

UNITED KINGDOM PRACTICAL SHOOTING ASSOCIATION

Byelaws

Adopted by the UKPSA Council in accordance with Articles XV and XVI of the UKPSA Constitution.

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1. Method of communicating with members

The Association needs to communicate with its members on various matters (e.g. membership renewal, competition calendar, notices for General Meetings, DVC Magazine, etc).

Email is the preferred method of communicating with members, supported by use of the Association's web site. Communications will be sent by email as long as the member has supplied a working email address to the Association and has not indicated that he/she is unwilling to receive communications by email.

Members who have supplied a working email address to the Association, but have indicated they are unwilling to receive communications by email, together with those members who have not supplied a working email address, will receive communications by post.

2. Definition of the Executive Council

The Executive Council shall consist of the Chairman, the Director, the Secretary, the Treasurer and the Public Relations Officer, who are empowered to co-opt the President and one or more Vice President(s) as members if deemed desirable.

3. Nomination procedure for appointed Council positions

Not less than 30 days prior to the date of the AGM the Secretary shall compile a list of the appointed Council positions for the following year (e.g. Regional Organisers, Chairmen of the Association's Executive Commissions, National Squad Directors and delegates of the Association to the councils of other organisations), circulate the list to all Individual Association members and ask for nominations for the positions. The list shall include the names of the incumbents and whether or not they are available for reappointment. Any nominations should be submitted to the Secretary no later than the close of the AGM. The appointments shall be made at the first Council meeting following the AGM where Council shall have an absolute discretion on which member(s) to appoint.

4. Duties of Council members

The duties of the following Officers are set out in the UKPSA Constitution: Chairman, Director, Secretary, Treasurer, Public Relations Officer and Regional Organisers. Such duties may be supplemented by the Council.

The duties of other Council members are as agreed by the Council. The above Officers, together with the other Council members, will make decisions as a collective group. No Council member has the authority to act against, overrule or ignore the wishes of the Council. They are responsible for ensuring that all decisions are taken in the best interests of the Association.

Statement of Conduct for UKPSA Council and Committee Members and other Officials

The conduct of UKPSA members is governed by the Association's Constitution and Byelaws. For those members who also serve on Council and Committees and/or represent the Association as Match Officials and/or Trainers the highest standards of probity are particularly expected. Council, Committee, Match Official and Trainer members are required to discharge their duties, whether dealing internally with UKPSA/IPSC members or externally with other organisations or the public at large, in a timely and professional manner that is above reproach.

5. Terms of reference for the Association's Executive Commissions.

A. National Range Officer Institute

Name:	National Range Officer Institute (NROI).
Created by:	UKPSA Council.
Primary Function:	The training, certification, maintenance and evaluation of UKPSA members wishing to become match officials.
Committee Structure:	Chairman (non-voting) appointed by the UKPSA Council.

A minimum of 2 voting members (usually Range Masters) appointed by the Chairman, such appointments being subject to the approval of the UKPSA Council.

Reporting: The Chairman reports directly to the UKPSA Council.

The NROI has five key responsibilities:

1. Education

- a. The preparation, development, maintenance and distribution of training materials pertinent to match officials.
- b. The training, certification, maintenance and evaluation of Range Officers, Chief Range Officers, Stats Officers, Range Masters and NROI Instructors.
- c. The identification and training of UKPSA members who exhibit a high level of competence, an exemplary attitude, and a personal commitment to the safety and quality of IPSC matches to join the ranks of NROI.

2. Membership

- a. The establishment of both the criteria and process for membership applications.
- b. The introduction of systems to facilitate the development, deployment and promotion of NROI officials in an equitable and orderly fashion subject to match requirements and individual experience and expertise. Such systems are to recognize the importance of constructive but critical feedback to enhance individual development and improvement.
- c. The introduction and management of a fair and just system to discipline NROI officials with the understanding that such officials must set a very high standard as an example to other officials and competitors at all times.

3. Administration

- a. The maintenance of current records of all NROI officials including their ranks and historical performance.
- b. The establishment and administration of codes of conduct as well as minimum standards for attitude and appearance to maintain the NROI image.
- c. The provision of NROI members with appropriate identification and, when sanctioned by the UKPSA Council, appropriate apparel and equipment.

4. Operations

- a. To provide UKPSA affiliated clubs with technical and practical support to assist them in delivering high quality matches.
- b. To provide UKPSA matches with high quality crews of officials to help ensure they are conducted as safely as possible and to provide logistical support to ensure orderly operation, including the actual construction of the stages if necessary. The process for the selection of officials will be managed by the NROI Committee.
- c. To inspect and maintain targets, props, range conditions and any other aspects of matches as may be deemed necessary.
- d. To direct and control the consistent application of IPSC rules to constantly strive for the highest level of equity in competition and the enjoyment of the competitors.

5. Consultation

- a. To advise the UKPSA Council on all matters relating to rule changes and match operations including safety, firearm and equipment development and competitor actions.
- b. To provide the UKPSA Council with appropriate research, opinions and evidence as may be required.
- c. To advise the UKPSA Regional Director on the suitability of UKPSA members applying for membership of IROA.

B. UKPSA Training

Name: UKPSA Training.

Created by: UKPSA Council.

Primary Function: The Provision of UKPSA Safety Courses to all shooters.

Committee Structure: Chairman (non-voting) appointed by the UKPSA Council.
A minimum of 2 voting members (usually UKPSA Instructors) appointed by the Chairman, such appointments being subject to the approval of the UKPSA Council.

Reporting: The Chairman reports directly to the UKPSA Council.

UKPSA Training has five key responsibilities:

1. Education

- a. The preparation, development, maintenance and distribution of training materials pertinent to UKPSA Safety Courses.
- b. The training, certification, maintenance and evaluation of Club Coaches and Instructors
- c. The identification and training of UKPSA members who exhibit a high level of competence, an exemplary attitude, and a personal commitment to safety and training to become Club Coaches and Instructors.

2. Membership

- a. The establishment of both the criteria and process for membership applications.
- b. The introduction of systems to facilitate the development, deployment and promotion of Club Coaches and Instructors in an equitable and orderly fashion. Such systems are to recognise the importance of constructive but critical feedback to enhance individual development and improvement.
- c. The introduction and management of a fair and just system to discipline Club Coaches and Instructors with the understanding that such officials must set a very high standard as an example to others at all times.

3. Administration

- a. The maintenance of current records of all Club Coaches, Instructors and their students, including details of competition licences issued and the provision of such records to the UKPSA Membership Secretary.
- b. The establishment and administration of codes of conduct as well as minimum standards for attitude and appearance to maintain the UKPSA Training image.
- c. The provision of UKPSA Club Coaches and Instructors with appropriate identification and, when sanctioned by the UKPSA Council, appropriate apparel and equipment.

4. Operations

- a. To provide UKPSA affiliated clubs with technical and practical support to assist them in delivering training to their members.
- b. To provide UKPSA Safety Courses with high quality Club Coaches and Instructors to help ensure they are conducted as safely as possible and to provide suitable tuition and guidance to students attending those courses.
- c. To direct and control the consistent delivery of UKPSA Safety Courses to students.

5. Consultation

- a. To advise the UKPSA Council on all matters relating to Safety Courses and training.
- b. To provide the UKPSA Council with appropriate research, opinions and evidence as may be required.

C. Shooting Discipline Commissions

Name:	UKPSA Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* Commission.
Created by:	UKPSA Council.
Primary Function:	To promote IPSC Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* shooting to the UKPSA membership.
Commission Structure:	Chairman (non-voting) appointed by the UKPSA Council. A minimum of 2 voting members appointed by the Chairman, such appointments being subject to the approval of the UKPSA Council. All Commission members must be Individual Members of the UKPSA.
Reporting:	The Chairman reports directly to the UKPSA Council.

The Commission has three key responsibilities:

1. Education

- a. The preparation, development, maintenance and distribution of training and promotional materials pertinent to IPSC Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* shooting.

2. Operations

- a. To support and facilitate participation in IPSC Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* shooting by the UKPSA membership.
- b. In conjunction with UKPSA Training, to provide training and support to the UKPSA membership.
- c. In conjunction with the NROI, to provide support in the training of Match Officials.
- d. To provide UKPSA affiliated clubs with technical and practical support to assist them in delivering IPSC Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* competitions, leagues and championship matches.
- e. To assist the UKPSA Chairman in fostering relationships with other organisations within the UKPSA Region that shoot a similar discipline to that promoted by the Commission.
- f. To assist the UKPSA Regional Director in fostering relationships with other IPSC Regions that shoot the same discipline as that promoted by the Commission.

3. Consultation

- a. To provide the UKPSA Council with reports of the activities of the Commission.
- b. To advise the UKPSA Council on all matters relating to IPSC Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* shooting.
- c. To provide the UKPSA Council with appropriate research, opinions and evidence as may be required.
- d. To advise the UKPSA Regional Director on the suitability of UKPSA members applying to participate in IPSC Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* matches in other IPSC Regions.

** Delete as applicable.*

D. National Squad Director

Name:	UKPSA Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* National Squad Director (NSD).
Appointed by:	UKPSA Council.
Primary Function:	The selection and training of UKPSA Regional Team members for participation in IPSC Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* international competitions.
Assistants:	The NSD may appoint coaches to assist in training and team managers for the UKPSA Regional Teams, such appointments being subject to the approval of the UKPSA Council.
Reporting:	The NSD reports directly to the UKPSA Council.

The NSD has three key responsibilities:

1. Education

- a. The preparation, development, maintenance and distribution of training and promotional materials pertinent to the UKPSA Handgun/Long Barrelled Firearm/Shotgun/Rifle/Mini Rifle/Action Air* National Squad (NS).

2. Operations

- a. The identification and training of UKPSA members who exhibit a high level of competence, an exemplary attitude, and a personal commitment to IPSC shooting with a view to them joining the NS.
- b. The selection of suitable UKPSA members to form the NS.
- c. The support of the NS and provision of suitable training opportunities for members of the squad.
- d. The selection of UKPSA Regional Teams, such selection being subject to the approval of the UKPSA Council.
- e. The establishment and administration of codes of conduct as well as minimum standards for attitude and appearance for NS members, with the understanding that such members must set a very high standard as an example to other competitors at all times.
- f. The provision of NS members with appropriate identification and, when sanctioned by the UKPSA Council, appropriate apparel and equipment.

3. Consultation

- a. To provide the UKPSA Council with reports of the activities of the NS.
- b. To advise the UKPSA Council on all matters relating to the participation of Regional Teams in IPSC international competitions.

** Delete as applicable.*

6. Match Director's Handbook

The current edition of the Match Directors handbook may be downloaded from:

<http://ukpsa.invisionzone.com/index.php?showtopic=451>

7. Disciplinary Procedure for members

Introduction

The sport of Practical Shooting, along with any other pursuits which involve the lawful use of firearms, requires everyone involved to hold themselves to the highest standards of conduct at all times. Within any sport or organisation however, there will inevitably be occasions when grievances arise or an individual's behaviour falls short of the standards set by the Association. In these instances, the policy described below will be followed. Continued membership of the Association is dependent upon acceptance of this policy and the understanding that individual members will be held accountable for their actions if their behaviour falls short of that expected by the Association.

Code of Conduct

Everyone is expected to maintain the highest standards of conduct and behaviour whilst they are a member of the Association. Association members should conduct themselves in an honest, fair, impartial and transparent manner; treating everyone with the same respect they would wish others to show towards themselves. Whilst not exhaustive, shown below are examples of behaviours which are deemed unacceptable by the Association and an indication of how they may be classified by the Association.

Examples of Behaviour Which May Be Classified as Misconduct:

- Rudeness to other UKPSA or IPSC members, competitors, spectators, or officials.
- Cheating when competing, or officiating, at an UKPSA or IPSC match or event.
- Careless loss of, or minor damage to, UKPSA property.
- Inappropriate behaviour, especially where such behaviour is likely to reflect poorly upon the Association.
- Discrimination on the grounds of race, religion, sex, age or disability.
- Minor breach of the UKPSA Constitution, byelaws, rules and regulations.

Examples of Behaviour Which May Be Classified as Gross Misconduct:

- Theft or unauthorised possession of UKPSA property.
- Serious, deliberate or reckless damage to UKPSA property whether physical or electronic (for example e-mails or documents).
- Deliberate and wilful falsification of reports, accounts, or expense claims.
- Intoxication on the range by reason of alcohol or drugs when actually competing, or officiating, at an UKPSA or IPSC match or event.
- Serious breach of the UKPSA Constitution, byelaws, rules and regulations.
- Fighting or other violent, dangerous or intimidating conduct at an UKPSA or IPSC match or event, this includes on and off range.
- Bullying, sexual, racial or other harassment of other UKPSA or IPSC members, competitors, spectators, or officials.
- Gross negligence or incompetence (excluding disqualification as a competitor) at an UKPSA or IPSC match or event.
- Bringing the sport, the UKPSA or IPSC, into disrepute.
- Sending or publishing abusive, scandalous, obscene or defamatory communications of any kind (including without limitation text messages, email or Internet forum postings) to, or concerning, the UKPSA or IPSC, UKPSA or IPSC Officers, members, competitors, spectators, or officials.

Note: Whilst a complaint may cite behaviour or conduct which is categorised as either Misconduct or Gross Misconduct in the list above, there will always be aggravating or mitigating factors which will be considered before making any determination as to how the complaint will be classified.

A competitor who has a dispute about the application of IPSC rules at a sanctioned match should resolve this at the event through the Range Master and/or arbitration committee using the procedure laid out in the IPSC rules. Such disputes would not normally be treated as complaints.

Authority to Deal with Complaints

The Association authorises the Executive Council and those members of the Association appointed to the Disciplinary Committee to deal with complaints. Additionally:

- Full Council are specifically authorised to deal with appeals received against the outcome/findings of either the Executive Council or the Disciplinary Committee.
- The Training Committee are specifically authorised to deal with complaints received that relate specifically to the conduct of UKPSA Training Personnel
- The National Range Officer Institute is specifically authorised to deal with complaints that relate to the actual conduct of match officials when working at UKPSA or IPSC competitions.

The UKPSA Executive Council may appoint between 3 and 5 members of Council, together with 1 UKPSA member who is not a member of Council, to form a Disciplinary Committee. The appointments shall normally be made at the first Council meeting following an AGM. In the absence of a separate Disciplinary Committee being formed, the Executive Council shall be the Disciplinary Committee.

Confidentiality.

During the processing of any complaint or appeal all information pertinent to that complaint or appeal shall be treated as confidential. For the avoidance of doubt, information pertinent to a complaint or appeal may be passed to any member of Council or the Disciplinary Committee, with those individuals ensuring that information is not disclosed beyond the management structure of the Association.

Due to the confidentiality requirements of GDPR, no information about disciplinary actions may be disclosed to members not involved in the complaint itself or the hearing of that complaint insofar as possible.

When a complaint is made by one member against another member, insofar as possible, the identity of the complainant will not be notified to the member or members who are the subject of the complaint. Upon advice from the Information Commissioners Office, discussion of complaints amongst Council and Disciplinary Committee members shall not be disclosed under the terms of a GDPR Subject Access Request.

Making a Complaint

If an Association member feels it necessary to make a complaint, they should do so in writing to the Association Secretary and note the following:

Time limits

All complaints must be submitted within 2 months of the incident. Only in extraordinary circumstances will a complaint be considered outside this time limit.

Raising a Complaint

All complaints shall be submitted to the Secretary in writing. It is expected that the complaint will be received from the injured party, where applicable. In circumstances where a complaint is received from a third party, but none is received from the injured party, the complaint may be set aside until such time as a complaint from the injured party is received. When raising a complaint, Association members should include the following information as a minimum:

- The date and time of the alleged incident.
- Where the incident took place.
- Who was involved.
- Who witnessed the incident.
- What happened in chronological order.

All complaints received will be passed to the Executive Council who will conduct an initial review and then determine and direct subsequent action.

As part of their initial review, the Executive Council will consider the complaint and any aggravating or mitigating factors and determine if:

- The complaint has merit and there are grounds to proceed.
- If the alleged incident should be initially treated as Misconduct or Gross Misconduct.
- If the complaint should be dealt with by the Executive Council or be referred to the Disciplinary Committee.

Note: Whenever possible, minor conduct issues will be resolved on an informal basis. In the event that a resolution cannot be attained in this manner; then formal procedures will be initiated. Formal action will usually require the complaint to be referred to the Disciplinary Committee.

The decisions described in this section ("Raising a Complaint") are final and not subject to appeal.

Resolving a Complaint

Informal Procedures

The Executive Council, having conducted their initial review of the complaint, may employ whatever informal procedures they deem appropriate to the situation in order to resolve the complaint.

Formal Procedures

These formal procedures have been adopted to enable all complaints, regardless of their classification, to be dealt with fairly, consistently and with a minimum of delay. All complaints referred to the Disciplinary Committee will be subject to a full investigation and if appropriate, a full disciplinary hearing at the discretion of the Disciplinary Committee. Upon receipt of a complaint, the Disciplinary Committee will carry out an initial review and determine if it is appropriate to suspend the membership of anyone cited in the complaint while their investigation is conducted. The definition of suspension is as set out in the "Written Warning and Additional Sanctions" section which is in turn part of the "Sanctions" section, below. Any decision to suspend the membership of anyone cited in a complaint will be notified immediately in writing. The letter of notification will make clear to the individual concerned the precise terms of such suspension.

Investigation

Following their initial review, and if appropriate, the Disciplinary Committee will conduct a full investigation of the complaint. This investigation should attempt to determine the facts as well as to identify any witnesses or other persons relevant to the case and to gather and confirm any evidence. The investigation should ideally take place as soon as possible and, where the complaint is related

to a specific UKPSA or IPSC match or event, the investigation should ideally take place while all relevant persons are available.

A member who is the subject of an investigation will usually be requested for his/her version of the events leading to the investigation. A failure to cooperate will not prevent the investigation from taking place.

Disciplinary Hearing

If, as a result of the investigation, the Disciplinary Committee determines that a full hearing is appropriate, the member will usually be advised in writing of the decision and given the details of the complaint against him/her. The member will be advised as to the nature of the complaint and given an opportunity to review any evidence or witness statements supporting the complaint. The member will be advised in writing of the time and place of the hearing, which he/she will be requested to attend. In certain circumstances, such as at or during a match, this notification may instead take place verbally, however this will always subsequently be confirmed in writing.

Where possible, the member will be expected to provide a response to the complaint, in writing, as well as any evidence supporting his/her position at least 7 days in advance of the hearing, provided they have been given reasonable opportunity to review any evidence or witness statements supporting the complaint.

The hearing will be conducted by the Disciplinary Committee and additional members of the UKPSA Council may be co-opted to assist at this or any other point in the proceedings. The hearing will be conducted either in person or by telephone/video conference if it is too difficult or costly to conduct the hearing with all parties physically present. This decision lies solely with the Disciplinary Committee.

During the hearing, the member will be offered the opportunity to explain their response in person and discuss the complaint and all evidence with the Disciplinary Committee. Further evidence may be submitted during this process, but the Disciplinary Committee may wish to reconvene the hearing at a later time or date if they need more time to fully consider this evidence.

In due course the member will be advised of the Committee's decision and any penalty, if applicable. This will be advised in writing, either by email or by regular post. If applicable, the member will also be advised as to the right of appeal and the applicable procedure to lodge such an appeal.

Right to be Accompanied at a Disciplinary Hearing

A member may choose to be accompanied or assisted by another Association member during any disciplinary hearing. A member under the age of 18 must be accompanied or assisted by an adult, who should be a member of the Association. In a case where the hearing is conducted by telephone/video conference, the chosen assistant will be included in the process.

The member must advise the Disciplinary Committee, in advance, of any person the member wishes to be included in the procedures or at any hearing. Reasonable requests for such person to be involved and/or present will be accepted and the procedure may be delayed for up to 7 days to allow time to make any necessary arrangements. Some persons may not be acceptable. For example, other persons who were involved in the event(s) which led to the complaint might not be approved. The Disciplinary Committee reserves the right of approval in all cases, which will not be unreasonably withheld.

Evidence submitted by the member's assistant may be taken into consideration, but all inquiries directed to the member must be answered by the member.

A member's failure to participate in this process, or refusal to answer questions, or provide details, will not prevent the Disciplinary Committee from making a decision or determining what disciplinary action, if any, to take.

Recording of Formal Proceedings

The outcome of any disciplinary hearing shall be formally recorded by the Chairman of the Disciplinary Committee and subsequently retained by the Association Secretary in accordance with the Associations' Privacy Notice.

Retention policy

This policy for the retention of information and evidence collected during the processing of a complaint by either the Executive Council or the Disciplinary Committee is in addition to the retention policy set out in the Association's Privacy Notice.

The following artefacts should be retained by the Executive Council or the Disciplinary Committee for 30 days beyond the official notification that the Association considers the matter to be closed after which time they should be securely destroyed:

- Any statements and evidence collected from Association members in the course of an investigation;

- Any emails between members of Council and/or the Disciplinary Committee discussing the complaint;
- Any notes or recordings (including, without limitation, paper, electronic, audio and video) made of meetings pertinent to this Disciplinary Procedure.

The following artefacts should be retained in accordance with the retention policy set out in the Association's Privacy Notice by the Secretary:

- The original complaint;
- All formal letters issued by Council or the Disciplinary Committee;
- The outcome/findings of the Disciplinary Committee;
- Any appeal received by the Association against the findings of the Disciplinary Committee;
- The outcome/findings of Council in considering any appeal against the findings of the Disciplinary Committee

Sanctions

Following the investigation of a complaint where allegations have on the balance of probabilities been proven, the Disciplinary Committee will recommend appropriate sanctions to be levied against the individual concerned. These sanctions will normally take one of the following forms:

- A verbal warning
- A written warning
- A written warning and such other additional sanctions (e.g. suspension) as determined by the Disciplinary Committee
- Termination of membership of the UKPSA

Verbal Warning

The Chairman of the Disciplinary Committee will issue a verbal warning to the individual concerned. A record of the verbal warning will be retained for a period of 12 months by the Disciplinary Committee from the date of issue and subsequently securely destroyed after this point.

Written Warning

The member will be advised of the precise nature of the misconduct in writing. The warning will state that any further offence or misconduct on the part of the member will result in the termination of UKPSA membership or such other sanction as is determined by the Disciplinary Committee. A copy of the written warning will be retained while the individual remains a member of the Association however, will be disregarded for disciplinary purposes usually after a period of 12 months, subject to satisfactory conduct during this period. The Disciplinary Committee may specify a shorter or longer period.

Written Warning and Additional Sanctions

In addition to issuing a written warning the Disciplinary Committee may decide to suspend a member and/or impose other sanctions. Suspension shall mean suspension of all membership privileges, by way of example and without limitation, this may include: access to UKPSA Forum; access to UKPSA Facebook group; access to similar online forums; eligibility to be signed off to compete in, or officiate at, IPSC matches or events in other IPSC Regions; eligibility to compete in, or officiate at, UKPSA matches at level 2 and above; eligibility to participate in other UKPSA events which are only open to members; eligibility to stand for any Council position; eligibility to vote at any UKPSA meeting; eligibility to speak at any UKPSA meeting. The period of suspension will usually be between 3-12 months, but in extreme cases may be for a period of up to 24 months.

Termination of Membership

Termination of membership will usually only be recommended in cases of gross misconduct or in cases of repeated or multiple offences, be they misconduct or gross misconduct, within a set time period (usually within 12 months). However, during a member's first year of membership of the Association (this shall include members rejoining after their membership was previously terminated), a single case of proven misconduct will usually result in termination of membership. If a member fails to act upon the requirements for improved behaviour and conduct specified in a written warning, or is the subject of a new proven complaint, then the member may have his/her membership terminated in accordance with Article III of the UKPSA Constitution.

Reapplication for Membership

Individuals whose membership is terminated for reasons other than gross misconduct may not reapply for membership until a period of 12 months from the date of the termination has elapsed. Individuals whose membership is terminated for gross misconduct may not reapply

for membership until a period of 24 months from the date of the termination has elapsed. All reapplications for membership are subject to Article III of the UKPSA Constitution as follows:

III Membership

Membership of the Association shall be open to persons or bodies interested in furthering the object of the Association or participating in its organisation but no person or body shall be a member unless his or her or its membership has been accepted by the Council who shall have an absolute discretion not to accept any person or body as a member without giving any reason therefor.

Enforcement of Sanctions

In circumstances where the Disciplinary Committee have determined that an appropriate sanction should be levied against an individual, with the exception of a Verbal Warning, they will impose the sanction as follows:

- 22 days after the formal notification of the outcome/findings of the Disciplinary Committee where no appeal has been received by the Association.
- Immediately following the conclusion of an appeal to Full Council where either the recommendation of the Disciplinary Committee was upheld or the recommended sanction was varied.

Appeals Procedure

In all cases where the Association's disciplinary process has resulted in a recommendation that a sanction should be imposed upon an individual, with the exception of a verbal warning, that individual shall have the right to appeal the matter to Full Council.

If a member chooses to appeal, the appeal must be in writing. The member must state the basis for the appeal as follows:

- **Appeal Against the Decision.** A member may appeal to Full Council against the finding determined by the Disciplinary Committee and should provide details of any incorrect or misapplied facts or arguments which the Disciplinary Committee relied upon in reaching their original decision.
- **Appeal Against the Recommended Sanction.** A member may appeal to Full Council against the sanction recommended by the Disciplinary Committee and should provide details of the mitigating factors or arguments which they believe were not considered when the sanction was determined.

In either case, an individual must send or deliver their appeal to the UKPSA Secretary within 21 days of receipt of the original notification of the outcome/findings of the Disciplinary Committee. Appeals received after this time will in all but the most extenuating of circumstances be rejected.

There may be an appeal hearing at the absolute discretion of Council and, if this is the case, all involved parties should ideally attend a physical meeting if reasonably possible. If not, the hearing will be held by telephone/video conference. As in the previous procedures there is the right to be accompanied or assisted and the hearing may be postponed for up to 7 days to facilitate these arrangements.

All documents pertinent to the complaint (such as the original complaint, the member's response to the original complaint, the Disciplinary Committee's decision, the member's appeal and any other relevant documents) must be delivered to UKPSA Council at least 14 days prior to the appeal hearing so they can be fully prepared for the hearing.

The appeal hearing will be conducted within a reasonable period of the appeal being lodged.

The result of the appeal will be confirmed in writing within 14 days of the appeal meeting.

The direction and decisions of Full Council when considering any appeal shall not be subject to any further appeal.

8. Parliamentary Procedures for the running of General and Council meetings

1. Meetings – At all meetings, it is up to the Chairman to use the rules of parliamentary procedure appropriately so that good order and reasonable decorum are maintained, the business of the meeting goes forward and the rights of all members, both present and absent, are protected.

The Chairman will:

- Ensure that all members have received the definitive agenda within the prescribed notice period and that their agenda items have been included;
- Call the meeting to order at the set time and date;
- Follow the agenda and clarify what is happening and what is being voted on at all times;
- See that the debate is confined to the merits of the question, and that personal comments are avoided.

2. Order of Business – Business will be conducted in accordance with the agenda.

3. Motions – Business is conducted by acting on motions. A subject is introduced by a main motion. Once this motion has been seconded and stated by the Chairman, nothing else should be taken up until it is disposed of. Once a motion has been stated, the mover may not withdraw it without the consent of the meeting. While a main motion is being considered, other parliamentary motions, which affect either the main motion or the general conduct of the meeting may be made.

The parliamentary motions below are listed in order of precedence. When any one of them is pending, another that is listed below it may not be introduced, but another that is listed above it may be introduced.

Motion / Point	Used To:	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed*
Motion to Adjourn	Close the meeting	No	Yes	No	No	Majority
Motion to Recess	Take a break	No	Yes	No	Yes	Majority
Point of Privilege	Complain about noise, room temperature, etc.	Yes	No	No	No	None - Chairman rules
Motion to Table	Temporarily suspend further consideration of something	No	Yes	No	No	Majority
Motion to Call the Question	End debate	No	Yes	No	No	2/3
Motion to Postpone	Postpone consideration of something	No	Yes	Yes	Yes	Majority
Motion to Amend	Amend a motion	No	Yes	Yes	Yes	Majority
Motion to Introduce Business	Introduce a main motion	No	Yes	Yes	Yes	Majority

The parliamentary motions listed below have no order of precedence; any of them may be introduced at any time except when the meeting is considering one of the top three matters from the list above (Motion to Adjourn, Recess or Point of Privilege).

Motion / Point	Used To:	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed*
Point of Order	Object to procedure or personal affront	Yes	No	No	No	None - Chairman rules
Point of Information	Request information	Yes	No	No	No	None
Motion to Call for a Division	Ask for vote by actual count to verify voice vote	Yes	No	No	No	None
Motion to Object to the Consideration of the Question	Object to considering some undiplomatic or improper matter	Yes	No	No	No	2/3
Motion to Take from the Table	Take up a matter previously tabled	Yes	Yes	No	No	Majority
Motion to Reconsider	Reconsider something already disposed of	Yes	Yes	Only if original motion was debatable	No	Majority
Motion to Suspend the Rules	Consider something out of its scheduled order on the agenda	No	Yes	No	No	2/3
Motion to Appeal the Chairman's Ruling	Vote on a ruling by the Chairman	Yes	Yes	Yes	No	Majority

* Unless the UKPSA Constitution specifies a different vote needed for a certain motion to be carried, in which case the UKPSA Constitution takes precedence (e.g. Article VII requires a 2/3 majority for a motion to amend the UKPSA Constitution to be carried).

9. Procedure for Members Participating in IPSC Matches Outside Great Britain

Introduction

The procedure outlined below shall apply in all cases where an UKPSA member wishes to participate in an IPSC match outside Great Britain as a competitor and/or Match Official.

IPSC Competition Rules, January 2017 Edition state:

6.5.1 All competitors and Match Officials must be individual members of the IPSC Region in which they normally reside. Residency is defined as the Region where the individual is ordinarily domiciled for a minimum of 183 days of the twelve months immediately preceding the month in which the match begins. Ordinarily domiciled condition is a physical presence test and does not relate to citizenship or to any address of convenience. The 183 days need not be consecutive or the most recent 183 days of the twelve month period.

6.5.1.1 In any case, match organizers must not accept any competitor or Match Official from another Region unless the Regional Director of that Region has confirmed the competitor's or Match Official's eligibility to participate in the subject match, and that the competitor or Match Official is not under sanction from the IPSC Executive Council.

To enable the UKPSA Regional Director (RD) to confirm eligibility, when a member wishes to participate in an IPSC match outside Great Britain, the member must apply to the RD.

Minimum Criteria Required for the RD to Confirm Eligibility

Competitor

The member must:

- Be a current UKPSA member on the dates of both the application and the match.
- Hold a current Competition Licence in the particular match discipline (e.g. Handgun, Rifle, Shotgun) and, in the case of a Tournament or Grand Tournament, all the relevant disciplines.
- Have successfully competed without disqualification in a minimum of 1 Level III (or higher), or 2 Level II, UKPSA approved match(es) in any UKPSA discipline in the 12 months prior to the application.

Match Official

The member must:

- Be a current UKPSA and NROI member on the dates of both the application and the match.
- Hold a current (not lapsed) NROI rank in the particular match discipline (e.g. Handgun, Rifle, Shotgun) and, in the case of a Tournament or Grand Tournament, all the relevant disciplines.

However, if a member can show extenuating circumstances the application may be referred to Council for consideration.

Application Procedure for Matches up to Level III

The member must contact the RD via email at rd@ukpsa.org stating the following information:

Competitor

- Name.
- UKPSA membership number.
- Competition licence number(s).
- The name, date, venue, and discipline(s) of the UKPSA approved Level II, Level III or higher match(es) successfully competed in during the prior 12 months.
- The name, date, venue, discipline(s) and match organiser's email address of the match outside Great Britain that the member wishes to participate in.

Match Official

- Name.
- UKPSA membership number.
- NROI rank(s).
- The name, date, venue, discipline(s) and match organiser's email address of the match outside Great Britain that the member wishes to participate in.

The RD will check the information supplied and, if the member meets the above criteria, will confirm the member's eligibility to both the member and the match organiser.

It is the member's responsibility to contact the match organiser to apply to enter the match and/or work as a Match Official.

Where there are a number of members attending the same match then one of the group may apply to the RD on behalf of the others. However, all of the relevant information for each member must be supplied.

Application Procedure for Level IV and V Matches**Competitor**

For Level IV and V matches, IPSC allocates a specific number of slots to each IPSC Region. When an UKPSA member wishes to participate in an IPSC Level IV or V match, the member must apply to the RD for one of the slots. Where there are more applicants than available slots, the UKPSA Council shall decide which of the applicants are awarded the slots.

The minimum criteria required and the application procedure are the same as for matches up to Level III, with the exception that it is the RD's responsibility to contact the match organiser.

Match Official**IROA Members**

The provision of certified IROA Officials to Level IV and V matches is managed by the IROA Match Call-Up Procedure (the Procedure). An IROA member who works a Level IV or V match as a Match Official without having been selected through the Procedure, or without the prior permission of the IROA President, may be expelled from IROA. The Procedure requires the IROA President to seek advice confirming the current standing of each applicant from the applicant's RD.

NROI Members who are not IROA Members

The minimum criteria required and the application procedure are the same as for matches up to Level III, with the exception that it is the RD's responsibility to contact the match organiser.

10. Grants to Clubs

Introduction

For a UKPSA affiliated club to be successful in gaining a grant it will have to meet certain criteria.

- Where the club has facilities and is able to, it should be willing to hold a number of open matches within the UKPSA Open Leagues or at Level II or higher for UKPSA members. Number of matches and time period to be specified in the grant application.
- Needs to show how the grant will be used and how it will benefit UKPSA members in particular and Practical Shooting in general.
- Needs to satisfy the Grants Committee that it will meet its obligations should the grant be offered.

The UKPSA may set an annual maximum amount it will offer in grants.

Whilst nothing is set in stone, it is anticipated that the maximum grant per application will be £500 and the affiliated club will be expected to at least match the amount of the grant.

Each application will be looked at on its own merit. The UKPSA Council will appoint a Grants Committee who will examine the application and make recommendations to Council.

Should the grant be for range improvement, the Committee would make an assessment on viability and may make suggestions depending on its findings.

If the grant is for equipment or targetry, the Committee may recommend that the UKPSA supply the relevant goods in lieu of payment.

The affiliated club will be required to report back when the money has been spent. If the grant is not spent within 12 months of award, the club will be required to repay the grant although they will be able to reapply.

Grants Committee

Council will appoint three members of Council to the Grants Committee. The Chairman of the Committee will be the UKPSA Secretary.

Application Process

Applicants should complete the Application Form obtainable from the UKPSA Secretary.

Applicants are required to also submit a written narrative addressing the criteria outlined above and to include plans and photographs to illustrate their application.

The application should include contact details in case of queries and bank details for payment of any grant awarded.

Proposals must be sent by e-mail to: secretary@ukpsa.org

Grant applications may be considered at the next scheduled Council meeting. Where there is insufficient time for the Grants Committee to scrutinise and make recommendations, then the application may be put over to a subsequent Council meeting.

Procedure

The Secretary receives the application from the affiliated club and will circulate to members of the Grants Committee. The application will be included in the agenda of the next appropriate Council meeting.

The Grants Committee will scrutinise the grant application. Where necessary visits to the club concerned may be undertaken.

The Chairman of the Grants Committee will prepare a report of the Committee's recommendations and circulate to Council prior to the meeting where the application will be considered.

Council will deliberate on the recommendations of the Grants Committee. Council may lay down conditions to the awarding of any grant.

The Chairman of the Grants Committee will inform the applicants the decision of Council.

The Treasurer will oversee the transfer of any grant that is awarded.

The Chairman of the Grants Committee will maintain contact with the affiliated club and will report back to Council on the progress of the club's use of the awarded grant.

All correspondence relating to the application and award of any grant, including email, reports and minutes will be maintained by the Secretary for a minimum of 5 years after any application has been considered by Council.