

TRINIDAD RIFLE ASSOCIATION

(EST 1879)



RULES AND REGULATIONS OF THE TRINIDAD RIFLE ASSOCIATION

PREAMBLE

Whereas it is enacted by section 8 (1) of Act No. 27 of 1975. An act of parliament to which that section applies, these rules and regulations shall hereby revoke all other rules and regulations and are now made in accordance with that section and shall be cited as the Trinidad Rifle Association's Rules and Regulations.

FOREWORD

It is the Members' responsibility to familiarize themselves with these Rules and Regulations and if at any time in doubt, the Committee's guidance should be sought.

AUTHORISATION

The following Rules and Regulations of the Trinidad Rifle Association were adopted at the Annual General Meeting of the Trinidad Rifle Association held on the Association's 25 Metre Range, Tucker Valley Chaguaramas on 20th April 2024.

**THE RULES AND REGULATIONS
OF THE
TRINIDAD RIFLE ASSOCIATION**

Schedule II

The Association shall be called the “**TRINIDAD RIFLE ASSOCIATION Est. 1879.**”

In these Rules and Regulations, the masculine gender used in relation to any physical person (for example, names such as President, Vice-President, Chairman, Member, Employee, Vice-Captain, Official, Athlete, Competitor, Candidate or pronouns such as He, She, Himself, They or Them) shall, unless there is a specific provision to the contrary, be understood as including the feminine gender.

1. DEFINITIONS

In these Rules and Regulations (unless the context otherwise requires) the following words and expressions shall have the following meanings:

- a. “**Annual Subscription**” has the meaning given to it in Rule 8.
- b. “**Association**” means the Trinidad Rifle Association.
- c. “**Entrance Fee**” means the approved sum to be paid by a Member upon being approved by as a Member of the Association.
- d. “**International Olympic Committee**” means the supreme authority of the Olympic Movement
- e. “**Management Committee**” has the meaning given to it in Rule 17.
- f. “**Marksmanship**” means precision shooting using Rifle, Pistol and Shotgun (for sport shooting)
- g. “**Members**” mean the duly approved members of the Association.
- h. “**Rules and Regulations**” means these rules and regulations.
- i. “**Olympic Charter**” means the fundamental principles of Olympism, and the rules & bye laws adopted by the International Olympic Committee”
- j. “**Territory**” means the Republic of Trinidad and Tobago.

2. COLOURS, EMBLEM AND FLAG

- a. **Colours:** The colours of the Association shall be Red, Black, Gold & Green.
- b. **Emblem of the Association:** The graphic mark, logo or symbol exclusively used by the Trinidad Rifle Association to aid and promote instant public recognition. The Association's logo is purely graphic using the colours Red, White, Black, Gold and Green and designed with the name of the Association embedded in a gold crest as described in Schedule III.
- c. **Flag:** The Association's Flag shall be placed on a white background with the name of the Association at the upper most portion of the flag and the Emblem/Logo placed in the centre most area of the flag. The dimensions of the Association's Flag shall be five feet (5') in length by three (3') feet in width (5'x3') as described in Schedule IV.

3. ASSOCIATION'S YEAR

The Association's year shall coincide with the calendar year.

4. THE OBJECTIVES OF THE ASSOCIATION:

The objectives of the Association shall be:

- a. The promotion and encouragement of marksmanship with firearms, including but not limited to Rifle Pistol and Shotgun.
- b. To encourage, promote and support the principle of equality of men and women in Sport.
- c. To encourage and support the measures against doping in Sport.
- d. To encourage and support the development of sport for all.
- e. To abide by the Olympic Charter of the International Olympic Committee
- f. To abide by the Sexual Offences Act of Trinidad and Tobago.
- g. To include in the Rules and Regulations of the Association to abide by the Children's Authority Act of Trinidad and Tobago.

5. **RESPONSIBILITIES OF THE MEMBERS**

- a. Members of the Association shall band together for the growth and development of the Association.
- b. Members must encourage and support the efforts of the Association to continue to develop and co-ordinate sport and sport competitions in Trinidad and Tobago.
- c. Members shall at all times uphold the Rules of the Association and not bring the Association into disrepute.

6. **FINANCE**

- a. The Financial Year of The Association shall end on the 31st day of December each year.
- b. The Accounts of the Association shall always be open to the inspection of the members of the Association or any member of the Management Committee giving seven (7) days' written notice.
- c. The Financial records of The Association shall not be open to the inspection of anyone who is not a member of the Association, except as instructed by court order or as authorised by the Management Committee or by a majority vote of the members of The Association at any meeting.
- d. All financial expenditure, with the exception of monthly recurring expenses such as rent, utilities, maintenance and salaries shall be approved by the Management Committee upon a majority vote.
- e. All loans to be acquired by the Association shall be first approved by the Management Committee upon a majority vote.

7. **APPLICATION FOR MEMBERSHIP**

Membership is open to persons of good character and may be of seven classes namely - Life Members, Ordinary Members, Associate Members, Service Members, Temporary Members, Junior Members and Honorary Members.

- a. **Ordinary Membership:** National or Residents in the Territory who are duly proposed and seconded by Members of the Association in good standing on the prescribed form, may be approved by the Management Committee to Ordinary Membership. An Ordinary Member shall pay the Entrance Fee and the Membership Fee as required, shall have voting rights and be eligible to be elected to serve on any Committee.
- b. **Associate Membership:** An Associate Member is not required to pay the Entrance Fee however is subjected to the Annual Subscription Fee. An Associate Member is not eligible to attend any meetings. Nor shall they have voting rights or hold any office in the Association. An Associate Member may be allowed to engage in all range activities including all competitions and be eligible for selection for National Representation.
- c. **Service Membership:** All employees of the Trinidad and Tobago Defence Force, the Trinidad and Tobago Cadet Force, the Trinidad and Tobago Police Service, Trinidad and Tobago Customs and Excise Division and the Trinidad and Tobago Prisons Service shall be Service Members. A Service Member may be allowed to engage in all sport shooting activities only on the days and times the Association's Members are present. A Service Member must however produce evidence of their respective organization's employment. A Service Member may be elected to Ordinary Membership under Rule 7.a.
- d. **Temporary Membership:** Visitors to the Territory may be approved by the Management Committee to Temporary Membership for a period not exceeding three months. Temporary Members shall have no voting rights nor shall they hold office in the Association. A Temporary Member shall be required to pay the membership fee as may be determined by the Management Committee from time to time.
- e. **Junior Membership:** Any person between the ages of twelve (12) to twenty-one (21) may be admitted as a Junior Member subject the application made on the prescribed application form.
 - i. Anyone wishing to become a junior member must obtain written consent from a parent/legal guardian before any consideration can be given.

- ii. A junior member be allowed to engage in shooting activities within the guidelines of the laws of Trinidad and Tobago.
 - iii. At all times a junior member must be under the direct supervision of a responsible parent/legal guardian whilst at the range facilities.
 - iv. A junior member shall remain in the Junior category until the age of 21 years on the day of competition after which he/she will be required to fall within the category of adult and complete the appropriate application form and pay the applicable membership fees.
- f. **Honorary Members:** The holders of the following offices shall be Honorary Members of the Association:
- a. The Minister of National Security
 - b. The Minister of Sport
 - c. The Commissioner of Police
 - d. The Commissioner of Prisons and
 - e. Such other persons as the Management Committee may approve from time to time.

Honorary Members shall have no voting rights or hold any office in the Association. No Fees shall be applicable to Honorary Members.

- g. **Life Membership:** A member in good standing who has made a contribution to the Association of \$25,000.00 may be nominated to Life Membership. A Life Member shall be exempt from the Annual Subscription fees and enjoy all privileges of Ordinary membership.
- i. Nominations shall be communicated to the Office of the Honorary Secretary in writing three (3) months prior to the date of the next Annual General Meeting, but not less than twenty-one (21) days prior to the Annual General Meeting.
 - ii. Life Membership shall be approved at an Annual General Meeting and nominations for such shall be every triennial. In the year of the triennial, only five (5) nominations will be accepted.

8. APPROVAL FOR MEMBERSHIP

- a. The Management Committee shall have the sole right of approving Membership. Every candidate for Membership shall be proposed and seconded by Members of the Association in good standing.
- b. All Ordinary Members shall pay the Entrance Fee and the Annual Subscription which shall be fixed by the Management Committee.
- c. The names and photographs of all applicants together with the names of the members who have proposed an applicant for membership shall be posted by the Honorary Secretary on the Association's notice boards for a period of one month. Any Member who has an objection to an applicant shall inform the Honorary Secretary of the reasons in writing, which shall be submitted to the Management Committee.
- d. A vote of two-thirds of the Members of the Management Committee present at a meeting shall be necessary for the approval of an applicant.
- e. The Honorary Secretary shall forthwith inform such applicant notice of his approval together with a copy of the Association's Rules & Regulations.
- f. Any applicant not approved for membership may be informed of such in writing and shall not be admitted to the Association's facilities as a visitor or otherwise. The Association is not obligated to give the reason/s for an applicant not approved.
- g. Any candidate, who has not been approved, may be eligible to re-apply after a period of twelve months from the date of the non-approval letter.
- h. Each Applicant accepted to membership shall be bound by all the Rules and Regulations outlined herein.
- i. Any Member who has changed his address and or any other contacts shall immediately inform the Honorary Secretary in writing.

9. Annual Subscriptions

- a. The Annual Subscription fee for all classes of membership shall be fixed by the Management Committee from time to time.

- b. The Annual Subscription becomes payable on the 1st day of January of each year.
- c. Any Member who has failed to pay his Annual Subscriptions by the 31st March shall cease to be a Member of the Association and the Honorary Secretary shall notify the Commissioner of Police accordingly. A Member who has been so struck off may be reinstated by the Management Committee subject to Section 8 of the Rules herein.
- d. Any Member who has been struck off or resigns shall not be permitted to use the Range Facilities.

10. **RESIGNATION OF MEMBERSHIP**

Any Member may resign from the Association by giving notice in writing to the Honorary Secretary, prior to the 1st March after which date no notice of resignation shall exempt the Member from payment of the current year's Annual Subscription.

11. **PROPERTY OF THE ASSOCIATION**

The property of the Association shall belong to the Members of the Association, who hold the property in trust for the Association. No Member shall by reason of his membership have any transmissible or assignable interest by operation of law or otherwise in any of the property of the Association. If a person ceases to be a Member by death, resignation or otherwise, all his interest in the property of the Association shall cease and shall not be transferable to anyone.

12. **ACQUISITION OF INTERNATIONAL AFFILIATIONS**

The Association shall acquire, maintain and manage affiliations from international, regional or local sporting organisations as may be necessary. All affiliations shall belong to the Association and shall not be transferred or disposed of by any means possible. The Association shall remain affiliated to the Trinidad and Tobago Olympic Committee.

13. AFFILIATION TO THE ASSOCIATION

13.1 To be affiliated to the Association means to be associated as a subordinate or subsidiary, to the Association.

13.2 A sport shooting organization shall be considered for affiliation to the Association on the following conditions outlined below:

- a. The applicant must submit a detailed history of the organization, explaining its structure and the discipline of the sport in which it participates;
- b. The applicant must submit the number of members the organization currently holds;
- c. The applicant must submit the names and contacts of the organization's officers;
- d. The applicant must submit a copy of the organization's constitution, including the Articles of incorporation or continuance as the case may be, the Certificate of Incorporation and By-Laws which has been filed with the Ministry of Legal Affairs; and
- e. The applicant must submit the minutes of the last Annual General Meeting.
- f. The applicant may be required to provide additional information such as the Audited Financial Accounts of the last fiscal year

13.3 Upon approval the applicant shall be required to pay the fees applicable for affiliation within thirty days (30) of written notice.

14. CONDITIONS OF CONTINUED AFFILIATION

- a. Each sport shooting organization affiliated to the Association shall on January 1st but no later than March 1st of each year submit the following:
- b. A copy of the organization's Minutes of the Annual General Meeting and if required, any additional information such as the Audited Financial Report.
- c. Request for the use of the Association's facilities must be made in writing to the Honorary Secretary at least thirty days before the organization requires the use of

the facilities. Such requests will be reviewed by the Management Committee before consideration can be given.

- d. All affiliated organizations must submit to the Association on or before November 31st of each year a proposed annual budget for the following year to be included in the Association's Annual Subvention request.
- e. Members of an organization that are affiliated to the Association may partake in activities approved by the Association, but must show proof of his respective organization's membership. This does not apply to activities that are sanctioned or recognised by Local, Regional and International bodies to which the Trinidad Rifle Association is affiliated.
- f. Submit a copy of the annual returns filed with the Ministry of Legal Affairs, each year.

15. SUSPENSION OR TERMINATION OF AFFILIATION

The Association may suspend or terminate an organization's affiliation for any of the following reasons:

- a. If the organization has not paid the affiliation fees, submit the minutes of the Annual General Meeting and the current annual returns. Such becomes due on January 1st but no later than March 1st of each year.
- b. If a written notice to discontinue affiliation is received from the President or Secretary of the affiliated organization.
- c. If the Organisation is in breach of the Trinidad Rifle Association's Constitution and/or the Laws governing the Republic of Trinidad and Tobago.
- d. Upon written notice to the President or Secretary of suspension or termination, the organization has thirty days (30) upon receipt of notice to appeal.
- e. The final decision shall be that of the Management Committee of the Association

16. ANNUAL GENERAL MEETING

- a. The Association may provide for any meeting hearing of related activity which is being conducted in accordance with the Association's Constitution, to be

conducted (entirely or partially) by electronic communication. Such electronic communication employed must enable all persons to participating in that meeting to communicate without any intermediary, and to participate reasonably and effectively in the meeting.

- b. The Annual General Meeting shall be held annually, on or before March 31st of each year, of which twenty Members shall form the quorum, the date and place being determined by the Management Committee of which 21 days' notice, together with the agenda shall be given to each Member of the Association. Should such meeting not be held on the aforementioned date, the existing Committee shall continue to execute the duties for a period that shall not exceed ninety (90) days. Should a quorum not be obtained within thirty (30) minutes of the scheduled start time of the Annual General Meeting the Chairman shall adjourn the said meeting to a fixed a date and time of which twenty (20) members shall form the quorum. The procedure of the Annual General Meeting shall be as follows:
- c. At the Annual General Meeting, a report shall be presented upon the work of the Association and the audited statement of its financial position submitted.
- d. The following business of the Association shall also be transacted at the Annual General Meeting:
- e. Elections of Officers which shall be bi-annually and by secret ballot.
- f. Any other business of the Association for which Members shall have given 21 days' previous notice and shall be included on the agenda given to the Members present at the Annual General Meeting.
- g. The approval of the auditor.
- h. All motions or resolutions duly proposed and seconded shall be received by the Honorary Secretary 21 days before the Annual General Meeting and shall be determined by a show of hands, a majority of those Members voting being sufficient to carry a motion, except in those cases when under these Rules and Regulations a different method of procedure has been laid down.
- i. No Member will be allowed to vote by proxy.

- j. All Members including the President and the (Honorary Life Vice President) shall have a vote.

17. **EXTRA-ORDINARY GENERAL MEETING**

The Honorary Secretary shall convene an Extra-Ordinary General Meeting of the Association on the written requisition of a quorum of the Committee or of any fifty (50) Members of the Association. Such requisition shall state the particular object of the business to be transacted at such meeting. The nature of the business to be transacted at the meeting shall be communicated in writing by the Honorary Secretary to every Member at least seven (7) days before the date on which such meeting shall be held. The quorum at an Extra-Ordinary General Meeting shall be thirty (30) Members. Should a quorum not be obtained within thirty (30) minutes of the scheduled start time of the Extra-Ordinary General Meeting the Chairman shall adjourn the said meeting to a fixed a date and time of which twenty (20) members shall form the quorum.

18. **OFFICERS OF THE MANAGEMENT COMMITTEE**

The Management Committee shall be comprised of the following officers:

- a. President
- b. Honorary Secretary
- c. Honorary Treasurer
- d. Captain of the Association
- e. Vice-Captain Fullbore
- f. Vice-Captain Smallbore - Rifle
- g. Vice-Captain Smallbore - Pistol
- h. Vice-Captain Practical
- i. Public Relations Officer
- j. Two (2) Trustees: The Trustees shall be elected in the year when there is no

19. **POWERS OF THE COMMITTEE**

- a. The entire management and affairs of the Association shall be the sole responsibility of the Management Committee.
- b. The Management Committee shall have the power to:
- c. Make regulations for the good administration of the Association.
- d. Authorise any expenditure of money that is necessary for the administration of the Association and shall institute an internal audit whenever necessary.
- e. Fill any vacancy that may occur during the year and to make provisional appointments as necessary.
- f. Shall have the power to grant or revoke Life Membership
- g. There shall be three signing officers of the Association: The Honorary Vice President, the Honorary Secretary and the Honorary Treasurer.
- h. **Sub-Committees:** The Management Committee shall appoint a Firearms SubCommittee and a Disciplinary Sub-Committee and shall have the power to appoint any other sub-committees as may be deemed necessary from time to time.
- i. An Independent Firearm /Ammunition Dealer shall not be eligible for nomination to serve on the Management Committee or any Sub-Committee of the Association.
- j. A member of a Management Committee of another shooting organization profit/non-profit shall not be eligible to serve on the Management Committee or any Sub-Committee of the Association.

20. **VACANCY**

The Management Committee shall fill any vacancy on the Management Committee which may arise from time to time.

21. **QUORUM**

Seven members of the Management Committee shall form a quorum to manage the affairs of the Association.

22. **THE ROLE OF THE MEMBERS OF THE COMMITTEE**

- a. **The Chairman:** The President, shall be the chairman of a General Meeting of the Association. In the absence of the President, a chairman duly proposed and seconded, shall be elected to preside. The Chairman shall ensure that the Rules and Regulations of the Association are upheld. The Chairman shall have a casting vote as well as a deliberate vote.
- b. **The Honorary Secretary:** The Honorary Secretary shall convene all meetings and shall be responsible for the preparation of the meeting, agenda, minutes and administration. The Honorary Secretary shall be responsible for the correspondence of the Association and shall maintain a register of Members. The Honorary Secretary shall present a report upon the working of the Management Committee at the Annual General Meeting and shall inform the Committee of the names of all Ordinary Members who have not paid their subscriptions by 31st March.
- c. **The Honorary Treasurer:** The Honorary Treasurer shall be responsible for the financial reports and accounts to the Committee at the Committee meetings. The Treasurer is authorized to meet incidental expenses as may be deemed necessary. The Treasurer shall be responsible for the preparation of the annual balance sheet and for the provision of all the necessary books, documents and vouchers for inspection by the auditors. He shall produce in draft the audited balance sheet and the annual accounts to the Committee and present the audited accounts to the Annual General Meeting for approval and shall at the same time make a statement on the financial position of the Association.
- d. **The Association's Captain:** The Association's Captain shall establish the lead in terms of appearance, attendance, demeanour, responsibility and dedication to all sport shooting disciplines and shall assemble and organize touring teams. The Association's Captain must assist in conducting trials and competition, maintain decorum within the team and take charge when Members are out of line. He must inform the Honorary Secretary in **Writing** of situations that are unsafe or not in the best interests of Members and visitors. The Association's Captain must ensure

that **ALL** of the Association's equipment, including firearms, are properly maintained, cleaned and inspected on a quarterly basis.

- e. **The Role of the Vice Captains:** The role of each Vice Captain is to lead, support, inspire and represent the members of their respective Section fairly and consistently at all times. The Vice Captain will act as a role model for the Section and their team. The Vice Captains' role exists within the Management Committee structure and reports to the Association's Captain.
- f. **The Trustees:** The Trustees are entrusted with the legal responsibility for the overall management and decision making of the Association and must act in the best interest of the Association. The Trustees are to ensure that the Association remains sustainable and ensure the Association is working within the law and is legally accountable for the Association's assets, monitor and ensure the Association is meeting its objectives and ensure that the Association is working effectively and efficiently.
- g. **The Public Relations Officer:** The Public Relations Officer must keep an eye on public opinion about the Association, develop and implement communication strategies for the Association, advise the Management Committee on communication issues and strategies. The Public Relations Officer must plan public relations programs including the preparation of budgets, respond to enquiries from the public, media and other organisations. He shall arrange interviews with journalists, prepare and distribute news releases and make statements to the media, write, edit and arrange production of newsletters, inhouse magazines, pamphlets /brochures. He will prepare speeches and make public presentations, organize special events such as open days /family days, visits, exhibitions and functions. The Public Relations Officer will consult with the Management Committee before publishing any material pertaining to the Association and its activities.

23. **END OF TERM OF OFFICE**

Term of office or term in office refers to the length of time a person elected, serves on the Management Committee. Members whose term of office has ended,

must turn in promptly all records, books, equipment and all other assets belonging to the Association that may be in their possession during their term in office.

Term of Office may end on the happening of any of the following events:

- a. Failure to re-gain a position on the Committee
- b. The death of the member
- c. An adjudication pursuant to a quo warrant of proceeding declaring that the member is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the member will not be able to perform the duties of his or her office for the remainder of his or her term.
- d. Upon his or her resignation
- e. Upon his or her removal from the Committee
- f. Upon his or her ceasing to be a resident or citizen of the Republic of Trinidad & Tobago.
- g. Upon his or her absence from three (3) consecutive management meetings without reason, the management committee may upon a majority vote remove the member.
- h. Upon his or her ceasing to discharge the duties of his or her office, except when prevented by sickness, or when absent from the Republic of Trinidad & Tobago with the permission required by law.
- i. Upon his or her conviction of a felony or of any offense involving a violation of his or her official duties. An officer shall be deemed to have been convicted under this subdivision when the court's judgment is entered. For purposes of this subdivision, "trial court judgment" means a judgment by the courts either sentencing the officer or otherwise upholding and implementing the plea, verdict, or finding
- j. His or her commitment to a hospital or sanatorium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

24. **THE DISCIPLINARY COMMITTEE**

The Disciplinary Committee shall be formed immediately after the Annual General Meeting, and shall be comprised of four members elected by the Management Committee.

- a. The Disciplinary Committee considers all matters constituting or pertaining to any breach of the rules and regulations of the Association and shall be empowered to handle all complaints of misconduct, breach of the Rules and Regulations of the Association or any matter/s that may arise from time to time.
- b. A Member may be suspended or expelled from the Association for the following reasons, which are not limited to:
 - i. Use of obscene language on the range or while on tour;
 - ii. Gross misconduct on the range which may bring harm to himself, to a Member or visitor;
 - iii. Gross misconduct at any competition locally, regionally or internationally which may bring embarrassment to the Association and to Trinidad and Tobago;
- c. The removal of the Association's asset without the written permission of the Honorary President, the Honorary Vice President, the Honorary Secretary or the Trustee(s);
- d. Forgery including the falsifying of any document(s);
- e. The use of prohibited substances such as drugs and/or alcohol before or during a competition;
- f. The loss of his/her target firearm (s) and/the Association's firearm (s) due to neglect;
- g. Any such loss as mentioned in Rule 23.7 shall be communicated in writing to the office of the Honorary Secretary within twenty four (24) hours.
- h. Cheating or tampering with scores during trials or competitions locally, regionally or internationally;
- i. A conviction relating to a breach in the Firearms Act of Trinidad and Tobago that may be laid upon him by a police officer or court;

- j. A charge relating to a criminal offence that may be laid upon him by a Police officer or court;
- k. Appearing in presentations (television, articles and radio) relating to the Association without giving notification to the Honorary Secretary and the Public Relations Officer;
- l. Comments made to television, radio and newspaper articles which may bring embarrassment and injury to the Sport and /the Association;
- m. Any conduct which the Disciplinary Committee may deem to be harmful or may bring the Association into disrepute.
- n. Any attempt to undermine or subvert the Association
- o. Before a member is suspended or expelled, he shall be given the opportunity to present his case (**to be heard**) stating the reason/s for his actions which have led him to be placed on disciplinary charges. The Member shall:
 - p. Receive written notice from the Honorary Secretary of the nature of the charge/complaint against him inviting the member to a meeting to be heard:
 - q. The Member shall be given fourteen (14) days from the receipt of the written notice to respond and present his case;
 - r. The Member shall send his reply in writing, to the charge/complaint being made against him
 - s. The Member shall be given the opportunity to meet with the Disciplinary Committee and the accuser if applicable, to present any further information;
 - t. The Disciplinary Committee will prepare a report to the Management Committee who shall after discussion, make the final decision and inform the Member of such;
- u. If the member is found guilty of being in breach of the Rules and Regulations of the Association, the following actions may apply based on the recommendations of the Disciplinary Committee:
 - I. A verbal warning
 - II. A written warning

- III. Suspension from the Association for a term no less than three (3) months
 - IV. Expulsion from the Association
 - V. A member who has been suspended or expelled or so aggrieved may seek mediation.
- v. A Member who has been suspended or expelled shall not be permitted on the range;
 - w. A Member so expelled shall have the right of appeal within seven (7) days of the notification by the Management Committee to a special general meeting through the Honorary Secretary who shall summon a meeting within twenty-one (21) days after receipt of the notice of appeal. The Appeal Committee shall be comprised of five (5) members. The vote shall be by ballot;
 - x. A member who's conduct which has brought the Country, Sport or Association into disrepute shall not be allowed to renew his/her membership subject to 23.17
 - y. A Member who has been expelled shall not be reconsidered for membership.

25. REMOVAL FROM THE MANAGEMENT COMMITTEE

A member of the Management Committee may be removed from the Association by a motion for removal filed by any member of the Management Committee with the procedures set forth below:

- a. If the motion for removal is against the President, Honorary Secretary or Honorary Treasurer then the Management Committee shall select a chairman who shall preside at a meeting of the Management Committee convened for the purpose of acting upon the motion for removal.
- b. The challenged member of the Management Committee shall have the opportunity to be present at such meeting and to defend himself against such action, but must withdraw before a vote is taken. To be approved and become effective, a motion for removal of a member of the Management Committee shall require a three-fourths majority affirmative vote of the Management Committee.

- c. A member of the Management Committee may be removed from office for:
 - i. Failure to discharge the duties of a fiduciary;
 - ii. Acts proven to be detrimental or injurious to the Association or to its Members;
 - iii. Acts proven to be illegal or immoral; iv. Failure to disclose conflicts of interest;

26. **VISITORS**

Every member shall be allowed to introduce a visitor and the visitor shall be considered and accompanied throughout his stay by the Member introducing him. All visitors and the introducing Member shall sign the visitor's book. No Member shall introduce the same visitor on more than two (2) occasions in any one year.

27. **RANGE OPERATIONS**

The Association's Ranges shall be open for practice and competitions on such days and at such times as the Management Committee may set from time to time or on the days and times set out by the Captain of the respective section. All rules regarding the operations of the Ranges and safety must be complied with by all users.

28. **RANGE SAFETY OFFICERS**

- i. The Management Committee shall appoint qualified Range Safety Officers (RSO) who shall be easily identified by Members and visitors.
- ii. The RSO shall be in complete charge of the range facility and shall be responsible for the safety and observance of all rules and regulations during firing.
- iii. The RSO's primary goal is to provide the Members and visitors with a safe, supervised facility to conduct activities and their duties include direct supervision of all activities on the firing line.

- iv. The RSO shall have the powers to remove any Member or visitor from the range for misconduct, infringement of safety or of the Rules and Regulations of the Association (any such occurrence must be reported in writing to the Honorary Secretary).
- v. A RSO who is on medication or is physically unhealthy which may hinder his awareness and activities in any way must notify the Vice-Captain or the Chief Range Officer of this prior to taking up his duties as a RSO.

29. **TRANSPORTATION OF THE ASSOCIATION'S ASSETS**

The transportation of the Association's assets (including, but not limited to firearms and ammunitions) shall be the responsibility of the person(s) designated to carry out such activities. These persons shall be known as the Transport

Officers. Such person(s) shall be those that are recommended by the Management Committee and is approved by the Management Committee and the Commissioner of Police.

- a. The Transport Officers must not be intoxicated prior to his duties.
- b. The Transport Officers must not consume any narcotic or alcoholic beverage while on duty.
- c. The Transport Officers shall not make any diversions or stops while transporting the Association's firearms and ammunitions.
- d. The Transport Officers shall obey the traffic laws at all times.
- e. A Transport Officer who is on medication that may hinder his awareness in any way must notify the Chief Range Officer of this prior to taking up his duties as a Transport Officer.

30. **SAFETY AND SECURITY ON THE RANGES**

- a. Members, Affiliates, and visitors are responsible for the safe keeping of their firearms and belongings that are in their possession.

- b. The loss of a target firearm or the property of the Trinidad Rifle Association must be reported to the nearest Police Station within twenty four hours of the discovery of the loss and a written report made to the Honorary Secretary immediately after the report made to the nearest Police Station or within twenty four hours of the report being made.
- c. While on the range, all firearms, (target and personal) must be carried UNLOADED with actions OPEN or BROKEN or with SLIDES RETRACTED and magazines withdrawn. The Chief Range Officer on duty may designate the RSO for security reasons, to carry the firearm/s loaded and holstered.
- d. Any Member, visitor or Affiliate who intentionally breaches safety or threatens to breach safety in any way possible, will be immediately expelled from the Association. A report of the incident shall be submitted to the Commissioner of Police.

31. **AMMUNITION**

Only ammunition supplied by the Association shall be used by the members on the ranges. Members shall not leave the ranges with ammunition or any part thereof in their possession. Breach of this Rule may render a Member liable to expulsion from the Association and such breach shall immediately be reported to the Commissioner of Police.

32. **CLASSIFICATIONS**

The Committee with the Vice Captain (s) shall have the sole power of classifying Members for any competition and have sole control in all matters connected with such competitions. Members shall be divided into classes as laid down by the International Shooting Sport Federation (ISSF), National Rifle Association of the UK (NRA), and the National Smallbore Rifle Association of the UK (NSRA).

33. **COMPETITION RULES**

All competitions shall be conducted in accordance with the rules of The

International Shooting Sport Federation (ISSF), The National Rifle Association of the UK (NRA), The National Smallbore Rifle Association (NSRA), The International Practical Shooting Confederation (IPSC), The Commonwealth Games Federation (CGF), The International Confederation of Fullbore Rifle Associations (ICFRA) and The West Indies Fullbore Shooting Council (WIFSC). The Association recognizes that these Rules may be adjusted for competitions within the Republic of Trinidad and Tobago but recommends that all Members adhere to these Rules as closely as possible.

- a. **Participation:** All Members who are in good standing with the Association and members of clubs that are affiliated with the Association are eligible to compete at any local, regional and international competitions of their choice upon the approval of the Management Committee.
- b. Before such approval can be given, the Association must receive the invitation with all relevant information and documentation relating to the competition from the respective organization committee.
- c. The Management Committee shall appoint a Touring Manager/Captain to assist with the arrangements of the respective competition
- d. The Honorary Secretary shall make all the necessary registrations for the competitors upon the relevant payments by the Member to the Association in respect of the competition fees.
- e. A Member shall not register himself to participate at any local or regional competition unless instructed in writing to do so by the Honorary Secretary.
- f. A Member who has placed the Association in debt shall be suspended until all payments are made to the Association in full.
- g. Members wishing to attend any international, regional or local sanctioned Championship or World Cup Event from Trinidad and Tobago must do this through the Association ONLY.

- h. Registrations for all sanctioned Competitions must be completed 45 days before the start of the event (or as required by the Organising Committee) of the respective Competition/Championship.
- i. Registrations submitted less than 30 days before the start of the competition will require the athlete and/or official, to pay the late fee to the Association before the registration can be completed.
- j. Every athlete shall sign and abide by the “Team Agreement” which shall remain in effect until perpetuity.
- k. **National Representation:** The Association shall select athletes and officials to represent Trinidad and Tobago at events such as the Central American and Caribbean Games (CAC), the Commonwealth Games, the Pan American Championships, the Olympic Games and any other Championships or Games that falls under the auspices of the Trinidad and Tobago Olympic Committee. Such selection shall be by the Management Committee as may be set out in the criteria from time to time.

34. **ORDERING EQUIPMENT**

Shooting equipment and accessories may be ordered on behalf of a Member through the Association on the written request to the Honorary Secretary and on the terms and conditions as outlined by the Management Committee and the Firearms Committee which may be set from time to time.

35. **RECOMMENDATIONS**

- i. An individual who has been a Member of the Association for less than twelve months shall not be recommended to acquire a firearm.
- ii. A Member who has been suspended, expelled or who has ceased to be a Member of the Association shall not be recommended by the Association even if he is an Affiliate or Associate Member.

36. **PERMITS**

- a. **Application for a Target Firearms User's License:** A member who wishes to apply for a target firearm user's license must first seek the permission of the Honorary Secretary by informing him/her of this in writing. The Honorary Secretary shall then present the application to the Management Committee for review before permission can be granted.
- b. **Import and Export:** The importation and exportation of firearms and ammunition for all competition purposes must be done on the written request to the Honorary Secretary of the Association. Upon satisfaction by the Management Committee, the Honorary Secretary will make such request/s to the Commissioner of Police on the prescribed forms. No Member shall be allowed to import and export firearms and ammunition without the knowledge and/or written consent of the Honorary Secretary.
- c. **Variation:** A Member shall apply to the Honorary Secretary for a variation of his Target Firearm User's License giving the reasons for such in writing. Upon receipt and approval by the Management Committee the application for the variation shall be made by the Honorary Secretary to the Commissioner of Police on the prescribed form.
- d. **Disposal:** A Member shall apply to the Honorary Secretary for a disposal of his target firearm giving the reasons for such in writing. Upon receipt and approval by the Management Committee the application for the disposal shall be made by the Honorary Secretary to the Commissioner of Police on the prescribed form.

37. **CHALLENGE TROPHIES**

All challenge trophies are the property of the Association. The winner of a challenge trophy shall be presented with the winning trophy and be allowed to take photographs with the winning trophy. Challenge trophies will not be given to the winner to take away but a replica of such will be given to him.

- a. **LOSS OR DAMAGE:** In the event that a Challenge Trophy is lost or damaged by the recipient (during photography), the recipient will cover the cost of repairs or replacement (repairs or replacement to be to the value of the previous trophy).
- b. **FULL TROPHIES:** In the event that an existing trophy needs to be replaced due to being 'full' or there is no more room to record the winners then the Association shall advertise to members for a donor/sponsor of a replacement trophy.
- c. **NEW TROPHIES:** All new Challenge Trophies shall include the words TRINIDAD RIFLE ASSOCIATION or the Association's logo.

Schedule III

The Emblem/Logo of the Trinidad Rifle Association



Schedule IV

The Flag of the Association

