



JSPC Constitution

Version Control

Section	Details of Changes	Date of Changes
Whole document.	New document created from a compilation of existing separate documents and incorporating a number of amendments to bring it up to date and make it more comprehensive and informative, particularly around Club approval criteria.	12/2/2018
Membership.	Included member cap of 80 and probationer cap of 4. Put in criteria for waiving normal probationary membership period.	01/06/2018
Rules.	Removed requirement for each firearm to be used three times per year.	01/06/2018
Data Protection.	New section to cover latest Data Protection regulations.	01/06/2018
Appendix 4 – Membership Application form.	Addition of Privacy Notice.	01/06/2018
Appendix 6 – Membership Renewal form.	Addition of Privacy Notice. Change of Club year to calendar year basis.	01/06/2018
AGM.	Change of Club year to calendar year basis.	01/06/2018
Finance.	Change of Club year to calendar year basis.	01/06/2018
Club Approval	Change to formal approval processes.	04/12/2018
Reloading	Insertion of new section.	04/12/2018
Probationary Training	Insertion of new section.	04/12/2018
Appendix 2 – Officials and Committee members.	Robert Brodie stands down as CRO.	04/12/2018
Appendix 6 – Membership Renewal form.	Form removed. Process replaced by member specific emails.	04/12/2018
Finance	Addition of info re. family discount on annual membership fee.	04/12/2018
Appendix 4 – Membership Application form.	Revised Privacy Notice to cover Club-wide membership of STS. Note added that each member will be enrolled as a member of STS.	04/12/2018
Membership	All members will be enrolled as members of STS.	04/12/2018



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Club

The Club will be called Joint Services Pistol Club (the Club).

Contact details are:

Club Chairman: colin.oswaldJSPC@gmail.com

Club Secretary: jspcsecretary@btinternet.com

GPS N 55° 39' 20.696" W 2° 47' 8.120"

<http://jointservicespistolclub.com/>

The range is leased with an expiry date of 1.5.2023.

Property rates for which the Club is responsible are currently assessed as nil by virtue of an automatically applied discretionary relief.

Business rates are applied to shooting rights under new (2017) legislation but are due and payable by the landlord (who has successfully claimed exemption) rather than the Club.

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Object

The object of the Club is to:

1. Encourage by all lawful means the acquisition of skill in the art of target shooting by practice with all firearms and air-weapons which may legally held, and
2. Provide instruction in the above so that the members may be better fitted to serve their country by training or service in the armed forces or any other organisation in which their services may be required in the defence of the realm in times of peril.

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Affiliation

The Club will be affiliated to:

1. The National Rifle Association (NRA), and
2. Scottish Target Shooting (STS), and / or
3. Any other organisation that the Committee may deem necessary for the welfare and instruction of the Club and members.

Currently the Club is affiliated to NRA and STS.

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Data Protection

The Club Privacy Notice, as required under Data Protection regulations, can be found in

[Appendix 4 – Membership Application Form.](#)

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Officials and Committee Members ([appendix 2](#))

The officials of the Club will comprise the:

1. Chairman, and
2. Secretary, and
3. Treasurer (who are the Trustees of the Club), and
4. One or more elected members if necessary.

These will form the Executive Committee by which the Club will be governed.

The day to day operation of the Club falls to the Committee which is made up of the Executive Committee and other members, as co-opted by the Committee, any three of which will form a quorum.

The Committee may pay accounts and incur any normal liabilities on behalf of the Club.

The Committee and Officials are hereby indemnified, to the extent permitted by Law, by the Club against any claims or demand in respect of any liability properly and bona-fide incurred on behalf of the Club.

The Committee will have the power to legislate upon any point not provided for in the Rules governing the Club.

The Chairman will have the casting vote in the event of a tie.



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Any official or member of the Committee may be removed from office by a majority of two thirds of the members present at an AGM or an SGM and such vote may be taken by ballot. Any official or member of the Committee may resign with immediate effect by written notice to the Executive Committee except in the case of a Trustee and / or the [Police Liaison Officer](#) where a replacement must be put in place before resignation is effective.

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Annual General Meeting

The Annual General Meeting (AGM) of the Club will be held as soon as possible after the end of the preceding year (the Club year runs from 1st January to 31st December), at least seven days' notice being given to the members.

At the Annual General Meeting, the following business will be transacted:

1. Committee Report.
2. Treasurers Report and Balance Sheet.
3. Review and Amend the Rules governing the Club if required.
4. Election of Office Bearers and Committee.
5. Any Other Business which may be competently brought forward for discussion.

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Finance

The Treasurer's report being presented at the AGM, any member wishing to query this report will be at liberty to examine the Treasurer's books and any relevant documents. The Secretary or any Official or Member of the Club receiving any monies on behalf of the Club will forthwith pass such monies to the Treasurer.

The annual membership fee of £80 falls due on 1st January each year.

On application to the Treasurer, a reduced annual membership fee applies as follows:

- £50 for those aged 65 or over,
- £25 for those aged under 18, or
- £25 for those in full time education

at the start of the Club year.

Where one member of a family is paying a full membership fee, other members of the family who would be due to pay the full fee are eligible for a 50% discount.

Any member (other than one who has been granted lifetime membership) who has not paid and has not contacted the Committee:

- within one month of the Club year end will be subject to a 10% surcharge (taken to the higher pound);
- within two months of the Club year end will have their membership terminated and a report made to the police.

Any exceptional circumstances will be discussed by the Committee.

On joining the Club an initial joining fee of £50 (£25 for those in the annual membership concessionary groups noted above) is payable in addition to the full annual membership fee, the latter regardless of the date of joining.

All fees will be increased in line with increases in the [Consumer Prices Index \(CPI\)](#) (using a base figure of 104.4 for October 2017). Such increases will be applied every 5 years (with the first increase due 1.1.2023) with the resulting amount taken to the higher £5.

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Rules ([appendix 1](#))

The Committee may make Rules in regard to the use of the range and may draw up conditions for all competitions, arrange handicapping and matches.

Any such Rules made by the Committee will be published by email where possible and on the Club notice board and thereafter have all force and effect but will be submitted for confirmation at the next AGM.

The range is open for use only at times specified in the Rules.



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The attendance register ([appendix 5](#)) must be fully and accurately completed each and every time a member uses the range.

It is a requirement of membership that a member must shoot at the Club at least three times per Club year, failing which their membership will be terminated and the police advised accordingly. The attendance register will be regularly monitored with this in mind.

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Special General Meeting

Upon the requisition, in writing, duly setting out the purpose, signed by ten members and delivered to the Secretary, the Committee will, within fourteen days, convene a Special General Meeting (SGM) of the Club.

Upon such requisition being duly served and not being complied with within fourteen days, the members may themselves convene an SGM of the Club by giving seven days' notice in writing to the members duly setting out the purpose of the meeting. Any resolution passed at such a meeting will have the same force and effect as if it was passed at a meeting convened by the Committee.

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Membership

There are two types of member:

1. Probationary – an individual who has made application to join the Club but has yet to complete their probationary period.
2. Full – an individual who has made application to join the Club and has successfully completed their probationary period.

The Club has an informal membership limit of 80 of which a maximum of 4 at any one time can be probationary members.

Application for membership will be made on the appropriate Application form ([appendix 4](#)) to the Membership Secretary. An applicant for membership must be sponsored by a Full Member. No application for membership will be granted unless the applicant has informed the Club of whether they have ever had an application for a firearm certificate refused or had a certificate revoked.

A period of probation of not less than three months will apply to all new Probationary members during which the applicant will receive a course of instruction in the safe handling and use of firearms. Until such course of instruction is underway, the Probationary member must be supervised at all times by a Full member.

At the discretion of the Committee the period of probation may be varied or waived in the case of applicants who are already members of another approved club or who hold a firearm certificate. Where such an individual is well known at the Club (e.g. from attending Club Open competitions) they could be admitted immediately as a Full Member. In other cases the individual could be accepted as a Probationary Member but would be expected to complete the process quickly.

The police will be advised of a person's application, together with their name, address, place of birth and when applicable the date on which full membership is granted.

The Club will never have more than 20% of the total membership as Probationary members.

The Club will not run a day or temporary membership scheme.

As part of their membership of the Club, all members will be enrolled as members of STS.

The Committee may remove from membership, any member:

- whose conduct on the range, or upon any premises occupied by the Club, or elsewhere, is unseemly, objectionable or calculated to bring the Club into disrepute, and / or
- who endangers Club approval.

Such members will have:

- no claim against the Club for any subscription or entrance fee paid.



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- the right of appeal to a Special Committee provided that fourteen days' notice is given in writing to the Secretary. The Committee and members present at the incident will sit in judgement.

The police will be advised within one month of any member whose membership, for whatever reason, ceases.

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Probationary Training

A probationary member with no previous experience will go through a full period of training ([appendix 8](#)).

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Guest Days

The Club will have a maximum of 12 guest days a year. Guests must be members of a recognised outside organisation or individuals who are known personally to at least one Full member of the Club.

Guests may only shoot on a Guest Day and must be supervised on a one-to-one basis by a Full member.

The Police must be informed by the Club Secretary or Police Liaison Officer at least 48 hours in advance of the guest day.

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Club Approval ([appendix 3](#))

There are a number of standard conditions applying to firearms approval which are incorporated where relevant into the body of this Constitution document (they are highlighted in **red** for ease of reference). Full details are covered in appendix 3.

Great importance is attached to the responsible administration of approved Clubs. Failure to comply with all the criteria will jeopardise Club approval.

The Club has two formal approvals:

- For firearms (full-bore rifles; small-bore rifles and muzzle-loading pistols), by the Scottish Ministers as a Rifle and Muzzle-Loading Pistol Club under Section 15 of the Firearms (Amendment) Act 1988, and
- For air weapons, by the police as an Air Weapons club under Section 18 of the Air Weapons and Licensing (Scotland) Act 2015.

Approvals last for 6 years before renewal is required and expire 30.1.2023 and 22.11.2023 respectively. Note the change to the renewal process - <https://www.gov.uk/guidance/apply-for-or-manage-a-section-5-shooting-club-or-museum-licence>

The practical consequence of these approvals is that Club members can (**whilst engaged in target shooting as a member of the Club**) possess and use firearms and air weapons, respectively, without holding their own certificates. Note that:

- firearms used do not need to be Club firearms, and
- **the exemption only applies to firearms for which the Club is approved, in particular it does not apply to Section 1 shotguns, long barrelled pistols or long barrelled revolvers. In other words only a certificate holder with the relevant permissions can use these types of firearms.**

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Dissolution

In the event of the dissolution of the Club, any assets thereof will be made over to any organisation which governs or promotes the sport of target shooting in Scotland.

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Insurance

The Club must have adequate insurance in place.

This is provided primarily via its affiliation with the NRA and STS (details of cover are available at <http://nra.org.uk/wp-content/uploads/2017/07/Insurance-Cover-for-Clubs.pdf> and <http://www.scottishtargetshooting.co.uk/insurance/>).

Cover is provided to Club members whilst engaged in target shooting as if personally insured and includes member to member liability but it does not provide personal accident cover.

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Gallery Rifle

The Club and many of its members are actively involved in Gallery Rifle competition. The Club hosts a number of nationally recognised open competitions, many members travel to similarly recognised competitions throughout the country and some attend international competitions.

For those members interested in learning more about Gallery Rifle, a range of introductory guides is available at <http://galleryrifle.com/resources/skills/>

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Reloading ([appendix 7](#))

A basic guide to reloading is contained in appendix 7.

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Appendix 1 - Range and Safety Rules

These Rules exist so that our members and our guests can enjoy the sport of target shooting in a climate of safety.

Range Rules

- Members may use the Colmsliehill Range between the hours of 9.00 (mon-sat) 9.30 (sun) and 21.00, or sunset if earlier.
- No one may use the range alone but must be accompanied by another person. This person does not have to be a member or a shooter but must be over 16 years of age and capable of dealing with an emergency.
- The muzzle energy of any firearm used on the range must not exceed 645J (475 ft lb). Muzzle velocity must not exceed 500 m/s (1710 ft/s).
- The necessary information should be entered in the range register and countersigned. On leaving, the time out should also be entered.
- Before shooting commences:
 - both red flags must be raised, and
 - the notice at the entrance turned to "range open".
- At the end of shooting:
 - all target boards, targets and associated equipment must be returned to the relevant store,
 - the red flags must be lowered / put away,
 - the firing point must be thoroughly swept,
 - the notice at the entrance should be turned to "range closed", and
 - all buildings must be securely locked.
- Smoking on the firing point, and in the area behind it, is **STRICTLY FORBIDDEN**.

Safety Rules

- A Full Member will take responsibility for the conduct of the shooting detail. When no one else is available this will be undertaken by the shooter on the left of the line. In particular, this Range Officer must make sure that:
 - everyone is finished downrange, and
 - the barriers are extended at both ends of the firing pointbefore declaring that "THE RANGE IS LIVE".
- Shooters may then commence firing in their own time.
- When the detail is finished, the Range Officer (and only the Range Officer) must:
 - examine every firearm to ensure that it is "CLEAR" before declaring "RANGE CLEAR",
 - retract the barriers, and then
 - allow any person forward of the firing point.
- To allow everyone maximum use of the range, anyone who has finished shooting must remove their firearm from the firing point at that time.
 - Under no circumstances should any firearm be removed from the firing point until it has been declared safe.
 - Firearms must never be handled on the firing point when anyone is forward - even for the purpose of removing them from the firing point.
- When firearms are being moved to or from the firing point:
 - care should be taken to ensure that they are kept pointing in a safe direction, in particular they should be carried muzzle up held by the fore-end, and
 - there must be no movement with loaded firearms.

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Appendix 2 – Officials and Committee Members

Role	Name	Designation
Chairman	Colin Oswald	Official, Trustee, Executive Committee
Treasurer	Leslie Kong	Official, Trustee, Executive Committee
Secretary	Stuart Russell	Official, Trustee, Executive Committee
Armourer	Jim Doherty	Committee
<u>Police Liaison</u>	Malcolm Luing	Committee
Membership Secretary	Malcolm Luing	Committee
Clerk of Works -1	Robert Tonner	Committee
Minutes Secretary	Stuart Russell	Committee
n/a	Robert Brodie	Committee
Range Maintenance	Robert Elliot	Committee
Clerk of Works - 2	Robert J Tonner	Committee
Open Competitions	Bill Vaughan	Committee

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Appendix 3 – Firearms Approval

Full details can be found at:

- Chapter 18 of "Guide on Firearms Licensing"
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/518193/Guidance_on_Firearms_Licensing_Law_April_2016_v20.pdf), and
- Home Office leaflet "Firearms – Approval of Rifle and Muzzle-loading Pistol Clubs"
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/533572/Clubs_Criteria_Leaflet_-_Final_.pdf).

An approved club must meet the following criteria.

- A. the club is a genuine target shooting club with a written constitution; (see note 2)
- B. the principal officers of the club are responsible people who can be entrusted with the proper administration of the club; (see notes 3 & 4)
- C. the club has at least 10 members at the time of application and at all times whilst approved unless, exceptionally, the Secretary of State or Scottish Government determines that there are special circumstances which justify a lesser number;
- D. members are of good character; (also see notes 3 & 4)
- E. the club must appoint a member to act as a liaison officer with the police, and the chief officer of police must have confidence that this person is providing the police with such information as they require to ensure that the activities of the club and its members are conducted properly and safely in accordance with the criteria and give no cause for concern; (see notes 1 & 5)
- F. the club will maintain a register of the attendance of all members together with details for each visit of the firearms which they used; (see note 6)
- G. the club will inform the police of any person, other than a guest member, who has ceased to be a member for whatever reason; (see notes 1 & 7)
- H. the club will inform the police of any member, other than a guest member, who has not shot with the club for a period of 12 months; (See Notes 1 & 7)
- I. the club will inform the police of any application for membership, giving the applicant's full name and address, date and place of birth, and the date on which they become a full member; (see notes 1 & 8)
- J. no application for full or probationary membership will be granted unless the applicant has informed the club of whether he or she has ever had an application for a firearm or shotgun certificate refused by the police, or had a certificate revoked; (see note 9)
- K. members, prospective members and guest members must sign a declaration that they are not prohibited from possessing a firearm or ammunition by virtue of section 21, as amended, of the Firearms Act 1968 (which applies to persons who have served a term of imprisonment or been given a suspended sentence of three months or longer); (also see note 9)
- L. the club has regular use of ranges for the categories of firearm in respect of which approval is being sought or given, as the case may be. Adequate financial arrangements must be in place to meet any injury or damage claim; (see note 10)
- M. the security arrangements for the storage of club firearms and ammunition are satisfactory; (see notes 1 & 11)
- N. the club does not run a day or temporary membership scheme, other than for guest members within the constraints of paragraphs O and P below; (see note 12)
- O. Guest members must be: members of a recognised outside organisation; people who are known personally to at least one full member of the club; members of another Approved club visiting as members of that club; or, visitors possessing firearms that fall within the terms of the club's Approval and that are held on their personal FAC or Visitor's permit or Permit under Section 7 of the 1968 Firearms Act (see note 13)



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- P. the club does not have more than 12 guest days a year. Guest members, (other than members of another Approved club or visitors with a Firearm Certificate, Visitor's permit or Permit under Section 7 of the 1968 Firearms Act as above,) may only shoot during a guest day, and must be supervised on a one-to-one basis at all times when handling firearms and ammunition by either a full club member or someone who is a coach recognised by the governing bodies. The club secretary must notify each guest day to the police firearms licensing department of the area in which the guest day is to take place at least 48 hours in advance; (see notes 1 & 13)
- Q. anyone who applies for membership must be sponsored by at least one full club member;
- R. before becoming a full member, individuals must have a probationary period of at least three months during which time they must attend and shoot regularly. The probationary member must be given a course in the safe handling and use of firearms on a one-to-one basis by someone who is either a full member of the club or who is a coach with a qualification recognised by the governing bodies; (see notes 14,15 & 16)
- S. until a probationary member has satisfactorily completed a course in the safe handling and use of firearms, he/she must be supervised at all times when in possession of firearms or ammunition by either the range officer, a full member of the club, or someone who is a coach with a qualification recognised by the governing bodies; (see notes 14 & 15)
- T. the probationary period may be waived, at the club's discretion, for someone who is already a full member of another club which has been approved by the Secretary of State or Scottish Government in respect of the same type or types of firearm; or holds a firearm certificate; or has handled firearms in the course of his/her duty in the police or the armed services, and has a statement from his/her existing or former senior/commanding officer saying that he/she is fully trained in handling the type of firearms in respect of which the club has obtained approval and is able to use them safely without supervision; (see notes 14 & 17)
- U. the club never has more probationary members than full members unless the Secretary of State determines that there are special circumstances which justify a greater number of probationary members; (see note 18) and
- V. there is nothing else that would make the club unsuitable for approval.

Notes to the criteria are as follows:

1. With the exception of guest day notifications, all notifications should be sent to the police firearms licensing department through whom approval was granted.
2. The club must be a genuine rifle and/or muzzle-loading pistol club set up for the purpose of target shooting. The constitution of the club should implement the conditions of approval.
3. Club officers must be people who are not disqualified from possessing a firearm.
4. Club officers should be aware of firearms laws relevant to the membership of the club, and make their best efforts to ensure that all members remain of good character. Police firearms licensing departments should not be asked to disclose whether or not someone has a criminal record. Prospective members should not be required to apply for a firearm or shotgun certificate as a means of determining 'good character'. The police will not normally grant a certificate because somebody is a probationary member of a club.
5. The liaison officer should normally be a member of the club committee. He or she should establish contact with the local police firearms licensing officer and decide between them how information should be supplied and with what frequency. They should also set up a system so that the liaison officer can contact the firearms licensing officer as necessary and vice versa.
6. An attendance register should be kept of all members. In the case of a firearm held on a member's firearm certificate, the register will record the calibre, type and serial number of the firearm(s) used and the date. All visiting shooters should be logged in the same



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way. In the case of competition shoots between clubs, the responsibility for recording the attendance of a team member will lie with the club that the shooter represents. In the case of open competitions, the organising club will record details of competitors. Clubs should retain their attendance records for a minimum of 6 years.

7. Notifying the police when a person's membership has ceased, or as soon as such a person has not shot with the club for a period of 12 months, will allow the chief officer of police to check in the case of certificate holders whether that individual is still using his or her firearm(s) regularly at another club or approved range. The police should be informed within one month of cessation of membership.
8. Casual membership enquiries need not be reported - only those which reach the stage of a formal application. The police should be advised when an application is submitted formally to the club.
9. Whether a prospective member has ever had an application for a firearm or shotgun certificate refused, or had a certificate revoked, should form the basis of a question on the club's membership application form. There are many reasons for refusal/revocation and not all will count against an individual. Clubs will therefore need to ascertain why the certificate was refused/revoked in order to make an informed decision.
10. There are three categories of approval: full-bore rifle, small-bore rifle and muzzleloading pistol. Rifles chambered for pistol ammunition above .22 rim-fire calibre are regarded as full-bore rifles. Clubs seeking approval in order to use such rifles will therefore need access to a suitable range with adequate financial arrangements in place to meet any injury or damage claim. The National Associations are able to provide advice on the construction and use of ranges.
11. The security arrangements for storing firearms must be satisfactory to the local chief officer of police acting through the force firearms licensing department.
12. The ban on day or temporary membership is to stop casual shooters being able to come in off the street and shoot.. It should not be confused with properly organised guest days, competition shoots between clubs or events open to individuals who are not members of that club. An organised and notified guest day is required only for guest members who are neither members of another Approved club nor Firearm Certificate holders, Visitor's Permit holders or holders of permits issued under section 7 of the 1968 Firearms Act.
13. Examples of recognised outside organisations whose members may be guest members of approved rifle and muzzle-loading pistol clubs are scouts and guides, schools, Rotary clubs and Women's Institutes. The duty to notify the police of guest days is laid on the club secretary. This may be delegated to the appointed liaison officer.
14. A probationary period of three months is a minimum. It is open to clubs to set a longer probationary period should they wish, or to extend the probationary period for an individual if they deem this necessary. The club may end a probationer's membership at any time.
15. Recognised coaching qualifications for the purposes of the Home Office and Scottish Government criteria for approved clubs are: National Rifle Association - Club Instructor, Cadet Adult Instructor, Range Conducting Officer; Range Conducting Officer Assessor; National Smallbore Rifle Association - Range Conducting Officer, Club Instructor (Rifle, Pistol or Airgun) NSRA Club Coach, NSRA County Coach, Regional Coach and Youth Proficiency Scheme Instructor; The Muzzle Loaders Association of Great Britain - Approved Instructor. UKPSA Range Officers – Range Officer, Approved instructor or Trainer.
16. The National Associations are able to give advice on safety training courses for probationary members.
17. Although the probationary period may be waived in certain cases, the individual concerned has no right to insist on this. It is for the club to decide whether or not the probationary period should be waived for specific persons.
18. The Secretary of State or Scottish Government may, in exceptional circumstances, allow a club to have more probationary members than full members. This may be appropriate, for example, in a university club at the beginning of the academic year. 19.



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Clubs can have non-shooting categories of membership such as associate, family, social or honorary. Such members are not covered by section 15 of the Firearms (Amendment) Act 1988 (as amended) and must not have access to firearms and ammunition except as participants in a guest day.

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Appendix 4 – Membership Application Form

Questionnaire to be Completed by Applicants for Membership of Joint Services Pistol Club

It is a requirement of Club formal approval that full and complete answers to all questions are given, including the Section 21 declaration.

Please print all answers.

Please bring the completed questionnaire, two standard passport photographs, joining fee and annual fee to the range for the attention of the Membership Secretary.

Data Protection

As part of the Data Protection legislation the Club is required to provide you with a Privacy Notice explaining how your personal data will be used. This is provided after Section 21 of the Firearms Act 1968 below.

Personal Details	
Full Name	
Address	
Post Code	
Phone number	
Mobile Number	
Email	
Date of birth	
Place of birth	

Details of JSPC Full Member as Sponsor	
Full Name	
Signature	

Background Details	
Are you or have you ever been a member of an approved shooting club?	Yes / No
If yes: Club Name Date of Joining Club Secretary: Name Address Post Code Phone Number Mobile Number If applicable:	



Declaration	
<p>I declare that:</p> <p>I am not prohibited from possessing a firearm or ammunition by virtue of Section 21, as amended, of the Firearms Act 1968 (see below - you must read this before completing this declaration).</p> <p>I understand I will be enrolled as a member of Scottish Target Shooting as a condition of my membership of the Club.</p> <p>The statements made in this Application, including this Declaration, are true and complete to the best of my knowledge and belief.</p>	
Full Name	
Signature	
Date	



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The Firearms Act 1968, Section 21

Possession of firearms by persons previously convicted of crime.

A basic summary is as follows.

Anyone:

- who has been convicted and sentenced to a term of three years or more will **NEVER** have access to firearms or ammunition.
- who has been convicted and sentenced to a term of three months or more but less than three years will not have access to firearms or ammunition **UNTIL AFTER FIVE YEARS FROM RELEASE.**

Anyone:

- holding a Children and Young Persons licence, or
- has been ordered to keep the peace or be of good behaviour a condition of which is not to possess a firearm, or
- has been ordered to find caution a condition of which is not to possess a firearm, will not have access to firearms or ammunition **WHILE HOLDING THE LICENSE OR SUBJECT TO THE ORDER.**

It is an offence if you contravene these requirements.

It is an offence if you allow access to firearms or ammunition to someone who you know, or have reasonable reason to believe, is prohibited under these requirements.

The full detail is as follows:

1. A person who has been sentenced to custody for life or to preventive detention, or to imprisonment or to corrective training for a term of three years or more or to youth custody or detention in a young offender institution for such a term, or who has been sentenced be detained for such a term in a young offenders institution in Scotland, shall not at any time have a firearm or ammunition in his possession.
 2. A person who has been sentenced to imprisonment for a term of three months or more but less than three years or to youth custody or detention in a young offender institution for such a term, or who has been sentenced to be detained for such a term in a detention centre or in a young offenders institution in Scotland or who has been subject to a secure training order or a detention and training order, shall not at any time before the expiration of the period of five years from the date of his release have a firearm or ammunition in his possession.
- 2A. For the purposes of subsection (2) above, "the date of his release" means—
- (a) in the case of a person sentenced to imprisonment with an order under section 47(1) of the Criminal Law Act 1977 (prison sentence partly served and partly suspended), the date on which he completes service of so much of the sentence as was by that order required to be served in prison;
 - (b) in the case of a person who has been subject to a secure training order—
 - (i) the date on which he is released from detention under the order;
 - (ii) the date on which he is released from detention ordered under section 4 of the Criminal Justice and Public Order Act 1994; or
 - (iii) the date halfway through the total period specified by the court in making the order,whichever is the later.
 - (c) in the case of a person who has been subject to a detention and training order—
 - (i) the date on which he is released from detention under the order;
 - (ii) the date on which he is released from detention ordered under section 104 of the Powers of Criminal Courts (Sentencing) Act 2000; or
 - (iii) the date of the half-way point of the term of the order,whichever is the later.



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2C. Where—

- (a) a person has been sentenced to imprisonment for a term of three months or more, and
- (b) the sentence is suspended under section 189 of the Criminal Justice Act 2003, the person shall not have a firearm or ammunition in his possession at any time during the period of five years beginning with the second day after the date on which the sentence is passed.

3. A person who—

- (a) is the holder of a licence issued under section 53 of the Children and Young Persons Act 1933 or section 57 of the Children and Young Persons (Scotland) Act 1937 (which sections provide for the detention of children and young persons convicted of serious crime, but enable them to be discharged on licence by the Secretary of State); or
- (b) is subject to a recognizance to keep the peace or to be of good behaviour, a condition of which is that he shall not possess, use or carry a firearm, or is subject to a community order containing a requirement that he shall not possess, use or carry a firearm; or
- (c) has, in Scotland, been ordained to find caution a condition of which is that he shall not possess, use or carry a firearm;

shall not, at any time during which he holds the licence or is so subject or has been so ordained, have a firearm or ammunition in his possession.

3ZA. In subsection (3)(b) above, “community order” means—

- (a) a community order within the meaning of Part 12 of the Criminal Justice Act 2003, or a youth rehabilitation order within the meaning of Part 1 of the Criminal Justice and Immigration Act 2008, made in England and Wales, or
- (b) a community payback order under section 227A of the Criminal Procedure (Scotland) Act 1995 (c.46).

3A. Where by section 19 of the Firearms Act (Northern Ireland) 1969, or by any other enactment for the time being in force in Northern Ireland and corresponding to this section, a person is prohibited in Northern Ireland from having a firearm or ammunition in his possession, he shall also be so prohibited in Great Britain at any time when to have it in his possession in Northern Ireland would be a contravention of the said section 19 or corresponding enactment;

4. It is an offence for a person to contravene any of the foregoing provisions of this section.

5. It is an offence for a person to sell or transfer a firearm or ammunition to, or to repair, test or prove a firearm or ammunition for, a person whom he knows or has reasonable ground for believing to be prohibited by this section from having a firearm or ammunition in his possession.

6. A person prohibited under subsection (1), (2), (2C), (3) or (3A) of this section from having in his possession a firearm or ammunition may apply to the Crown Court or, in Scotland, in accordance with Act of Sederunt to the sheriff for a removal of the prohibition; and if the application is granted that prohibition shall not then apply to him.

7. Schedule 3 to this Act shall have effect with respect to the courts with jurisdiction to entertain an application under this section and to the procedure appertaining thereto.



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Privacy Notice for Members / Competitors of Joint Services Pistol Club (“the Club”) (this can also be viewed at <http://jointservicespistolclub.com/>)

What We Need

The Club will be a “controller” of the personal information that you provide to us in this form, unless otherwise stated.

When you apply to join the Club, renew your membership (including if you are registering or renewing on behalf of a child under the age of 18) or apply to enter a competition held at the Club, we will ask you for some or all of the following personal information:

- Contact details – name, address, email address, phone numbers, competitor GRID number, photographic/ digital image and date and place of birth;
- Background details – details of any previous club memberships, reasons for leaving, details of any current firearm certificate, details of any firearm or shotgun certificate which has been revoked including reasons, details of any previous convictions, and details of NRA and STS memberships;
- Membership criteria/category – full, probationer, lifetime, junior, senior; and
- Equality information – gender identity.

Why We Need Your Personal Information – Contractual Purposes

We need to collect your personal information so that we can manage your membership / competition entry. We will use your personal information to:

- Comply with legal requirements for admitting new members; and
- Send you communications by post or email in relation to essential services, including but not limited to, membership renewals and competition entries.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why We Need Your Personal Information – Legitimate Purposes

We also process your personal information in pursuit of our legitimate interests to:

- Promote and encourage participation in Gallery Rifle shooting by sending you communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we may use for promotional and development purposes;
- Provide competition in shooting by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category; and
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to shooting. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on jspcsecretary@btinternet.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member / competitor.

Why We Need Your Personal Information – Legal Obligations

We are under a legal obligation to process certain personal information for the purposes of complying with our obligations to maintain Scottish Government approval of the Club under section 15(1) of the Firearms (Amendment) Act 1988.

Other Uses Of Your Personal Information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.



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Who We Share Your Personal Information With

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include Police Scotland and Police forces in other parts of the UK.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

All members of the Club are required to be members of Scottish Target Shooting (STS). We will share your name and contact details with STS who will become a controller of your personal information when they receive it.

STS's privacy notice explains how they use your personal information and can be accessed at: <http://www.scottishtargetshooting.co.uk/s/2018-STS-Membership-Privacy-Notice.pdf>

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How We Protect Your Personal Information

Your personal information is stored on password protected PCs, and in some cases paper records are, held in the homes of certain Committee or selected Club members.

How Long We Keep Your Personal Information

We will only keep your personal information for as long as necessary to provide you with the services noted above. Generally speaking this will mean we will hold the information for at least six years following cessation of your Club membership, and in the case of non-member competitors one year after your last competition entry.

Your Rights

You can exercise any of the following rights by writing to us at jspcsecretary@btinternet.com.

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a "subject access request";
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- You have a right to request that we restrict the processing of your personal information for specific purposes; and

If you wish us to delete your personal information, you may request that we do so.

Any requests received by the Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

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Name (Please print clearly)					
Club Mem. No.		FAC No.		Issuing Authority	

1	Make / Type		4	Make / Type	
	Calibre			Calibre	
	Serial No.			Serial No.	
2	Make / Type		5	Make / Type	
	Calibre			Calibre	
	Serial No.			Serial No.	
3	Make / Type		6	Make / Type	
	Calibre			Calibre	
	Serial No.			Serial No.	

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Appendix 6 – Membership Renewal Form

The renewal form has been removed. The process has been replaced by member specific emails.

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Appendix 7 – Reloading

Reloading Centre-fire ammunition

We are only considering straight walled pistol calibre ammunition using modern smokeless powders. Bottleneck cartridges (pistol and / or rifle) and / or the use of blackpowder **are not** covered here and are subject to **different considerations**.

General warning

- All reloading requires understanding, patience and attention to detail – this is particularly the case when using progressive reloading presses. Get it wrong and it can destroy your firearm and / or cause serious injury (or death) to yourself and / or to innocent bystanders.
- Be very wary of You tube and other internet sources of information – if you're not sure about something try speaking to an experienced Club member.
- Don't reload when you're in a hurry, distracted, tired, ill, drunk, smoking etc.
- Always wear eye protection when reloading.
- Download a manual relevant to your chosen powder. This will give you guidance re. maximum loads and recommended cartridge overall length.
- Never use anyone else's reloads – just because it works ok in their firearm doesn't automatically mean it'll be suitable for yours.

Why bother?

The main reason for most people to reload ammunition is one of cost. For example, 100 rounds of commercial .357 magnum ammunition might cost in excess of £50 whilst (ignoring the initial one-off equipment costs) it should be possible to produce reloaded ammunition for around £20.

Other reasons include:

- Tailoring ammunition to suit a particular firearm.
- It can be an interesting addition to the overall shooting hobby.

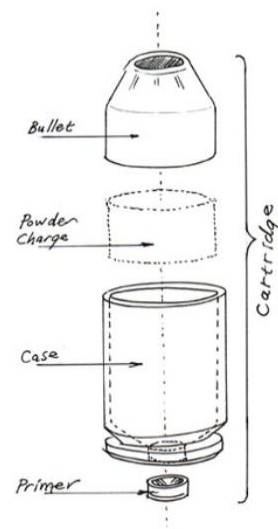
What's involved?

A complete round of ammunition consists of the following:

- A brass cartridge case ("case").
- A primer.
- Some powder.
- A bullet.

The firing process is:

- the primer explodes when it is hit by the firing pin (note the primer in its own right is surprisingly powerful so treat it with caution – more on this later)
- the exploding primer ignites the main powder charge (note that the powder does not explode, it just burns very quickly. Note that it is **NOT** blackpowder that is being used here – that is a different subject which is not covered here)
- the burning powder charge, being confined within the case, generates a great deal of pressurised gas
- this gas pressure rapidly increases to the point at which it forces the bullet out of the case, down the rifling in the barrel and then out of the barrel.



The case is the most expensive element of a completed cartridge and the one which needs to be retained for reloading in order to reduce costs. In principle this can be reloaded



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several times before it eventually splits and becomes unusable. How the case is treated in the reloading process and how heavy a load is used will combine to determine the number of reloads that it is possible to obtain from a single case – see below for more detail.

The primer sits in centre of the base of the case (hence the name “centre-fire”) and is a single-use consumable – i.e. once it has been used, it is removed and disposed of since it has no further use. A new primer will be needed when the case is reloaded.

The powder is contained within the case, and like the primer is a single-use consumable which will need to be replaced when the case is reloaded.

The bullet sits at the end of the case and is the projectile that leaves the firearm to hit the target. This is a major cost item which, like the primer and powder is a single-use consumable which will need to be replaced when the case is reloaded. Costs can be further reduced by collecting lead from the range back-stop and casting bullets but that is a separate subject not covered here.

What equipment do I need?

A certain minimum amount of equipment is required. Other items can be useful but are not essential. Within each of these categories, cost comes down largely to personal choice – finance, time, usage volumes, understanding, knowledge and experience are all factors to consider.

For example:

- Manual equipment will be cheaper but will be very time consuming.
- More complex automated equipment will be expensive but will save large amounts of time.
- Complex automated equipment requires greater knowledge, understanding and experience.
- Due to the quality of their product, some manufacturers are inherently cheaper (e.g. Lee) than others (e.g. Dillon).

There are a number of physical processes to be followed, with generally different tools being used for each.

Case cleaning

This is entirely optional, but two points in its favour are:

- Clean cases can function better in, and cause less wear on, a firearm.
- Clean cases are easier to find on the range, which is important given the cost of new cases.

Theoretically this could be done manually but in practice a machine of some sort (either a case tumbler or an ultrasonic cleaner) would be used.

Case re-sizing

When a round of ammunition is fired, the case expands under pressure to fit the chamber of the firearm. To be used again the empty case has to be re-sized to its original dimensions.

Given the pressure required in this task a reloading press will be required using a calibre specific re-sizing die.

De-priming

The used primer has to be removed from the case.

Manual tools can be used for this task. If using a reloading press, the de-priming task is likely to be incorporated within the re-sizing die, so that the two tasks are combined into one action.

Priming



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A new primer has to be seated in the de-primed case.



Manual tools can be used for this task.

Case belling

The mouth of the case needs to be expanded ("belled") to easily accept a new bullet.

Given the pressure required in this task a reloading press will be required.

Powder charging

The newly primed case needs to be loaded with a measure of powder.

This task can be dealt with using powder scoops of varying sizes,



or by using an adjustable powder measure and dispenser,



in which each case is filled manually.

If using a reloading press a powder measure and dispenser can automatically drop a measure of powder into the case.



If using a reloading press it is likely that case belling and powder charging will be incorporated in a single die, so that the two tasks are combined into one action.

Whichever method is used to charge the case, it is important that a known weight of powder is dispensed. Powder charges are measured to tolerances of 0.1 of a grain, and given there are 7000 grains to a pound (or 15432.4 to a kilogram) a specialised weighing scale

will be required – either mechanical



or electrical.



Bullet seating



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A new bullet needs to be seated into the case.

Given the pressure required in this task a reloading press will be required.

The cartridge overall length is important – a precision caliper (mechanical or electrical) will be required for this measurement.



Bullet crimping

Once a new bullet has been seated in the case, the mouth of the case needs to be compressed (“crimped”) in order to hold the bullet in place.

Given the pressure required in this task a reloading press will be required. It is possible that bullet seating and bullet crimping will be incorporated in a single die, so that the two tasks are combined into one action.

Reloading Press

All presses have the same basic function – by operating a lever, a case is forced into and out of a calibre specific die and in the process one or more of the reloading tasks are carried out.

There are three basic choices as follows:

Single stage

The press will hold one die at a time.

Operation of the lever will force a case into and out of the die.

After each operation of the lever, the previous case (which has now been, say, re-sized and de-primed) must be removed and replaced by another one (ready, say, to be re-sized and de-primed).

Each time a new task has to be done the die (say the re-sizing and de-priming die) will need to be changed and a new die (say the bell and powder charging die) fitted and correctly adjusted to operate correctly. Each re-sized and de-primed case would then need to be individually run through the press.



Multi-stage (or Turret)

The press will hold all the required dies, each dealing with separate tasks, in a rotating tool head.

Operation of the lever will force a case into and out of a die.

The tool head is then rotated (often automatically) so that on the next operation of the lever the case enters a different die.

This process is repeated until all the dies have been used and the case fully reloaded, when it is then removed and replaced by an empty case to start its reloading cycle.

The advantage here is that once set-up correctly the dies don't need to be removed in order to produce a reloaded cartridge.



Progressive





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This is an automated version of the multi-stage press. The press will hold all the required dies, each dealing with separate tasks, in a fixed tool head. A corresponding number of cases are held in a rotating base plate.

Operation of the lever will force a case into and out of each die.

The base plate then rotates automatically so that on the next operation of the lever each case enters a different die, and once a case has been through all the dies it is ejected as a complete reloaded cartridge.

The advantage here is that each operation of the lever produces a complete reloaded cartridge but the downside is that, given each operation of the lever causes multiple different tasks to happen at the same time, there are many more things to monitor.

Kinetic Hammer (or bullet puller)

From time to time reloaded cartridges will be produced which for some reason (e.g. inverted primer, no powder, experimental loads) are not acceptable and will need to be dismantled. A kinetic hammer is the necessary tool.



Practical Considerations

Case re-sizing

If the re-sizing die is not adjusted correctly the completed cartridge might not cycle properly in the firearm.

Priming

Primers are explosive so need to be treated with care. This is particularly the case with progressive presses where the primer tube can contain a column of up to 100 primers – if this is dropped and the primers detonate the consequences can be severe.

It is important that the primer is seated to the correct depth.

- Seating it too deeply and applying too much pressure might detonate the primer.
- If it is high:
 - the firing pin might simply push it into place (rather than detonate it) so the cartridge does not fire.
 - It can be struck by other objects and detonate outside of a firearm.

As a matter of good practice it is sensible to look at the completed cartridges in their storage box to check for anomalies with the primers – e.g. high, missing, inverted etc.

If a primer is inverted in the case, it is not recommended to try and de-prime it in the de-priming die – the de-priming pin will be pressing directly on the face of the primer with the risk of primer detonation.

Case bellling

The case should be belled just enough to allow seating of the bullet without shaving any lead from it. Excessive bellling will shorten the usable life of the case.

Powder charging

The charge has to be correct, every time.

- Too much (even as little as 0.1 of a grain) can generate catastrophic pressures and destroy your firearm and / or cause serious injury (or death) to yourself and / or to innocent bystanders.
- Too little and the bullet will not leave the firearm's barrel. The risk then is that this is not noticed and a second,

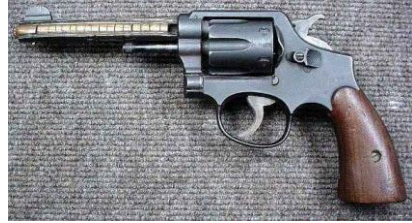




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properly charged cartridge, is fired after it leading to a catastrophic increase in pressure – akin to using too much powder as above.

- Note that “too little” includes none – a primer on its own is sufficient to move the bullet up the barrel.
- Different powders have different characteristics (e.g. bulk, burning rate), so a safe charge weight with one brand of powder may be dangerous with another. Don't simply substitute one powder for another and don't mix powders.



As a matter of good practice:

- At the start of each reloading session:
 - Check that the zero on the scales is correct.
 - And every hundred rounds thereafter, check that the weight of powder being dispensed is correct.
 - If using one, check that the powder measure is full.
- When placing a bullet in the case ready for seating, have a look in the case to see it has powder in it. This is not an accurate weight assessment, rather it is a quick check for extremes – e.g. no powder or double powder charge

Bullet seating

The bullet needs to be seated to the correct depth so that the cartridge overall length is correct, every time.

- Too long or too short and it may not cycle, or may jam, in your firearm.
- Too short and it can lead to catastrophic pressures.

Be careful if changing bullet:

- length - seating it to the same depth will reduce the case volume and can lead to catastrophic pressures.
- weight – using a heavier bullet can lead to catastrophic pressures.
- bullet style – for instance, using pointed or round nosed bullets which are then loaded into a tubular magazine (so that a bullet point rests against the primer of the cartridge in front) can under recoil lead to multiple cartridge detonations in the magazine.

As a matter of good practice:

- Check the overall length every one hundred rounds.
- Each reloading session, check the seating die to remove any lubricant build up which would lead to reduced overall length.

Bullet crimping

The crimp has to be sufficient to hold the bullet in place under recoil.

- Too much (which holds the bullet in place too long) or too little (which risks the bullet moving into the case under recoil) can lead to catastrophic pressures.
- Too little (which risks the bullet moving into the case under recoil) can also lead to cycling issues with the firearm.

Progressive presses

Since each operation of the lever causes multiple different tasks to happen at the same time, the scope for error is greatly increased. If a fault of any sort occurs, great care needs to be exercised when fixing it to ensure that the other cases in the press are at the correct point in their reloading cycle.

More detailed information

The purpose of this document is to provide some general information on the subject and some practical considerations to be aware of. If you want more information, all the major



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reloading companies have videos and / or manuals on their websites to lead you through the process in the necessary detail. Links are as follows (RCBS arguably has the most comprehensive set of videos):

Lee Precision

<https://leeprecision.com/help-videos.html>

RCBS

<http://rcbs.com/Resources/RCBS-Videos.aspx>

Dillon Precision

<https://www.dillonprecision.com/dillonvideos.html>

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Appendix 8 - Probationary Training

Probationary Training Assessment

Joint Services Pistol Club (NRA Club Number C1200)

Member Name :

{photo here}

Membership Number :

Assessment consists of four parts, two practical and two written. The practical assessment – 1 is also used for NRA Shooter Certification Card (SCC) purposes.

Practical Assessment - 1

.22 Semi-automatic rifle

Subject	Pass	Fail	Date of test	Instructor signature
Knowledge and understanding of Range safety				
Proving that a firearm is clear				
Misfire procedure				
Loading, firing and unloading				
Emergency stop				
Zeroing				
Handling and accuracy				
Shooting forward of the main 25m firing point				

Comments (if any)

Centrefire underlever rifle

Subject	Pass	Fail	Date of test	Instructor signature
Knowledge and understanding of Range safety				
Proving that a firearm is clear				
Misfire procedure				
Loading, firing and unloading				
Emergency stop				
Zeroing				
Handling and accuracy				
Shooting forward of the main 25m firing point				

Comments (if any)



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Practical Assessment - 2

Subject	Pass	Fail	Date of test	Instructor signature
Operating target timer				
Acting as Range Officer				
Setting-up the Range				
Keeping range clean and tidy				

Comments (if any)



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Written Assessment - 1

Mark each of the following statements as Yes or No (or Y or N) in the end box.

1	It is all right to point your firearm at someone else as long as you are sure that it is not loaded.	
2	You can use live ammunition to practice loading at home if you keep your finger off the trigger.	
3	If you have to leave the firing point for any reason during live firing, you should inform the Range Officer (RO).	
4	If you have dummy rounds for testing your firearm's action, they must be clearly marked and stored away from live ammunition.	
5	After your firearm has been cleared by the RO, it should be carried muzzle up held by the fore end.	
6	A breach flag is a badge sewn on to your trousers.	
7	If your firearm is shooting to the left, you should correct it by moving your rear sight to the right.	
8	When transporting firearms and / or ammunition you should always carry your firearms certificate (FAC).	
9	Visitors who do not hold an FAC are allowed to "have a shot" only on "Guest Days".	
10	If your firearm is shooting high, you should correct it by raising your rear sight.	

Date	Instructor signature
Score	Pass / fail



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Written Assessment - 2

Answer each of the following questions by ticking **one** box.

1. A dangerous firearm is one which:	a. Has developed a fault?	
	b. Is of a very large calibre?	
	c. Has a moderator fitted?	
	d. Has a magazine capacity in excess of ten rounds?	
2. You see a friend with a new gun and ask to examine it. The owner holds the gun out to you. Do you:	a. Accept the gun and check it clear?	
	b. Ask them to put it down and then pick it up yourself?	
	c. Ask them to prove it clear before you handle it?	
	d. Assume that it is not loaded?	
3. At the Club a firearm can be safely tested:	a. Behind the Clubhouse?	
	b. On the firing point?	
	c. In an adjacent field?	
	d. Against a concrete wall?	
4. The first / last action you take when removing / returning a firearm from / to its case or bag is:	a. Check that the safety catch is on.	
	b. Clean it thoroughly.	
	c. Prove it clear?	
	d. Oil the mechanism?	
5. You are on the firing point when you notice an individual has accessed the range and is in front of the firing line. Do you:	a. Tell the Range Officer (RO)?	
	b. Unload your firearm?	
	c. Shout "Stop, Stop, Stop"?	
	d. Tell the person to get out?	
6. You should load your firearm:	a. Before leaving home for the Club?	
	b. On the firing point when instructed by the RO?	
	c. When you arrive at the range?	
	d. As soon as the red flags are hoisted?	
7. The last round you fired did not recall as normal. Do you:	a. Fire another round to see if the firearm is working?	
	b. Look down the barrel to see if there is a bullet stuck in it?	
	c. Signal to the RO by raising your free hand?	
	d. Put a cleaning rod down the barrel to see if there is a bullet stuck in it?	
8. In Gallery Rifle competitions while waiting for the targets to face the shooter should adopt the "Ready Position". In many cases this is:	a. In the shoulder, pointing straight at the target?	
	b. In the shoulder, pointing straight down?	
	c. In the shoulder, pointing down at 45 degrees?	
	d. In the shoulder, pointing down at 30 degrees?	

Date	Instructor signature
Score	Pass / fail



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Topics to cover under Practical Assessment - 1

.22 Semi-automatic rifle

- Knowledge and understanding of Range safety
 - Muzzle direction; finger off trigger until on target; people forward of firing line; benched with action open and facing up.
- Proving that a firearm is clear
 - Chamber empty; magazine well empty; benched with action open and facing up.
- Misfire procedure
 - Wait 10 seconds; pointing down range; clear it; seek assistance; notify RO.
- Loading, firing and unloading
 - Follow RO instruction.
 - Fill and insert magazine.
 - Load chamber.
 - Muzzle direction.
 - Finger off trigger until on target.
 - Squeeze trigger.
 - Remove magazine and prove clear.
- Emergency stop
 - What can cause an emergency stop.
 - Stop instruction.
 - What to do.
- Zeroing
 - Iron sights and scopes.
 - What is an MOA?
 - What is significance of click adjustments.
 - What is relevance of different range distances.
- Handling and accuracy
 - Muzzle direction and angle.
 - Finger off trigger until on target.
 - Loading / unloading.
 - 10 shots, unsupported, in the black on PL7 at 25m.
- Shooting forward of the main 25m firing point
 - Follow RO instruction.
 - Muzzle direction / angle when moving.
 - Trigger finger when moving.

Centrefire underlever rifle

- Knowledge and understanding of Range safety
 - Muzzle direction; finger off trigger; people forward of firing line.
- Proving that a firearm is clear
 - Chamber empty; magazine empty – multiple lever racking; benched with action open and facing up.
- Misfire procedure



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- Wait 10 seconds; pointing down range; clear it; seek assistance; notify RO.
- Loading, firing and unloading
 - Follow RO instruction.
 - Fill magazine.
 - Load chamber.
 - Muzzle direction.
 - Finger off trigger until on target.
 - Squeeze trigger.
 - Rack lever.
 - Empty magazine and prove clear.
- Emergency stop
 - What can cause an emergency stop.
 - Stop instruction.
 - What to do.
- Zeroing
 - Iron sights and scopes.
 - What is an MOA?
 - What is significance of click adjustments.
 - What is relevance of different range distances.
- Handling and accuracy
 - Muzzle direction and angle.
 - Finger off trigger until on target.
 - Loading / unloading.
 - 10 shots, unsupported, in the black on PL7 at 25m.
- Shooting forward of the main 25m firing point
 - Follow RO instruction.
 - Muzzle direction / angle when moving.
 - Trigger finger when moving.

Topics to cover under Practical Assessment - 2

- Operating target timer (for more detail see “Setting-Up the Timer” page below)
 - Power on, mechanism on, controller on.
 - Face time; exposure time; repetitions.
 - Initial exposure time – default; changing.
- Acting as Range Officer (for more detail see “Range Commands” page below)
 - Load and make ready.
 - Course of fire specific instruction.
 - Movement instruction.
 - Unload and show clear.
- Setting-up the Range (for more detail see “Setting-Up the Range” page below)
 - Club room; gas; water; flags; targets; target boards; return to initial state at the end of the day.
- Keeping range clean and tidy
 - Sweep up brass.



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- Ammo boxes etc. into bins.

Setting-Up the Timer

1. Collect the timer and plug from the office.
2. In the hut at the bottom left of the range, insert the plug into the yellow socket on the left side of the box on the wall – this activates the power to the turning mechanism.
3. At the rear of the targets there are two green boxes above the mechanism – press the button on each. A green light will flash to indicate the mechanism is ready to synchronise with the timer.
4. Press the button on the timer – press the “**ENTER**” key when prompted. This will synchronise the timer with the turning mechanism.
5. Press the “**EDGE**” key to edge the targets and then press the “**FACE**” key to face the targets. This will demonstrate that everything is working.
6. Return to the firing line to set the timer.
7. Press the “**PROG FACE**” key, enter the time you want the targets to be faced for (e.g. 2 for a 2 second exposure) and then press the “**ENTER**” key.
8. Press the “**PROG EDGE**” key, enter the time you want the targets to face way for (e.g. 5 for a 5 second away time) and then press the “**ENTER**” key.
9. Press the “**PROG RPT**” key, enter the number of times you want the above face / edge cycle to be repeated (e.g. 6 for 6 repetitions) and then press the “**ENTER**” key.
10. The initial edge time of any repeat cycle is by default 7 seconds. For most competitions it should be set to 5 seconds. Press the decimal point key to change between 7 and 5 seconds and then press the “**ENTER**” key to confirm your choice.
11. Press the “**START**” key to start the chosen number of cycles, face and edge times (e.g. the targets will make 6 exposures, each of 2 seconds with 5 seconds between exposures).
12. At the end of the selected series of cycles the targets will remain on edge – this is when the range should be proved clear.
13. Pressing the “**STOP**” key stops the process and the targets will immediately go to an edged position.

General points

If the mechanism does not operate properly, try to leave the targets in the faced position but **do not move them manually – this will damage the mechanism!**



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Range Commands

These commands apply to non-competition shooting from the 25 metre firing point, where a standard 10 minutes shooting period is used.

1. Shout "Everybody back" – then make sure that nobody is down range of the firing line and that the band barriers at each end of the range are in place.
2. Shout "Range going live for 10 minutes" – with the targets faced, press the "**START**" key on the timer which will edge them for 7 seconds and then face them for 10 minutes (see "Setting-Up the Timer" page for details re. setting the timer).
3. At the end of the 10 minute period the targets will edge at which time shout "Unload and show clear" and then press the "**FACE**" key on the timer.
4. Check that **all** firearms on the line are clear – **no rounds in the chamber, no magazines in the firearm, firearms placed with actions open and facing up**. Each shooter should be told that they are "clear".
5. Once all firearms have been proved clear, shout "Range clear, targets up" and remove the band barriers to allow access to the down-range area.
6. The first person going forward should shout "Going forward".

General points

1. If a problem occurs on the line, try and deal with it safely otherwise seek help from an experienced member.
2. Firearms should never be moved from the firing point until all weapons have been cleared.



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Setting-Up the Range

1. From the outside facing the range building, turn the sign on the right-hand side to "Open".
2. Enter the range, check your firearms are clear (or if you're not the first person at the range, have them proved clear) and place them in one of the available racks.
3. Open the Club house and complete the attendance register.
4. Raise the two red flags – one at the bottom left of the range and one to the far right rear near the incinerator (the flag is held in the Club house).
5. Put up target boards in positions 1 to 10. Target boards are kept in the hut at the bottom left of the range – ensure **the door is closed** when finished.
6. Set the timer.
7. **No shooting** can take place until there are **at least 2 people present**.
8. When shooting is finished basically reverse the above set-up steps and put everything back where it came from.

General points

1. Ensure the water is turned off in the kitchen (full instructions are in the kitchen).
2. Ensure the gas is turned off in the Club house.
3. Clean the range – sweep the floor, putt empty cases in the large blue bins and ammunition boxes etc. into the waste bins.

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