



Club Affiliation Policy

Policy Owner: General Secretary

Date Approved: 12/2/2026

Review Date: February 2029

Background:

The UKPSA Constitution describes the overall eligibility for organisations to apply for affiliation to the Association. This policy sets out the detailed requirements which Clubs must meet in order that their application to affiliate may be approved by the Charity Board and the affiliation process.

The UKPSA is not a statutory approving body for firearms activities, and affiliation is for the purpose of promoting and developing IPSC disciplines. The Charity's existing insurance policies for its activities may not extend to the activities of affiliated clubs, and therefore clubs must ensure they have relevant statutory approvals, permissions, and insurance policies in place for any activities they undertake (e.g. commercial training, storage of firearms, range operation etc.)

Assurance

The UKPSA reserves the right to request information, documentation, or evidence from affiliated clubs, or clubs applying for affiliation, at any time to confirm that the club continues to meet the criteria for affiliation and is operating safely and in accordance with current UK firearms legislation (where applicable). Failure to provide such assurance may result in refusal, suspension, or revocation of affiliation.

Refusal of Affiliation

The Charity Board reserves the right to refuse or terminate the affiliation of any club if they feel such an Affiliation could impact on the reputation or internal cohesion of the UKPSA or to conflict with IPSC.

Lapsed Affiliations

Should a club affiliation lapse by more than 6 months the club will be required to complete the full application process



Criteria to affiliate to the Association:

1. Be a shooting club with clear articles of association and/or a written constitution which details their governance arrangements, operational processes and the roles of club officers
2. Undertake to provide and develop IPSC disciplines as part of club operations (supported by the UKPSA if appropriate)
3. Ensure that appropriate training in IPSC techniques is provided by them to their members.
4. Accept to abide by the UKPSA Constitution, Policies and Byelaws.
5. Conduct IPSC disciplines and competitions at the club for their members in compliance with the IPSC competition rules.
6. Nominate an individual (or individuals) to be the Club representative(s) who must
 - 6.1. Act as a point of contact between the UKPSA and the club members
 - 6.2. Provide IPSC expertise and knowledge to other members of the club
 - 6.3. Work to grow IPSC disciplines within the club, supported by the UKPSA
 - 6.4. Undertake the management of the club in the JustGo system
7. **For Firearms Club membership;** Provide assurance and, where required, evidence that the club and its members are acting in accordance with current UK firearms legislation.



Application Process

1. All applications to affiliate to the Association are managed via our website at the following address: <https://www.ukpsa.co.uk/club-affiliation/> where an appropriate individual empowered by the organisation will complete the application information
2. The application will be reviewed by the Sports Council (led by the Associate Director Clubs), who will engage with the club to assess suitability for affiliation against the policy criteria.
3. Once the Sports Council is satisfied that the Club adequately meets the Affiliation criteria the Regional Director will recommend the club to the Charity Board for approval of the affiliation.
4. If, at any point, the club is NOT considered appropriate for affiliation the Associate Director Clubs will provide detailed feedback and recommendations to help the club reach the minimum criteria for affiliation. The UKPSA is committed to growing the IPSC Sport and will support the development of clubs that do not meet the affiliation criteria, including a potential of Probationary Affiliation.
5. If the affiliation is approved by the Charity Board, the Associate Director Clubs will liaise with the club to complete the affiliation process including
 - 5.1. Working with the club administrator (who must be a UKPSA member) to complete the required information on the JustGo system.
 - 5.2. Arranging for the UKPSA affiliation fee to be paid.
 - 5.3. Ensuring the UKPSA website is updated with the information and contact details of the club and communicate that information to the Sports Council, and other affiliated clubs.
6. A report will be provided to the Sports Council and Charity Board by the Associate Director Clubs after 12 months, to confirm if the affiliation should or should not continue.



Appendix A - Website Affiliation Application Form

Affiliation Type: Firearms (Including Action Air)/ Action Air Only

Club Information

- Full Club Name
- Club Range Information
- Main Range Address
- Club Email
- Club Website
- Are You Home Office/ Scottish Government Approved (If Yes Please Provide Your HOA Number)

Club Officers Information

Secretary Information

Name*

Email*

Chair Information

Name*

Email*

Treasurer Information

Name*

Email*

Please provide a copy of your club constitution or articles of association.

Current Practical (Ipsc) Disciplines Practiced

- Action Air Handgun
- .22LR Handgun/Handgun (LBP/LBR (.22lr Handgun/Handgun)
- Mini Rifle
- Rifle
- Shotgun

Aspirational Practical (Ipsc) Disciplines

- Action Air Handgun
- .22LR Handgun/Handgun (LBP/LBR)
- Mini Rifle
- Rifle
- Shotgun

What support would you like from the UKPSA?

Declarations

- Do you have any reason to believe any members of your club may not comply with the constitution, rules and byelaws of the UKPSA?
- I accept, on behalf of the affiliated organisation, to abide by the constitution, rules and byelaws of the UKPSA.
- I agree, on behalf of the affiliated organisation
 - to develop IPSC disciplines within the club (supported by the UKPSA)
 - ensure that appropriate training in IPSC techniques is provided to our members
 - conduct IPSC disciplines and competitions at our club for our members in compliance with the IPSC competition rules
- We will nominate an individual (or individuals), who must be a UKPSA member, to be the Club representative(s) and work with the UKPSA in accordance with the Affiliation Policy



Appendix B Further Information To Be Provided Via The Membership System

Please provide your club logo to be added to the UKPSA website

Please provide details of all Range Facilities are you able to access regularly

- Indoor smallbore
- Indoor fullbore
- Outdoor small bore
- Outdoor fullbore
- Land/ ground suitable for shotgun
- Land/building suitable for Action Air

Please provide details of number of distance/ number of lanes/ bays etc for those ranges where you have access (including any restrictions on times/ days/ usage/ frequency). If you have access to multiple ranges please provide details of all of them including addresses.

Google earth reference(s)

Total number of Club members?

Number of club members that shoot Dynamic disciplines?

Are you taking new members?

Please update the UKPSA membership system to identify how many members of your club are

1. UKPSA members?
2. UKPSA competition licence holders?
3. UKPSA Match Officials or Trainers?



Appendix C -Sample Constitution (minimum required)

[CLUB NAME] SHOOTING CLUB

Constitution

1. Name

The name of the club is [Full Club Name] Shooting Club (“the Club”).

2. Purpose

The Club exists to promote and facilitate participation in target shooting, encourage safe and lawful shooting, and provide training, practice, competition, and social opportunities.

3. Affiliation and Compliance

The Club shall comply with all relevant firearms legislation and cooperate with police firearms licensing authorities.

4. Management

The Club shall be managed in accordance with this Constitution by a Management Committee elected by the members.

5. Powers

The Club may raise funds, open bank accounts, acquire equipment, enter agreements, and take lawful action necessary to achieve its purpose.

6. Membership

Membership is open to individuals supporting the aims of the Club and agreeing to its rules. Subscriptions shall be set at a General Meeting. Membership may be suspended or terminated for unsafe or inappropriate conduct.

The Management Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend or representative, before the final decision is made.

7. Officers

The Club shall have a Chair, Secretary, and Treasurer, elected annually at the AGM.

8. Management Committee

The Committee manages the affairs, safety, finances, and membership of the Club.

9. Meetings

An AGM shall be held annually. General and Committee meetings shall follow agreed notice and quorum rules.

10. Finance

All funds shall be held in a bank account in the Club’s name and used solely for Club purposes.

11. Safeguarding and Welfare

The Club is committed to safeguarding juniors and vulnerable adults. A Welfare Officer shall be appointed and documented safeguarding policies in place.



12. Amendments

This Constitution may be amended by a two-thirds majority at a General Meeting.

13. Dissolution

Documented process for the management of dissolution and transfer of assets where appropriate.

14. Adoption

Adopted on: _____

Chair: _____

Secretary: _____

