



# Scottish Target Shooting Club Membership Application



The National Governing Body for Target Shooting in Scotland

Thank you for considering membership of Scottish Target Shooting (STS), the national governing body for Target Shooting in Scotland, recognised and supported by **sportscotland**. For your membership to be considered please complete this form and send it to the Scottish Target Shooting Office located at the following address:

Scottish Target Shooting, Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ

Please note that applying to Scottish Target Shooting does not guarantee membership. The governing body reserves the right to make enquiries to ascertain the standing and intentions of applicants for the good of the sport.

- **Attachment 1:** STS Code of Conduct for Members (to be retained by applicant)
- **Attachment 2:** STS Privacy Statement (to be retained by applicant)

## SECTION 1 – About the Club

Please complete a few basic details about the club. These will be used publicly so if there any details you do not want published then please do not include them in this section:

<b>Club Name:</b>			
<b>Primary Shooting Discipline: (Please select only one)</b>	Field Target Airgun <input type="checkbox"/>	Full-bore <input type="checkbox"/>	Gallery Rifle <input type="checkbox"/>
	Olympic Shotgun <input type="checkbox"/>	Pistol <input type="checkbox"/>	Smallbore <input type="checkbox"/>
<b>Club Email Address (if any):</b>			
<b>Club Phone Number (if any):</b>			
<b>Club Facebook Page (if any):</b>			

## SECTION 2 – Club Secretary/Correspondence Details

Please provide details of the club secretary for us to email and post information about membership and events:

<b>First Name:</b>		<b>Surname:</b>		
<b>Date of Birth:</b>	/	/	<b>Gender:</b>	Male <input type="checkbox"/>
				Female <input type="checkbox"/>
<b>E-mail Address:</b>				
<b>Postal Address:</b>				
<b>City:</b>		<b>Post Code:</b>		
<b>Contact Phone Number:</b>				

## SECTION 3 – Venue Details

To help inform us about facilities in Scotland and avoid confusion between the location of a Club and the address of a Club Secretary, please complete the following information about the venue from which the Club operates:

Venue Address:					
City:		Post Code:			
Venue Phone Number (if any):		Catering Facilities:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of Firing Points/Lanes/Traps:		Disabled Access:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the venue provide facilities for other disciplines (tick all that apply)		Field Target Airgun <input type="checkbox"/>		Full-bore <input type="checkbox"/>	Gallery Rifle <input type="checkbox"/>
		Olympic Skeet <input type="checkbox"/>		Olympic Trap <input type="checkbox"/>	50m Prone <input type="checkbox"/>
		50m 3P <input type="checkbox"/>		25yd Rifle <input type="checkbox"/>	10m Air <input type="checkbox"/>

## SECTION 4 – Select Your Membership and Payment Method

Please select below the category of membership you are applying for with Scottish Target Shooting:

Club Membership - £33

Club Plus Membership - £165

**Please note that our membership fees are charged at a fixed rate and not calculated on a pro-rata basis. All memberships will expire on 31<sup>st</sup> December regardless of when they were taken out.**

Please indicate below how the Club has/intends to pay for its membership:

Reference  
(Office Use Only)

I have enclosed a cheque made payable to 'Scottish Target Shooting'	<input type="checkbox"/>	
I have enclosed cash to pay for my membership	<input type="checkbox"/>	
I would like the STS Office to call and I will pay with a card over the phone	<input type="checkbox"/>	

## SECTION 5 – Requirements to Process Your Application

Finally, we cannot process your application unless you can confirm the following:

I confirm I have read the STS Privacy Statement for Membership Registrations & Renewals (attached)

I confirm I have read and agree my club will abide by the STS Code of Conduct for Members (attached)

I understand that STS may approach the shooting community to seek confirmation of the club's standing

**Tick each box to confirm**

Signature of Applicant:	Date Signed:	Date Received: (Office Use Only)	Date Processed: (Office Use Only)



**Scottish Target Shooting**  
Caledonia House  
1 Redheughs Rigg  
Edinburgh  
EH12 9DQ

Updated by STS Board on 6 December 2017

## STS Code of Conduct for Members

### **SECTION 1: EXPECTATIONS, RESPONSIBILITIES AND GUIDANCE**

1.1 Scottish Target Shooting expects its members to conduct themselves to appropriate standards and not bring the sport into disrepute. All members (whether acting as an individual member or on behalf of a member club) must meet these standards as outlined in this Code of Conduct in relation to all dealings with Scottish Target Shooting members, partners and Scottish Target Shooting employees.

1.2 No Code of Conduct can provide for all circumstances and if a member is uncertain about how the standards apply, they should seek advice from the STS Office or the event organiser.

### **SECTION 2: KEY PRINCIPLES OF THE CODE OF CONDUCT**

2.1 The general principles upon which this Code of Conduct is based are:

- (a) Integrity: Each member has a duty to ensure that as a member of Scottish Target Shooting they operate in accordance with the law and in the best interest of the sport.
- (b) Accountability: Each member is accountable for their own decisions and actions.
- (c) Honesty: Each member has a responsibility to act honestly.
- (d) Respect: Each member must respect all Scottish Target Shooting members, volunteers and employees and the role they play, treating them with courtesy at all times.

### **SECTION 3: GENERAL CONDUCT**

3.1 By signing up to be a member of Scottish Target Shooting, individuals (whether acting as an individual member or on behalf of a member club) hereby agree to:

- (a) treat all Scottish Target Shooting members, volunteers and employees with courtesy and respect;
- (b) help Scottish Target Shooting to ensure the sport of target shooting in Scotland is free from unlawful discrimination, harassment, victimisation and/or bullying on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and/or sexual orientation;
- (c) not write any inaccurate or defamatory statements or inappropriate material to or about Scottish Target Shooting or any Scottish Target Shooting employee, volunteer or member;
- (d) abide by STS's Articles of Association and its policies and procedures (available on the STS website); and
- (e) abide by all Scottish firearms, shotgun and air weapon licensing laws relevant to the individual's location or the event in which they are participating.

3.2 By signing up to be a member of Scottish Target Shooting, individuals (whether acting as an individual member or on behalf of a member club) understand that any breach or misrepresentation of any of the above is likely to bring the sport of target shooting into disrepute and to be prejudicial to STS and therefore likely result in the suspension or cancellation of membership(s).

### **Scottish Target Shooting**

Scottish Target Shooting is a company limited by guarantee, incorporated in Scotland with registered number SC515115, having its registered office at Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ



Scottish Target Shooting is supported by

**sportscotland**  
the national agency for sport



Scottish Target Shooting

Caledonia House

1 Redheughs Rigg

Updated on 15 December 2017

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# STS Privacy Statement for Membership Registrations & Renewals

## WHAT WE NEED

Scottish Target Shooting will be a "controller" of the personal information that you provide to us in this form, unless otherwise stated.

When you register as a member of Scottish Target Shooting or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- details for contact and identification purposes – name, address, email address, date of birth;
- emergency contact details – name of person to contact in an emergency situation, relationship of this person to you, this person’s email address, this person’s phone number;
- details of your shooting involvement – disciplines you shoot in, membership of other shooting bodies including national agencies and clubs, your firearms certificate number and date of issue;
- details of relevant qualifications – name of shooting qualifications and date attained, name of other relevant qualifications (such as child protection, first aid) and date attained; and
- equality information – your role in the sport, age, if you have any caring responsibilities, the nature of any disabilities (if any); ethnic group, religious belief, sex, gender identity and sexual orientation.

## WHY WE NEED YOUR PERSONAL INFORMATION

### Contractual Purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including insurance, PVG processing, voting;
- set up your online membership account; and
- send you membership communications, by post or email, in relation to essential membership services including but not limited to, membership renewals, information on changes to details regarding membership benefits etc.

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admin@scottishtargetshooting.co.uk



0131 467 2489



ScottishTargetShooting



@ScotTargetShoot



## Scottish Target Shooting

Caledonia House

1 Redheughs Rigg

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

### **Legitimate Purposes**

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

- promote and encourage participation in target shooting by sending members' communications and booking information for upcoming competitions and events. Your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in target shooting by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in target shooting by monitoring members' interests and participation through reporting on event attendance numbers and inviting our members to participate in surveys for researching and development purposes;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- invite our members to apply for any programmes or projects that we will, from time to time, make available to members, including asking our members to nominate themselves or other individuals for such programmes, who we will then contact by email;
- invite our members as award winners or guests to our annual general meeting, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Scottish Target Shooting and the sport of target shooting. Your personal information will be used to investigate your complaint and/or take any necessary further action where relevant and as required.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at [datacontroller@scottishtargetshooting.co.uk](mailto:datacontroller@scottishtargetshooting.co.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### **Legal Obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

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- the Companies Act 2006 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our **sportscotland** regulatory requirements to report on the size, achievements and profile of our members and member clubs and as well as coaches performing regulated work in the sport; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

### **Equality Monitoring Requirements**

We are required to use our members' personal information relating to your health, racial or ethnic origin, etc. for equality monitoring purposes as required by **sportscotland**.

We will process such personal information, through aggregated and anonymised reports, to enable us to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

### **OTHER USES OF YOUR PERSONAL INFORMATION**

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

We may be asked by our member clubs to collect and store personal information about their individual members. Where we do this, the clubs have a responsibility as "controllers" to provide their members with privacy notices and we will not use such personal information for any other purpose.

### **WHO WE SHARE YOUR PERSONAL INFORMATION WITH**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes including the safeguarding of children.

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

We are required to use our members' personal information to report the size and profile of our membership, activity and qualifications of coaches and size of our member clubs to **sportscotland** to illustrate participation levels in the sport.

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Scottish Target Shooting employs Azolve to administer our membership and event entry database. Azolve processes our members' personal information on our behalf as a "processor" and is subject to written contractual conditions to only process that personal information under our instructions and protect it.

### **HOW WE PROTECT YOUR PERSONAL INFORMATION**

Your personal information is stored on our electronic filing system and our servers based in the EU and is accessed by our staff for the purposes set out above.

### **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us or participated in one of our events for 5 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Scottish Target Shooting and for how long. We are required to do this to be compliant with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Scottish Target Shooting.

### **YOUR RIGHTS**

You can exercise any of the following rights by writing to us at FAO: Data Controller, Scottish Target Shooting, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ or emailing us at [datacontroller@scottishtargetshooting.co.uk](mailto:datacontroller@scottishtargetshooting.co.uk).

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Scottish Target Shooting will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

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