 Work Party Guidance	25.04.2022	Woods/Barkus
SOP No 016 Marshalling Competitions in the woods	25.04.2022	Woods/Barkus
SOP No 017 Course building	25.04.2022	Woods/Barkus
SOP No 019 Incident Report	25.04.2022	Woods/Barkus
BFTO Guest and Visitors definition and policy	01/06/2025	Baker / BFTO