



NATIONAL RIFLE ASSOCIATION

TERMS OF REFERENCE: YOUNG SHOOTERS' FUND

Amended 9 December 2023

The Young Shooters' Fund ("the Fund") is established to provide financial assistance to young shooters in order that they may participate in shooting disciplines controlled by the National Rifle Association (NRA). The Fund is financed by donations, grants and transfers from other NRA Funds. The Fund normally acts by providing grants to purchase or hire at no charge items of shooting equipment, to enable young shooters to take part in or continue to take part in competitive target shooting. Items to be hired or purchased are those unavailable to the young shooter because of financial or other constraints.

1. Responsibility

The Council (Board of Trustees) of the NRA shall have overall responsibility for the Fund and has full power to amend, add to and/or replace these Terms of Reference as it shall think fit from time to time.

2. Administration

The Fund is administered by a Committee appointed by the Council. The Committee shall be at least five and not more than seven in number, not including co-opted or ex-officio members. The Committee shall consist of at least one Trustee and Members of the NRA not in receipt of support from the Fund and shall comprise:

- A Chairman, who, at the time of appointment, shall be an ordinary Member of the General Council of the NRA and shall be appointed by Council.
- One person aged over 21 and under 35 recommended by the Chairman.
- At least three other members recommended by the Chairman.
- Shooting Discipline representatives may also be co-opted as required.
- Chairman of Council, Vice Chairman of General Council and NRA Treasurer as ex officio members (vide 2nd Schedule 8(c)(xii))

The Secretary General shall act as Secretary to the Committee.

Committee members shall serve for a period of three years, and may be re-appointed at the end of any three-year term subject to the conditions above. In order to achieve continuity it is desirable for members of the Committee to have staggered retirement dates.

It is desirable to have a Committee representing as large a constituency as possible, so that the various NRA regions and shooting disciplines can be effectively represented on the Committee.

The Committee shall meet face-to-face or by video conference at least once annually. The Chairman shall submit to the Council an annual report including a financial statement not later than 31st January each year. Business shall normally be conducted by email or video conference; however, face-to-face meetings may be held if convenient. Support Agreements shall be approved by agreement of a minimum of two thirds of the Committee through a face-to-face or video conference meeting or by written agreement. The Committee shall keep minutes and other formal records sufficient to enable an outsider to establish the provenance of any decision taken, and shall submit its formal records to the Council if requested to do so.

3. Donations and Legacies

One member of the Committee shall be appointed to lead on securing donations. Donations are routinely sought along with entries to NRA competitions. There are no specific limits on activities, but all proposals must be risk-free, appropriate to the purpose, not in competition with other NRA activities, not such as to detract from the image of the NRA and in accordance with Charity Law.

4. Donations in kind

The Fund may accept donations in kind, whether of goods or services. Donated goods or services that could be used directly to meet the Fund's aim should be independently valued and distributed under Support Agreements. Other donated goods or services should be sold without undue delay.

5. Indirect Funding

The Fund will achieve its aim mainly through funding the hire and purchase of equipment. Many, if not most, equipment suppliers are small businesses or sole traders who are themselves NRA members. It is entirely legitimate for the Committee to approach such suppliers with a view to obtaining discounts in exchange for appropriate recognition and publicity, subject to Charity Law.

6. Publicity

The Secretary General shall publicise the existence of the Fund, its purpose, and basic information on how to apply for assistance. Publicity shall be conducted in such a way as not to disadvantage any potential applicant. Publicity shall also be arranged so as to make those who might submit an application on behalf of a potential beneficiary aware of the Fund.

7. Support Agreements

Any provision of support from the Fund to an individual constitutes a Support Agreement. The offer of a Support Agreement shall be approved by a minimum of two thirds of the members of the Committee. A Support Agreement must be signed by any two of the Committee Chairman, Secretary or any member of the Committee who is a Trustee.

8. Eligibility

Individual applicants for support from the Fund must be full individual members of the NRA prior to initiating an application. Recipients should fulfil the following conditions:

- Be under the age of 25 at the time of application.
- Be, or be about to be, limited in their participation or progression within an NRA discipline by lack of access to suitable equipment or facilities.

Potential recipients not fulfilling these conditions may be considered, but the Committee must explicitly set out its reasons for granting support setting out the conditions in their formal records.

Recipients must remain members of the NRA throughout the term of the Support Agreement.

Applications for support from the Fund may also be made by Clubs, Schools, Associations, teams and groups who must be either affiliated to the NRA or comprised of individual members of the NRA prior to initiating an application. Support for these applications will only be given in respect of such of their activities as are directly supportive of those under 25.

9. Application Procedure

(a) Individuals

Applications must be submitted on behalf of potential recipients by one of the following, who should not themselves be eligible for support from the Fund:

- An official of a Club, School or Association affiliated to the NRA, of which the potential recipient is a member.
- An officer of a cadet organisation of which the potential recipient is, or recently has been, a member.
- The Captain of a County, NRA, Home Country or NRA authorised GB representative team of which the potential recipient is, or was, a member.

Individuals may also apply giving two suitable referees, following an assessment by the NRA.

(b) Clubs, Schools, Associations, Groups and Teams

Applications must be submitted by one of the following:

- An official of a Club, School or Association affiliated to the NRA
- An officer of a cadet organisation affiliated to the NRA
- The Captain or Manager of an NRA authorised GB age restricted representative team

All applications should be submitted through the Secretary General to the Chairman of the Young Shooters Fund Committee. The application should explain how the potential recipient meets the conditions for support, why support is necessary, what support is requested and how both the individual, Club, Schools, Association, Group or Team and the sport will benefit as a result.

The Committee may consider other applications as may be considered appropriate.

10. Assessment

All Committee members shall see all applications. The Chairman may comment on applications as they are distributed to the Committee. In particular, the Chairman should highlight any applications that are obviously frivolous or bound to fail for non-compliance with mandatory conditions.

11. Conflicts of Interest

Any member of the Committee learning of an application in which they have an interest (including, but not limited to, family or a close relationship with an applicant, the applicant's family or the person

applying on the applicant's behalf) shall declare that interest to the Committee and shall take no further part in such application.

12. Awards of Hires and Grants

Awards are at the discretion of the Committee. In exercising its discretion, the Committee should aim to provide support at a level that would enable a recipient to realise his/her potential within his/her chosen discipline, while keeping expenditure to the minimum consistent with the aim. It will normally be appropriate to meet fewer genuine applications in full rather than to provide some support to more applicants and risk several failures through lack of funding. Awards for equipment should consider essential ancillaries as well as the primary item. For example, an award for a rifle should take into account storage, tools, cleaning kit and transport containers as well as the rifle itself. Awards should take into consideration the ability of the recipient to contribute to the cost.

Grants should be paid to the supplier of goods or services against invoices rather than to the beneficiary.

13. Administration of Awards

The Secretary General shall be responsible for the administration of all awards made by the Committee including promulgation to recipients.

14. Prohibited Activities

The Fund may not enter into open-ended arrangements.

15. Bank Account

The Fund shall have its own bank account. Signatories to the account will be the Secretary General and one Senior NRA Manager.

Approved by Council on 9 December 2023