

PHOENIX RIFLE CLUB RULES

September 2026 (Revision D) | Supersedes December 2024

INTRODUCTION

The purpose of this document is to provide a set of Rules for the effective operation of the Phoenix Rifle Club. The most common areas of friction between the Club and its members have been identified and addressed. Please note that Club safety rules and Range Orders are separate from this document and all members are expected to familiarise themselves with these rules. All shooting activities will be supervised by N.R.A. approved range conducting officers (R.C.O's) and all N.R.A. rules will apply. (N.S.R.A. RSO'S will also become available)

NEW MEMBERS

1. All prospective members must first be interviewed by the Club Secretary. If the interview is satisfactory the new member will undergo an induction course where they will be given instructions on the working/safe use of the different types of firearms they will encounter at the Club. The Club Safety Rules and Range Orders will also be explained.
2. All new members must complete a probation period covering a total of 12 visits and several weeks (whichever comes last) before the Club will support their application for an F.A.C. Proof of Safety and ability to shoot at 100m at a satisfactory grouping.
3. Failure to obtain a firearms certificate within one year of joining the Club will result in termination of membership. Police rejection of an application for an F.A.C. will also result in the termination of membership. Any exception can be discussed with the Secretary of the club.
4. Where an applicant has completed their induction training, been issued with a keycard and paid their membership fee, and South Wales Police subsequently deem that applicant unsuitable, membership shall be terminated with immediate effect and the membership fee paid shall be forfeited in full. The fee is forfeited because it covers the administration, induction training and processing already carried out by the Club prior to that determination.
5. Applicants must attend and complete their induction training within one calendar month of the date of their application. South Wales Police will be notified only once the applicant has attended and satisfactorily completed that induction training, and not before.
6. Where an applicant does not attend induction training within one calendar month, a grace period of two further weeks shall apply. If the applicant has not attended and completed induction training within six weeks of the date of application, the application shall lapse and be withdrawn. A lapsed applicant may reapply at the discretion of the Club Committee.
7. All members must provide a copy of their F.A.C. on joining the Club or when it is granted by the Police.

ALL MEMBERS

1. All members MUST attend the Club a minimum of Seven (7) times per annum, failure to do so will result in the cancellation of membership.
2. All members MUST inform the Club of a change in address within 6 weeks of moving and failure to comply may result in cancellation of membership.
3. Trading without the Secretary's permission is not permitted on Club premises and a member supplying goods to other members which could be obtained/ordered via the RFD or sanctioned sellers will have their membership terminated.
4. Any member found under the influence of drink or drugs on Club premises will be expelled.
5. Any member bringing the Club into disrepute will be expelled. This includes members putting postings about the Club on Facebook and other social media.
6. All members must become familiar with Club Safety Rules and Range Orders. They must be obeyed to the letter and failure to observe them could result in termination of membership.

7. Any member ignoring orders from, or arguing with, an R.C.O. will be suspended and may be expelled from the Club.
8. Any member acting in a violent or abusive manner towards a fellow member will be sanctioned and can be expelled (see item 10 below).
9. Members are entitled to free short-term storage (maximum 6 weeks subject to review) firearm storage to cover holidays, sickness, divorce etc. Long-term storage e.g. you cannot, for domestic reasons, keep your guns at home, will require their own 'Cabinet' which will be supplied by the member. PLEASE NOTE - If a member fails to renew their membership and has gun(s) in their Cabinet storage, they will be handed to the Police or RFD for disposal.

KEY ADDITIONAL Expectations:

- Adherence to the 1968 Firearms Act, 1988, 1996, 2004
- Adherence to the Home Office Guidelines
- Adherence to Safety regulations of Phoenix Rifle Club

10. Phoenix Rifle Club is committed to providing a safe, respectful, and inclusive environment for all members. This Anti-Bullying Policy outlines the expectations of conduct among members and the procedures for addressing incidents of bullying, disrespect, or other inappropriate behaviours. All members of the Phoenix Rifle Club are required to:

1. Adhere to Club Governance - Respect the rules, constitution, and bye-laws of the Phoenix Rifle Club.
2. Foster Mutual Respect - Treat all fellow members, Range Officers, and Committee members with dignity and respect at all times.
3. Uphold Club Values - Engage in conduct that promotes the club's core values of safety, sportsmanship, and camaraderie.
4. Prohibit Bullying or Undermining Behaviour - Refrain from any actions or behaviours that may undermine, coerce, disrespect, or intimidate fellow members or officials.
5. Ensure Accountability - Cooperate with the Club Committee and Range Officers in addressing any grievances or behavioural concerns.

Definition of Bullying

For the purpose of this policy, bullying includes, but is not limited to: undermining the authority or integrity of Range Officers or Committee members; verbal, written, or digital harassment or intimidation of any member; engaging in gossip, exclusion, or coercive actions designed to alienate or demean others; any other behaviour that violates the spirit of mutual respect and sportsmanship.

Reporting and Review Procedures

1. Reporting Incidents - Members are encouraged to report any incidents of bullying, harassment, or disrespect to the Club Secretary or designated committee member.
2. Review Process - The Club Committee will conduct a confidential and impartial review of all reported incidents. Both the complainant and the accused will have the opportunity to provide their accounts.
3. Outcomes and Sanctions - Following the review, the Club Committee may implement one or more of the following sanctions: verbal or written warnings; temporary suspension of club membership; permanent expulsion from the club in severe cases.
4. Appeals - Members may appeal disciplinary actions to the Club Committee, whose decision will be final.

Commitment to Positive Culture

Phoenix Rifle Club is committed to fostering a positive, inclusive, and supportive environment where members feel valued and respected. Each member plays a vital role in upholding the spirit and ethos of the club.

MEMBERSHIP PAYMENT

1. The Club financial year is 1st JUNE to 31st MAY. All members must renew their membership and complete a Club Membership form with all current relevant details annually if they have changed in the past year. Club fees must also be paid in full at the start of the financial year. Any member in default on the 30th JUNE will have their membership terminated on 1st JULY AND THE AUTHORITIES WILL HAVE TO BE NOTIFIED. Please note that the only acceptable methods of payment are BANK TRANSFER (WITH A REFERENCE ANNOTATION OF YOUR CLUB NUMBER), or Cash with a receipt of the Range Officer - no other payment method will be accepted.

2. Any member wishing to re-join after the 1st JUNE deadline will pay a full year fees plus a re-joining fee of £100 (AS WE WILL HAVE TO REPROCESS YOU WITH THE AUTHORITIES), however, please note that re-joining will be at the discretion of the Club Committee.

ADOPTION AND REVISION RECORD

Revision D — 7 September 2026. Membership Payment dates realigned to the Club financial year of 1st JUNE to 31st MAY, which the Management Committee has confirmed is the same period as the membership renewal year. A member in default is now recorded as in default on **30th JUNE**, with membership terminated on **1st JULY** (previously 31st July and 1st August). The re-joining deadline is now **1st JUNE** (previously 1st July). The re-joining fee is now a flat **£100**, replacing the previous 20% of annual fees.

Revision C — 21 August 2026. Corrected the Club financial year to 1st JUNE to 31st MAY. The December 2024 text read '1st JUNE to 30th JUNE', describing a one-month year. Revision B had wrongly corrected this by changing the start month to July; the June start was correct and the end date was the error. Revision B is withdrawn.

Revision A — August 2026. New rules 4, 5 and 6 added to the NEW MEMBERS section, covering forfeiture of the membership fee where South Wales Police deem an applicant unsuitable after induction and payment; the requirement to attend induction training within one calendar month; notification of South Wales Police only after induction has been completed; and lapse of an application after six weeks. Previous rule 4 renumbered to rule 7.

Authority. These rules were approved by the Management Committee under clause 10.5 of the Constitution, which empowers the Committee to make or alter the byelaws of the Club. In accordance with that clause, this revision will be laid before the next annual general meeting for ratification. The corresponding membership dates appear in Appendix 1 of Constitution revision 1.8.