

# AMATOLA

AMATOLA HUNTERS & CONSERVATION ASSOCIATION



# CONSTITUTION

AS AMENDED 01 FEBRUARY 2022

# CONTENTS

SUBJECT	PAGE
Creed	3
Name	3
Objectives	3 - 4
Legal position	4
Affiliations	4
Memberships	4 - 7
Testimonials	7
Financial Year	7
Subscriptions	7
Management of the Association	7 - 8
Powers and Duties of the Executive Committee	8 - 11
Discipline	11 - 12
Profits	12
Meetings	12 - 13
Organised Hunts	13
Amendment of the Constitution	13
Liquidation on Dissolution	14
Shoot Attendance Draw	14
Shooting Awards	14
Addendum : Shooting Range Rules	14 - 16

## CREED

**I, a member of Amatola Hunters and Conservation Association humbly acknowledge the Almighty Creator, and pledge:**

- That I will take from Nature only that which I can utilise and that to which I am entitled.
- To hunt with humility and compassion.
- To conduct myself in the field as a True Sportsman with due consideration to my fellow hunters and all my fellow creatures.
- To obey all Laws, Ordinances and Regulations pertaining to hunting, whether written or unwritten.
- To further my knowledge of all matters pertaining to my chosen interest.
- To improve my skills in the field and with my chosen weapon.
- To respect that which is not mine, that which is owned by generations to come.
- To conserve the very soil, water, plants and wildlife.
- To promote my sport by good deed and good example.

### 1. **NAME:**

The name of the Association shall be the “**Amatola Hunters and Conservation Association**” (incorporating Amatola Hunters, game Conservation and German Association and ECCHA) further referred to here as “**The Association**”.

### 2. **OBJECTIVES:**

- A.**
- i) To promote knowledge, love and respect for wild life.
  - ii) To assist and co-operate with the authorities, other organisations with similar objectives and landowners in the conservation, protection, replenishment and distribution of wildlife.
  - iii) To promote ethical and controlled hunting and to promote the proficiency grading of all members.
  - iv) To conduct training and educational courses for its members with a focus on juniors and disadvantaged sectors of the community.
  - v) To make available controlled hunting opportunities to members of the Association.
  - vi) To promote the strict observance of all Laws, Ordinances and Regulations relating to firearms, hunting and game conservation.
  - vii) To purchase and sell movable and immovable property, to borrow and to invest the Association’s funds in such securities as the Executive Committee deems fit.
  - viii) To pursue its activities without political or sectarian bias.
  - ix) To promote the safe, responsible handling and the correct storage of firearms and to advance the purposes of the Firearm Control Act (Act 60 of 2000) as described in Sections 2 and 8 of the said Act as amended

- x) To perform any other such acts to further the interests of the Association and its members and which are compatible with the constitution.
- B.**
  - i) To maintain and promote cultural activities and traditions associated with hunting and conservation in general.
  - ii) To promote good fellowship between the Association's members and also assisting charitable organisations.
  - iii) To provide social amenities.
  - iv) To provide developed grounds for the above.
  - v) To fulfil all the usual objectives of a social and sports Association and to do all such things as may be necessary for or incidental to such objectives.

### **3. LEGAL POSITION:**

- a) The Association shall be a Public Benefit Organisation in terms of Section 30 of the Income Tax Act.
- b) The Association shall not be liable for its member's debts.
- c) The Association may sue and be sued in the name of the Chairman in a Court of Law within the Republic of South Africa. All processes of law shall be regarded as sufficiently served on the Association if served on the Chairman personally. Neither the Chairman nor Executive Committee shall be personally liable for any damages or loss suffered.
- d) In pursuance, but without limiting the objectives, the Association shall have the power:
  - i) To erect, construct, maintain, improve, alter, manage and control any buildings or other erections.
  - ii) To charge any person/s or class of person/s for admission to all or any of the grounds or buildings or property or social function of the Association and refuse admission to or expel from such grounds or buildings or property any person/s or class of person/s.
  - iii) To remunerate any person, firm, or company rendering services to the Association and in particular any servant of the Association.
  - iv) To do all or any of the above things either as principals, agents, contractors, trustees or otherwise and to do all such things as are incidental or conducive to the attainment of the objects or any of them.

### **4. AFFILIATIONS:**

The Association may affiliate to, or be affiliated to, any association or organisation in order to promote its objectives and interests of the members.

### **5. MEMBERSHIPS:**

#### **a) New Member acceptance:**

- i) Any person applying for membership will do so on the prescribed membership application form which must be completed in full.

- ii) Relevant certificates relating to hunting/shooting are to be attached to the application form.
  - iii) Copy of RSA Identification Book and proof of payment to be supplied.
  - iv) The applicant is required to attend a meeting where he/she must address the members regarding his interest in joining the Association and convince the members of their good intentions.
  - v) Should the applicant live out of town and not be able to attend the meeting, they are to submit a letter regarding their interest in joining the Association and convince the members of their good intentions.
  - vi) The applicant will be allowed membership once a majority vote by the members has taken place.
  - vii) The Executive Committee reserve the right to make a decision for membership of an applicant and the decision taken will be communicated to the applicant by the next monthly meeting.
  - viii) New members who wish to use the Shooting Range must attend a Range Orientation meeting at the facility prior to being permitted to use said facility.
  - ix) When completed, signed documentation recording the range orientation will be placed on members' file and only then may member use the range.
  - x) New members' cell number will only be loaded onto the automated gate system once he/she have attended the Range Orientation lecture.
  - xi) A new member found using the shooting range without attending the Range Orientation lecture, will face disciplinary action.
- b) Excluded from membership shall be any person who has been expelled from any other Association, or any person who has been listed by CHASA as expelled or undesirable. Further exclusion shall be any person convicted in terms of any Law or Ordinance within the RSA, pertaining to the Firearm Control Bill, Provincial Nature Conservation Ordinances, Domestic Violence Act or any Schedule 1 offence as described in the Criminal procedure Act. The annual subscription fees as fixed by the Executive Committee must accompany applications. Membership may be granted by such proof of good conduct as that the Executive Committee may determine. The Executive Committee shall have complete and absolute discretion to accept or refuse any applicant without having to disclose any reasons for the decision. A copy of the Association's Constitution and By-Laws shall be presented to each member.
- a) The Association shall have the following Categories of Membership:
- i) Honorary Member

- ii) Master Member
  - iii) Dedicated Member
  - iv) Senior Member
  - v) Member
  - vi) Veteran Member
  - vii) Junior Member
  - viii) Social Member
  - viv) Associate Member
- b) i) **Honorary Membership** shall be granted by a majority vote at the Annual General Meeting to persons who, in the opinion of the meeting, have rendered exceptional services to the Association, sport hunting and conservation. Honorary Members shall be exempt from payment of membership fees for their lifetime and shall have the same privileges as Members and may participate in and is entitled to vote at meetings of the Association.
- ii) **Master Member:** Any Senior Member who has passed the prescribed theoretical and practical test for Master Hunter.
- iii) **Dedicated Member** Any Member who successfully applies in writing, on the prescribed form, to the Executive Committee. Such member will comply with the requirements as set out in the Firearm Control Act (Act 60 of 2000) and Firearm Control Regulations of 2003 and further, will have successfully completed the prescribed National Proficiency Course as set out in the Skills Development Act (Act 97 of 1998). Such application will only be considered if the applicant is proven to be a reasonably active and responsible member and such member's annual subscriptions are paid up.
- Any member who is a Dedicated Hunter shall, in terms of Regulation 4 (2)(a) and (b) of the Firearms Control Regulations of 2003 as amended, cease to be a Dedicated Member, should such member:
- a) Fail to pay the prescribed annual subscription fees on or before 28 February of each year or;
  - b) Fail to prove that he/she is an active member as prescribed or;
  - c) Be suspended or expelled, as decided upon by a Constituted Disciplinary Committee as described in Section 12 of this Constitution.
- iv) **Senior Member:** Any Member who has successfully completed the prescribed National Proficiency Course. Such member will have attained the age of 21 years and will have been an active member for at least 6 months.
- v) **Member:** Persons over the age of 18 years or whose 18<sup>th</sup> birthday occurs within the first 6 months of the calendar year.
- vi) **Veteran Member** : is person from the age of sixty-five years old who is a current member and has at least five consecutive years membership. Membership will be made up as follows :
- a) Member will be responsible for the full CHASA affiliation fee.
  - b) Members who qualify must apply in writing to the Executive Committee

and if all requirements are met, the reduced fee charged as above.

**vii ) Junior Member:** Means a person who is under the age of 18 years or whose 18<sup>th</sup> birthday does not occur within the first 6 months of the calendar year.

- a) Junior Membership is subject to approval of the Executive Committee and with the full consent of the legal guardian.
- b) Junior Members may participate at Association meetings, but will not be entitled to vote unless they have attained the age of 16 years within the first 6 months of the calendar year.
- c) Junior Members who are active members and have passed the prescribed Junior Hunter's course or National Proficiency Course, will be supported in any application for a firearm licence as prescribed in the Firearm Control Act.
- d) In the instance where a junior member is proven to be an active member such member may apply to complete the prescribed National Proficiency Course.

vii) **Social Member:** Non-hunting members and especially spouses.

viii) **Associate Member:** Any body formed in another centre, whose interest and objectives are the same as those of the Association. Such body shall operate within the parameters of this Constitution and will form a Committee to govern such body. The Associate Body will be answerable to the Executive Committee and as such will keep proper financial records and minutes of meetings. Copies of financial records and minutes meetings will be forwarded to the Executive Committee on a regular basis. A representative of the Associate Body Committee shall attend Executive Committee meetings at least once every quarter.

c) **Guests:**

- i) Members may introduce guests in their company to the Association premises subject to the Constitution and By-Laws of the Association.
- ii) No member shall introduce anyone to the Association's premises who has been rejected as a member or suspended or who has resigned when called upon by the Association's Executive Committee to do so, or who has been expelled.

## 6 **TESTIMONIALS:**

Testimonials can be provided for reasonably active members at the discretion of the Executive Committee.

## 7. **FINANCIAL YEAR:**

The financial year shall be from 1 March to 28 February each year.

## 8. **SUBSCRIPTIONS:**

- i) A member of the Association shall pay such annual fees as is decided upon by the Executive Committee from time to time and must be paid directly to the Association. A once off Admin fee of R100.00 will be paid on acceptance of any new member and any members who renews his membership after the 28 February. This amount is not payable for a Junior member. The membership fee becomes due on the 1<sup>st</sup> March of each year

and is payable by the 31<sup>st</sup> March of the same year. Paid up membership shall be valid for a period of 1 year namely 01 March to 28 February of the following year”.

- ii) Members, whose annual fees are not paid by 31<sup>st</sup> March, will no longer share in any advantages or privileges enjoyed by the members of the Association. Any renewal applications received after 31<sup>st</sup> March will be treated as new applications in terms of Section 5 of this Constitution.

## **9. MANAGEMENT OF THE ASSOCIATION:**

- i) An Executive Committee, who shall be members of the Association and be elected at the Annual General Meeting by a majority of votes, shall manage the affairs of the Association for a period of 1 (one) financial year namely: 1<sup>st</sup> March to 28<sup>th</sup> February. The Executive Committee will be comprised of:
  - a) Chairman
  - b) Vice-Chairman
  - c) Treasurer
  - d) Secretary
  - e) Editor / PRO
  - f) Conservation Officer
  - g) Hunting Opportunities Officer
  - h) Training Officer
  - i) Juniors Co-ordinator
  - j) Juniors Hunters Assistant
  - k) Bow hunting Co-ordinator
  - l) Chief Range Officer/Range Master
  - m) Range Officer Assistant
  - n) Fund Raising Member
  - o) Additional members as deemed necessary by the Executive Committee.
- ii) A member of the Executive Committee, who, without prior notice, absents himself from three consecutive meetings, shall thereafter cease to be a member of the Executive Committee. Vacancies on the Executive, excluding the Chairman and Vice Chairman, shall be filled at the next Executive meeting by majority decision. The post will be held until the next Annual General Meeting. The Vice Chairman will fill the Chairman's position, should the Chairman, for whatever reason, no longer be in a position to continue. Both Chairman and Vice Chairman can only be voted in by members at the Annual General Meeting or at a Special General Meeting, convened for this purpose.
- iii) No person shall be eligible for Chairman unless the person is presently on the current Executive Committee and has served for two consecutive years and for the Vice Chairman, one year's experience on the current committee.



## **10. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE:**

### **A The Executive Committee shall:**

- i) Convene an open meeting at least once per month.
- ii) Invest the funds and assets of the Association in its discretion.
- iii) Open and operate an account with a registered commercial bank. Such account shall operate under the signature of at least any two persons of the Executive Committee.
- iv) Appoint Sub-Committees for special projects and delegate powers and authority specific to that project or task.
- v) Incur such reasonable expenses as it may deem necessary in the day to day conduct of the affairs of the Association and to apply the funds of the Association to meet such expenses.
- vi) Appoint a representative to attend meetings of other organisations affecting the Association. Costs of such attendance to be paid at the discretion of the Executive Committee.

### **B. Duties of Executive Committee Members:**

#### **a) Chairman:**

Further the interests of the Association, ensure that the Constitution is adhered to and that all decisions taken by the Association are carried into effect.

- ii) Preside at all meetings of the Association, where present.
- iii) The Chairman shall have a casting vote.

#### **b) Vice-Chairman:**

i) Together with the Chairman, further the interest of the Association, ensure that the Constitution is adhered to and that all decisions taken by the Association are carried into effect.

- ii) Preside at meetings in the absence of the Chairman.
- iii) The Vice-Chairman shall have a deliberate vote, or if presiding at the meeting, a casting vote.

#### **c) Secretary:**

i) Attend all meetings of the Association and record all minutes of such meetings.

- ii) Make copies of the minutes available to all persons entitled to minutes, at least one week prior to the next meeting.
- iii) Maintain accurate files recording all correspondence.

iv) The Secretary shall have a deliberate vote at meetings of the Executive Committee.

#### **d) Treasurer:**

- i) Maintain up-to-date, proper books of accounts reflecting the financial transactions of the Association and accurately reflect the financial position of the Association.

- ii) Prepare financial statements for the financial year for presentation at the Annual General Meeting.
  - iii) The Treasurer shall have a deliberate vote at meeting of the Association.
- e) **Editor / PRO:**
- i) Publish a newsletter containing matters of interest and forthcoming events pertaining to the Association and its members and distribute this letter to all members at least once every quarter.
  - ii) The Editor shall have a deliberate vote at meetings of the Association.
- f) **Conservation Officer:**
- i) Research opportunities where the Association can become involved in conservation so as to meet the objectives of the Association.
  - ii) Organise and co-ordinate assistance to landowners in preventing and removing snares, stray dogs and illegal hunting.
- iii) The Conservation Officer shall have a deliberate vote at Executive Committee meetings.
- g) **Hunt Procurement Officer:**
- i) Investigate hunting opportunities and present these to members.
  - ii) Further the relationship between farmers, landowners and the Association's members.
  - iii) The Hunt Procurement Officer shall have a deliberate vote at Executive Committee meetings.
- h) **Training Officer:**
- i) Co-ordinate all training courses for members.
  - ii) Keep abreast of any changes or potential changes in National, Provincial and Local Laws and Ordinances that may affect the members, and keep the members informed of such changes.
  - iii) The Training Officer and his assistant/s shall be at least Senior Members.
  - iv) The Training Officer shall have a deliberate vote at Executive Committee meetings.
- i) **Juniors co-ordinator:**
- i) To organise, facilitate and supervise at least 4 Junior activities per annum.
  - ii) To facilitate Juniors training as and when required.
  - iii) The Juniors Co-ordinator shall have a deliberate vote at Executive Committee meetings
- j) **Bow Hunting Co-ordinator**
- i) To facilitate and co-ordinate all activities associated with bow-hunting
  - ii) The Bow Hunting Co-ordinator shall have a deliberate vote at Executive Committee meetings.

k) **Chief Range Officer/ Range Master**

- i) The member selected for this position must have the required experience in order to ensure that shoots are held according to the required safety levels.
- ii) The CRO is responsible for SAFETY and DISCIPLINE on the shooting range.
- iii) The CRO is responsible for drawing up shoots and dates for the Association in consultation with the Executive Committee.
- iv) He will work in consultation with the respective appointed shooting divisions in the Association. These being centre fire rifle, rimfire rifle, handgun, clay pigeon and bow shooting.
- v) Ensures that shoots are held as per the calendar and that Range Officers are scheduled and available to take charge of every shoot.
- vi) Ensures that the proficiency level of Range Officers is maintained and that training sessions with existing Range Officers are held to ensure the required level of proficiency.
- vii) The CRO is to ensure that a fully kitted First Aid box is on site and access must be made available to the duty Range Officer of the day.

l) **Additional Executive Committee Members:**

- i) The Executive Committee shall appoint any Association member to manage any additional portfolio deemed necessary to further the interest of the Association. The duties of the Additional Executive Committee Member will be determined by the Executive Committee at the time of such appointment.
- ii) Additional Executive Committee Members shall have a deliberate vote at Executive Committee meetings.

**NOTE: Any person may hold more than one portfolio, other than Chairman. No person shall have more than one deliberate vote.**

C **Investments:**

The executive committee shall appoint an Investment Portfolio Committee (IPC) consisting of 3 (three) members of the Association of which only one IPC member may serve on the Executive Committee. This committee shall be subject to the directives of the Executive Committee as follows:

- (i) To manage the associations long term investments
- (ii) Provide half yearly reports on the performance of the investment.
- (iii) All 3 (three) IPC member's signatures must be present for any movement of monies or alterations to the investment portfolio.

- (iv) Should the services of a member of the IPC not be available to the Association for any reason, the Executive Committee must replace the IPC member at the earliest opportunity after consultation with the members of the Association at an open meeting.

## **11. DISCIPLINE:**

1. The following acts or omissions by members will be regarded as serious misconduct and shall be subject to disciplinary action:
  - a) A serious breach of the Constitution;
  - b) Committing an offence of the Law relating to hunting, firearms, conservation of game;
  - c) A serious breach of the Association's or CHASA's code of good conduct;
  - d) Creates a disturbance at any function of the Association or behaves in an unseemly manner;
  - e) By his/her behavior or utterances brings the name of the Association into ill repute;
  - f) Who fails to abide by the Rules of the Shooting Range, or fails to obey the instructions of the Range Officer
2. In the event of the above, the Executive Committee shall appoint an unbiased five-member sub-committee to further investigate and make a decision on the matter. Such sub-committee shall be entitled to suspend, expel or reprimand the affected member after providing the opportunity to defend any allegations brought against him/her.
3. The member so disciplined shall have the right of appeal to the Executive Committee against any decision of the Disciplinary Committee
4. The member so disciplined shall have the right of appeal to CHASA, at his/her own expense, against any decision of the Executive Committee.
5. Any member, who shall have been expelled or shall have resigned in terms of this clause, shall forthwith cease to hold any interest in the Association and shall forfeit any subscription he/she may have paid to the Association and shall forfeit any other rights and interest that he/she may have had in the assets of the Association.

## **12. PROFITS:**

No profit from the sale of liquor, food, or any other commodity on behalf of the Association, shall accrue to any individual member.

## **13. MEETINGS:**

### **A. Executive Committee Meetings:**

- a) All Executive Committee meetings should be open for all members to attend.
- b) A committee meeting is to be held once per quarter and as and when required. The committee will also meet prior to the Open Meeting if necessary. Email and social media messaging systems are also to be used for communication

purposes.

- c) Only Executive Committee members are permitted to vote, a quorum will be a two-thirds majority of Executive Committee members.
- d) No alcohol will be permitted at any meetings until the meeting is officially closed.

**B. Open Meetings**

- a) At least one open meeting shall be held per month followed by a social gathering thereafter.
- b) Members present shall be kept informed of all developments relating to each portfolio of the executive committee and, from time to time, as decided by the Executive Committee, shall be consulted on matters relating to the day to day functions of the association.

**C. Annual General Meetings:**

- a) The Annual General Meeting shall be held in April each year at a time and venue to be fixed by the Executive Committee.
- b) Notice of an Annual General Meeting shall be given by way of either a written notice to all members to the last known address or alternatively via SMS notification to the last known cell phone number. The notifications shall be posted or sent via SMS at least fourteen days before the proposed meeting.
- c) In the absence of the Chairman, the Vice Chairman shall preside. In the event of both being absent, the members shall elect an acting Chairman from amongst the members present.
- d) The members present at an Annual General Meeting shall form a quorum.
- e) All resolutions at such a meeting shall be passed by an ordinary majority vote.
- f) Proxy's will only be accepted if received in writing and must be read out before voting takes place. Proxy's will only be accepted at the discretion of the Executive Committee if sufficient reason is given for non attendance.
- g) The business of the Annual General Meeting shall be:
  - i) The disposal of minutes of the previous Annual General Meeting and any Special General Meeting where applicable.
  - ii) To receive, from the Chairman, the report of the Executive Committee.
  - iii) To consider and adopt the Financial statements of the Association.
  - iv) To appoint an auditor if required. The auditor shall have access to all records. The Executive Committee shall be indemnified from liability if they have executed their duties in good faith or without neglect.
  - v) To elect the Executive Committee for the ensuing year.
  - vi) To elect Honorary Members
  - vii) To dispose of such matters which usually constitute part of a General Meeting.

**D. Special General Meetings:**

Special General Meetings may be convened by the Chairman or in his absence,

the Vice Chairman. Such meeting shall be convened by the Executive Committee after considering such request from the members. Only issues for which this meeting was convened shall be discussed. Special General Meetings shall be advertised in the same manner as Annual General Meetings.

**14. ORGANISED HUNTS:**

The Association shall endeavour to provide hunting opportunities in order to meet the needs of the members.

**15. AMENDMENT OF THE CONSTITUTION:**

The Constitution of the Association may, by a two-thirds majority of the members present, be repealed, substituted, amended or added to at any Annual or Special General Meeting, where due notice of such has been given.

**16. LIQUIDATION ON DISSOLUTION:**

The Association can be liquidated or dissolved by a decision taken by at least a two-thirds of the total membership who must do so, in person, at a Special General Meeting called for that purpose. On dissolution, the Association's assets shall be transferred in 3 equal parts to namely: CHASA and 2 (two) South African Conservation Organisations. These Organisations shall be decided at a Special General Meeting convened for this purpose.

**17. SHOOT ATTENDANCE DRAW:**

To encourage shooting within the Association, a Shoot Attendance Draw will take place at the Annual Prize Giving. Eligible members will be those who have attended 50% or more organised Association shoots in each year. A single name will be entered into the draw per eligible member. The cash prize of R2500.00 is to be handed to the winner at the Prize Giving.

**18. SHOOTING AWARDS :**

Awards, certificates or trophies will only be awarded to members who have solely represented the Association in shooting competitions or at the Sports Shooting events laid out by CHASA which is shot by the Association on a monthly basis.

If the member is also a member of another hunting association, the member must have represented Amatola Hunters in all events for which he is receiving the award. Should the member not have competed in any competitions offered by other hunting clubs, then he will be eligible for the prize. This means that if he competes in sports shoots at other hunting clubs and representing said clubs, he will not be eligible for prizes at Amatola Hunters.

This ruling applies for each of the shooting disciplines and all firearm categories.

**ADDENDUM**

## SHOOTING RANGE RULES

1. No shooting will take place until notice of "Range Open" and Red Flags are in place and range is Cleared and declared Closed.
2. No shooting will take place until the range register has been filled in, and each shottist has completed and signed the indemnity form.
3. No shooting will take place until all access points have been secured.
4. No firearms will be loaded unless shottists are instructed by the Range Officer or Range Officials.
5. All shottists will unload their firearms immediately when instructed to do so by the Range Officer or Range Officials.
6. Shottists will ensure that their firearms are safe at all times.
7. Shottists will obey the instructions of the Range Officer or Range Official without question.
  
8. Shottists, on the command of the Range Officer or Range Official, will in line abreast formation advance to the new position or to the target for inspection and will in line abreast formation, return to the shooting position.
9. All shottists, when moving on the range, will ensure that their actions (bolts) are open and the firearm is to be BAGGED and UNBAGGED on the command of the Range Officer.
10. All shottists, when not shooting, will ensure that their firearms are cased or bagged.
11. No spectators shall be closer than ten meters from the rear of the firing position, except in the instances:
  - a. The shottist is a junior and a parent is in proximity (under the supervision of the Range Office or a Range Official.)
  - b. The shottist is using a firearm not licensed to him, the license holder is to be in proximity (under the supervision of the Range Officer or a Range Official).
13. No motor vehicle shall be closer than 10 meters to the rear of the first firing position.
14. Any Association member who fails to obey the instructions of the Range Officer or Range Official will face disciplinary action.
15. Any visiting shottist who disobeys the Range Officer or Range Official will be reported to the Association, Institution or employer to which the shottist belongs.
16. Upon completion of a shooting exercise, all firearms will be inspected and declared safe before the firearms are cased or bagged, or in the instance of self-defence weapons, which shall be properly holstered.
17. All shottists are to wear ear and eye protection.
18. No targets other than the proper designated targets affixed to the target frames are to be used. (No bottles, tins, etc.)
19. Upon completion of a shooting exercise, all shottists will ensure that the range is cleaned of all rubbish including spent cases, cigarette butts and the like. Target frames, flags and signs are to be recovered and stored.
20. The Range Officer is to complete an Incident Report if an incident occurs on the Range i.e. Injury or accident, primer bursting etc.
21. Any incident resulting in injury caused by a firearm shall be reported to the South

African Police Services immediately.

22. No working on firearms behind the shooting point. All firearms being brought to the shooting point are to remain in a bag. Barrels are to always point downrange at all time and under all circumstances.
23. Should shottists wish to set up or inspect targets when there is no Range Officer on duty, he should attract the attention of all shottists and request permission from them. All firearms are to be made safe before shottists may move forward. All actions are to be open. Shottists remaining at shooting point may not touch their firearms or look through their scopes until everyone has returned and is back at the shooting point.
24. If a Range Officer is present, he will declare the range OPEN and the shottist can move forward. On the return of everyone, the Range Officer will declare the range to be CLEAR and CLOSED.
25. Alcohol may only be enjoyed in the enclosed braai area. Signage of rules pertaining alcohol use and consequences of transgression are to be placed at the entrance to the braai area.
  - a. First Offence : 6 months suspension from the shooting range.
  - b. Second Offence : Total ban from shooting range.
  - c. A Range Officer may request a member arriving at the range who suspected to be under the influence of an intoxicating substance, to blow the Red Line breathalyser. Should the person refuse the test, they are to leave the Range immediately and may have further disciplinary action taken against them.
  - d. After partaking in alcohol, member may not enter the Range shooting area to watch a shoot, even if they are no longer have alcohol with them.