

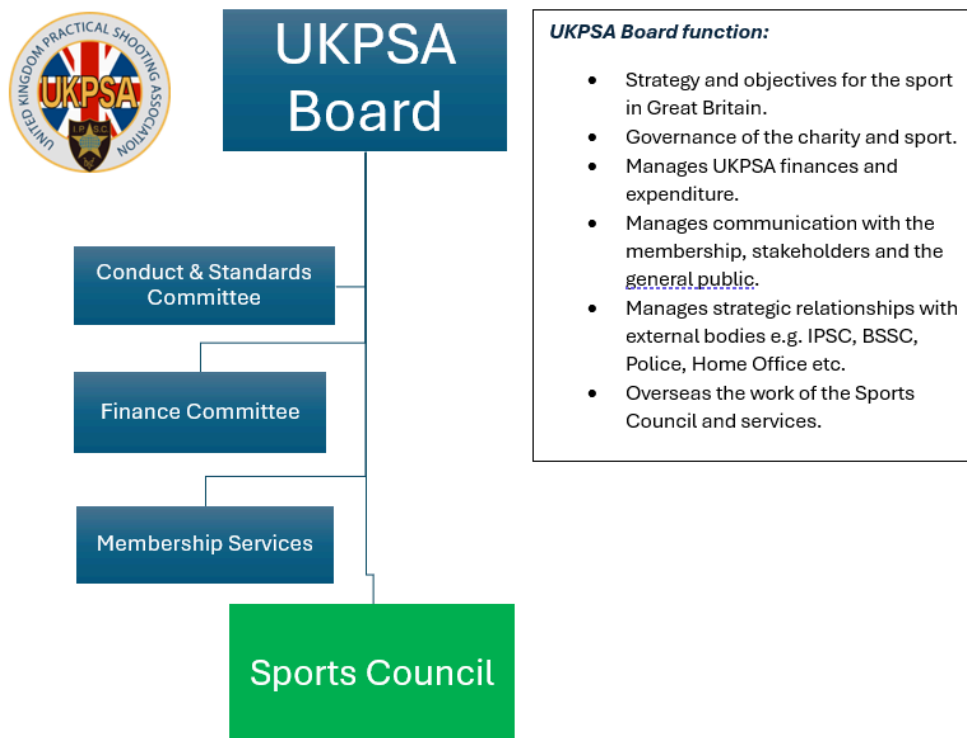


Bylaw: Administration Structure and Elections

Policy Owner: General Secretary
Date Approved: 16th October 2025
Review Date: Oct 2030

In accordance with the Association's Constitution, the strategy and overall management of the Charity and the Association is overseen by a Charity Board composed of Trustees elected by the membership.

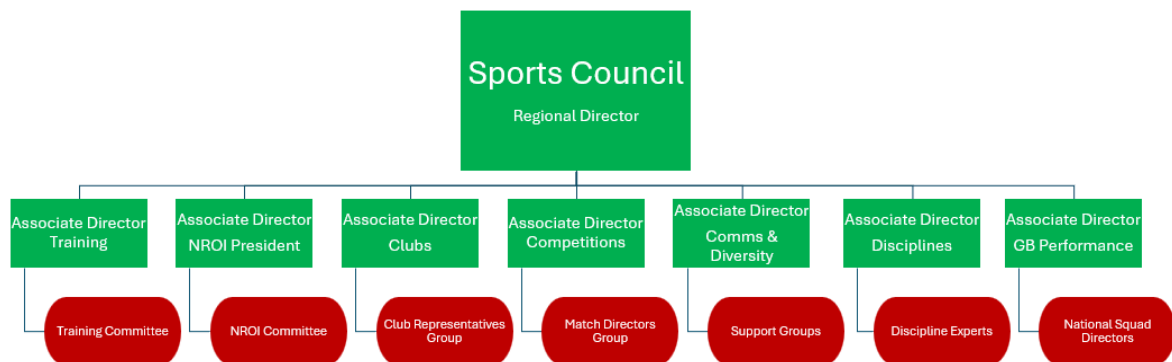
This is supported by the Administration, a group of contributors who are engaged in every aspect of the sport, assist the Trustees and manage the administration of the association.



UKPSA Charity Board Structure

General Secretary	Regional Director (UKPSA)	Director of Public Affairs (UKPSA)	Chair	Treasurer	2 Lay Members (UKPSA)
<ul style="list-style-type: none"> • Secretariat team • Bylaws, Policies and information group • Short term – Data clean up group 	<ul style="list-style-type: none"> • Sports Council (including NROI & UTC) • NSD Group 	<ul style="list-style-type: none"> • Engagement team • Media team • Special projects groups 	<ul style="list-style-type: none"> • Conduct and Standards committee • Special projects groups 	<ul style="list-style-type: none"> • Finance Committee • Bookkeeping group 	<ul style="list-style-type: none"> • Focus groups • Club Network

UKPSA Sports Council Structure



Sports Council function:

- Deliver the sport in Great Britain to members
- Growing the sport: participation, diversity, opportunities to compete
- Deliver quality national and international IPSC matches
- Improved international performance by UKPSA athletes

Principles

- All committees, groups, teams and individual roles should have a terms of reference, operating policy or descriptor, which includes targets and objectives.
- All committees, groups, teams and individuals should provide regular reports on progress and achievements. These reports, which will initially be reviewed by the accountable Trustee, should be shared with the membership to ensure full transparency of the operations.
- Notable achievements or significant issues should be brought to the Charity Board by the accountable Trustee.
- Individuals can take on more than 1 non-elected role if they have the capacity and skills.

Appointment Process

Trustees are empowered to select and appoint the contributors into their teams, with the exception of the Sports Council and Chair of the Conduct and Standards Committee who will all be elected by the membership. Individual Trustees should share new appointments with the Charity Board for comment.



The Associate Directors leading the National Range Officers Institute and the UKPSA Training Committee appoint their committee members. The committee structure should be shared with the Charity Board for comment. The Chair of the Conduct and Standards Committee will nominate committee members to the Board for the trustees approval.

Appointment Periods

- Elected Contributors will be appointed for a term of three years, they may resign during their term, and may only serve a maximum 2 terms in a single role.
- National Squad Directors will be appointed for the term of a world shoot cycle, but will be subject to annual reviews with the Regional Director. Their appointment will end 1 month after the world shoot finishes to allow them to complete a feedback process.
- Individual Contributors may stay in roles for extended periods or be appointed for specific activities/ deliverables

Election Process

- Elections to the Sports Council will be held in November each year and will be conducted electronically. Those elected assume their positions immediately the election result is announced, existing council members will provide a 3-month handover to the new incumbent.
- Typically, one-third of the Sports Council is elected each year, divided into three tranches as defined in the Sports Council Terms of Reference.
- If a Sports Council member resigns during their term, a replacement is appointed by the Charity Board to serve until the next AGM and then, if elected, serve the remainder of the term.
- The election for the Head of the Conduct and Standards Committee will take place every three years (or more often if required) alongside the Sports Council Elections.
- Only Association members in good standing can be elected to these roles.
- Elections will be managed by the General Secretary.

Applications for the Sports Council (and Chair of Conduct and Standards Committee)

- Candidates wishing to stand for election to a role must complete an application before the notified date.
- Applications must be submitted using the template provided.
- A Declaration of Interests Form must be completed by all candidates as part of the application process.
- Prospective candidates must be proposed and seconded by two members in good standing of the Association.

If no suitable candidate has applied to the General Secretary ahead of the voting commencing, the position will be held vacant until a suitable candidate can be appointed by the Charity Board. They will serve until the next election and then, if elected, serve the remainder of the term.



Timeline

Action	Days before/ after the election closing date
Charity Board confirms the roles due for election	-63
Membership notified of roles for election, including term, role duties and person specification	-56
Applications for roles are closed. Applications to include a statement to the membership (template below)	-28
Suitability of applicants assessed	-21
Membership provided with the candidate's statements	-21
Online voting commences	-14
Online voting ends	0
New members of council are elected	0
First Sports Council meeting	<14
Handovers complete	<90

Council Applicant Statement to Membership Template (5,000 characters)

- **Introduction:** Briefly introduce yourself, highlighting why you are interested in the role(s)
- **Experience & Skills:** Outline relevant professional or volunteer experiences that show you meet the essential competencies
- **Objectives:** Highlight what you would aim to achieve during your term of office.
- **Nomination:** Provide the details of your nominator and seconder

- **Declaration of Interests Form**

Assessment of Applicant Suitability

Applicant must

- Be considered in good standing
- Demonstrate they meet the minimum requirements¹
- Demonstrate they meet a majority of the essential capabilities

The Charity Board will review the application against the role description to make this assessment.

¹ All candidates for Sports Council roles **must** be able to meet the following minimum requirements prior to being elected:

- *A demonstrable passion for and commitment to UKPSA's vision, mission, and values.
- *Able to work collaboratively and collegiately with Sports Council and Board members to achieve strategic goals.
- * Be a UKPSA member in 'Good Standing' as defined in the UKPSA policy.
- * All potential conflicts of interest as defined in the UKPSA Policy must be declared.
- * Able to work as part of a team, influence and motivate other volunteers.
- * Able to devote time and enthusiasm to delivering the Sports Council role.
- * Willing to take responsibility for the delivery of personal and collective objectives.



Performance Management

The Charity Board members responsible for an individual contributor or sub committee will manage the delivery by their team. Should an individual fail to deliver their objectives or accountabilities the responsible Charity Board member should undertake an informal process to understand the circumstances and agree an action plan. Suggested resolutions are

- Provide additional support to the individual or committee
- Provide guidance to improve capabilities and/or time management
- Re-evaluate workload/ objectives/ accountabilities to support delivery

Individuals may request an advocate (normally a lay member of the Charity Board) during this process.

Should it become clear that an individual is unable to deliver a meaningful contribution for the Association the Charity Board member will ask them to stand down and appoint a new person to the role.

Vote of no Confidence

Should an individual, **in an elected role**, fail to deliver their objectives or accountabilities, the responsible Charity Board member should undertake the same informal process, as for non-elected contributors, to understand the circumstances and agree an action plan.

Should it become clear that an individual is unable to deliver their elected role for the Association the Charity Board member will ask for a *vote of no confidence* from the Charity Board. Clear evidence of why the vote is being called must be provided, such evidence will be considered as confidential to the Charity Board. Should the *vote of no confidence* pass the individual will be removed from their elected role and a substitute will be appointed by the Charity Board to serve until the next election cycle.

Not in good standing

Should any contributor:

- Be sanctioned by the Conduct and Standards Committee and be found to not be in good standing or;
- Be convicted of a relevant criminal offence that (in the opinion of the Charity Board) makes them unsuitable to be part of the administration of the UKPSA;

Then the Charity Board will immediately vote on whether to remove them from their role and appoint a replacement.

Resignation

All contributors to the administration and governing bodies are volunteers and can resign from their role(s) at any time. In this instance for

- Non elected contributors the responsible Charity Board member will appoint a replacement.
- Elected contributors the Charity Board will make the appointment.

Where feasible contributors should give a sufficient period of notice for a replacement to be found, appointed and for a handover.

