



STATUTE

of the

Special Tactics Airsoft Group (S.T.A.G.)

Airsoft Club - Malta

September 2019

Version 2.02

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## Article 1: Title & Logo

- 1.0 The Club shall be called Special Tactics Airsoft Group.
- 1.1 "S.T.A.G.", "STAG Airsoft Club" and "STAG Malta" are the accepted title variants of the Club title - Special Tactics Airsoft Group.
- 1.2 The Club's logo shall be as illustrated in Annex A of this Statute. Annex A includes also the Club's activity patch and its colour variants.
- 1.3 The Club's logo must be used in all official documentation
- 1.4 Only S.T.A.G. members are authorised to use the Club's logo or patch
- 1.5 The logo or any other image in Annex A may only be replaced or modified by a vote of the S.T.A.G. Admin Committee
- 1.6 All logo and patch images reproduced in Annex A of this Statute are copy right of S.T.A.G.

## Article 2: Statement of Intent, Club History and Purpose

2.0 The Predecessor Club was established by its Founder Members, David Spiteri, Jean Paul Galea, Mario DeBono, Mark Farrugia, Melvin Vassallo and Pierre Ferrante in November 2008 under the name of Malta Allied Airgunners Club – Airsoft (MAAC-A). It has been agreed by all of the incumbent MAAC-A Administration and Members during the AGM of December 2017, to shift MAAC-A to a more defined entity in the shape of a fully independent Airsoft Club. This materialised with the transformation to the **Special Tactics Airsoft Group** (S.T.A.G.) Airsoft Club, hereinafter also referred to as the **Club** or any other title as indicated in Article 1 of this Statute, as from December 2017. All assets managed by or pertaining to MAAC-A were duly moved to the Club accordingly and this document fully replaces any prior statute used to govern MAAC-A. All members who accepted to be recorded on S.T.A.G. books as members and who were already members of MAAC-A, including Admin Members, were required to fill in the Club's Membership Enrolment Application Form 'A'. However it was agreed that no probation period was required for these members and full membership in S.T.A.G. according to their relevant age class would be effective as from 01/01/2018.

2.1 It was agreed that for the benefit of continuation, the Admin Committee for S.T.A.G. for 2018 will be made of the prior MAAC-A Admin Committee and Admin Sub Committee namely Pierre Ferrante (Chairperson), David Spiteri (Treasurer), Jonathan Agius (Secretary), Noel Micallef (Member), Brian Azzopardi (Member), Stephanie Azzopardi (Member) and Franklin Grima (Member). Future Admin Committees for 2019 onwards will be elected as per procedures indicated in Article 7 of this Statute.

2.2 It was also agreed that any members on MAAC-A books up till December 2017 who had already paid their membership to MAAC for a period up to and including 2018 will be exempt from paying again the S.T.A.G. membership for that year only. S.T.A.G. Enrolment fees and the necessary forms will still be required from these members.

2.3 The purpose of the Club is to promote the practice of Airsoft, Airsoft Military Simulation (MilSim) and Airsoft tactical shooting competitions, hereinafter referred to jointly as the **Sport of Airsoft**, as a safe, enjoyable and legal pursuit within the requirements of the laws and regulations of Malta in mind.

2.4 In order to achieve the purpose as set out in Article 2.3, the Club is to:

- a. organise airsoft game events, activities and gatherings at regular intervals
- b. hold any training, be it technically relevant to Airsoft and related equipment or tactical due to the Military Simulation nature of the Sport, to its members
- c. provide a forum of learning and discussion for its members' continued growth in skill and knowledge pertaining to the Sport of Airsoft

- d. seek affiliations, partnership or friendship with local and foreign entities who promote similar purposes to the Club's
- e. purchase any supplies conducive of its objectives by seeking favourable terms and to pass these benefits onto the Club's Members
- f. strive to make continued arrangements according to the Laws of Malta for the lawful use of sites to achieve all of the above

2.5 The Club is a social, sporting organisation based in Malta which shall remain unaffiliated with any political, religious or entity, beyond the scope of the Sport of Airsoft.

2.6 The Club is a Voluntary, Non-Profit organisation and income generated as a result of fund raising activities, membership fees, sponsorships, donations and/or any other fee or monies collected from its Activities will be retained by the Club and only utilised for

- a. the operational running of the Club and for the ultimate benefit of the Club Members as managed by the Admin. Committee and any delegated Club Officials.
- b. occasional fund raising in aid of recognised charities.

2.7 In view of Article 2.6 above, the Club Treasurer will keep track of all financial transactions as indicated in the relative section Annex E. Any monies pertaining to the Club are to be deposited into one or more bank accounts specifically opened for this purpose.

## Article 3: Interpretation and language

- 3.0 The official text of this Statute is in English.
- 3.1 Only the English version of the text within this Statute shall be used for the final and binding interpretation or application of any of the provisions of this Statute.
- 3.2 Words or expressions in this Statute shall be interpreted, unless the text indicates otherwise, in accordance with the laws of Malta as in force from time to time.
- 3.3 The Admin Committee shall interpret and decide any issue that have not been covered by this Statute. A decision taken by the Admin Committee by virtue of this Article can only be reversed by a two-thirds majority vote at an Extraordinary General Meeting convened for this purpose in line with Article 8 of this Statute.
- 3.4 Where a word, term or clause indicates male gender this shall be interpreted as including female gender and vice versa.
- 3.5 All references in the singular shall also apply in the plural and vice-versa unless the text indicates otherwise.
- 3.6 For the purposes of the conduct of the affairs or activities of the Club, Maltese shall be considered as the official language, whilst other languages shall be used as the need arises.

## Article 4: Membership

4.0 Membership to the Club shall be open to individuals regardless of how often they may take part in the sport of Airsoft, whether they own any equipment, or how long they have been involved in the sport of Airsoft.

4.1 The Club Membership Coordinator shall classify individuals as follows:

a. Adult Members

- i. Fully recognised Club Members of 18 years of age and over in the year of enrolment or renewal
- ii. Must have paid the Membership fee of the current year at a minimum
- iii. Are entitled to the Club Membership Card – Adult as per Annex C of this Statute
- iv. Are entitled to prices relevant to their Membership Class as per Annex D of this Statute
- v. Are entitled to benefit from any specially discounted Group Insurance Policy Premium offered to the Club
- vi. Are entitled to stand for Admin Committee Elections
- vii. Are entitled to propose agenda items at Club General Meetings
- viii. Are entitled to cast a single vote for each motion at Club General Meetings and a single vote for Admin Committee Elections

b. Junior Members

- i. Fully recognised Club Members between the ages of 14 and 17
- ii. Must have paid the Membership fee of the current year
- iii. Are entitled to the Club Membership Card – Junior as per Annex C of this Statute
- iv. Are entitled to prices relevant to their Membership Class as per Annex D of this Statute
- v. Are entitled to benefit from any specially discounted Group Insurance Policy Premium offered to the Club
- vi. May not stand for Admin Committee Elections
- vii. Are entitled to propose agenda items at Club General Meetings
- viii. Are entitled to cast a single vote for each motion at Club General Meetings and a single vote for Admin Committee Elections

c. Honorary Members

- i. Individuals who are bestowed with this class of Membership unanimously by the Admin Committee as a recognition of their efforts inside or outside of the Club Structures in the advancement of the Sport of Airsoft



- ii. No membership fee is due by these Members and membership is for life, until revoked unanimously by the Admin Committee or until they suspend or give up their Honorary Status.
- iii. Are entitled to the Club Membership Card – Life as per Annex C of this Statute
- iv. Are entitled to fully subsidised participation in Club Activities and Club Equipment Hire as per Annex D of this Statute
- v. Are entitled to benefit from any specially discounted Group Insurance Policy Premium offered to the Club
- vi. May attend but may not vote at Club General Meetings
- vii. Are entitled to stand for Admin Committee Elections only if they request to suspend their Honorary Status and enrol in the Club as Adult Members

d. Probationary Members

- i. Applicants who have submitted all required forms and documentation related to their enrolment in the Club and whose enrolment application has been approved by the Admin Committee. These individuals are classified as Probationary Adult Members and Probationary Junior Members in line with the Adult and Junior Members age criteria.
- ii. Probation will be deemed as complete after that the individual participates actively in a minimum of 10 separate Club Airsoft Activities and is recommended by Field Officials to the Membership Coordinator. Recommendation will be based upon the individual's good behaviour on the activity site, adherence to club regulations and awareness and observance of policies and safety. Probation will not be considered complete without the favourable recommendation acceptable by the Membership Coordinator.
- iii. Are given a generic Club Membership Card – Temp as per Annex C of this Statute
- iv. Are entitled to prices relevant to their Membership Class as per Annex D of this Statute
- v. Are entitled to benefit from any specially discounted Group Insurance Policy Premium offered to the Club
- vi. May not stand for Admin Committee Elections
- vii. Are not entitled to propose agenda items at Club General Meetings
- viii. May attend but may not vote at Club General Meetings

e. Applicants

- i. Individuals who wish to enrol in the Club but have not finalised the procedure set out in Article 4.2 of this Statute.
- ii. Are not entitled to a Club Membership Card
- iii. Fees applicable to these individuals are equivalent as Non Member Participants as per Annex D of this Statute

- iv. May not stand for Admin Committee Elections
  - v. Are not entitled to propose agenda items at Club General Meetings
  - vi. May attend but may not vote at Club General Meetings
- f. Non Member Participants
- i. Individuals who participate at Club events upon invitation without joining the Club as members.
  - ii. Fees applicable to these individuals as indicated in the relative class in Annex D of this Statute
  - iii. May not attend or participate at Club General Meetings

4.2 Individuals who wish to join the Club must follow the following procedure:

- a. Fill in a signed Membership Enrolment Application (Form 'A' in Annex B of this Statute)
- b. Fill in a signed Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement (Form 'D' in Annex B of this Statute)
- c. Form 'A' must be seconded by an Adult Member of the Club who is either an Admin Committee Member or has been an Adult Member of the Club for at least the previous 6 months.
- d. The applicant must submit to the Club's Membership Coordinator
  - i. the filled in and signed Form A
  - ii. the filled in and signed Form D
  - iii. a digital passport type photo or a printed photo showing a clear front view of the applicant's face which will be used for identification purposes and to be reproduced on the Club Membership Card and Membership Automated Renewal Form
  - iv. payment of the one-time Enrolment fee as indicated in Annex D of this Statute
- e. Once the above reach the Admin Committee and are approved by the Admin Committee or a delegated Club Official, the Applicant becomes a Probationary Member as per Article 4.1d

4.3 Membership in the Club is renewable after the lapse of the membership period paid as per the 1 Year or 3 Year plans detailed in Annex 'D'. Membership renewal needs to be approved by the Admin Committee or a delegated Club Official and may be refused at the Admin Committee's discretion.

4.4 Membership of any type stipulated in Article 4.1 may be suspended if a Member's behaviour goes against this Statute or as a disciplinary action by the Admin Committee in cases of serious breaches to conditions set out in Article 10 whilst participating in a Club Activity. In case of suspension the member is to return his/her Club Membership Card to the Club Membership Coordinator with immediate effect until the suspension

is revoked. Individuals with a Suspended Membership Status will be regarded to all effects as Non-Member Participants for the duration of the suspension.

4.5 Membership may also be terminated in any one of the following grave circumstances:

- a. When a member has been found guilty of a serious criminal offence by a Court of Law
- b. Where a Member repeatedly and blatantly ignores warnings and solicitations by the Administrative Committee for having committed serious breaches of regulations or having acted against the provisions of the Statute
- c. When a member by his irresponsible actions, places his own life or that of any other member or members, in manifest jeopardy.

In case of termination of membership the individual is to return his/her Club Membership Card to the Club Membership Coordinator with immediate effect.

## Article 5: Enrolment & Membership Fees

5.0 All members with the exception of Honorary Members, shall pay a one-time enrolment fee as specified in Annex 'D'. This fee should be paid upon submission of the Membership Enrolment Application (Form 'A') as specified in Article 4.2. This fee is charged to cover administration costs and any material which may be passed on to new members such as membership cards, copies of the Club's Statute and any other Rules & Regulations in force at the time.

5.1 Upon submission of Membership Enrolment Application, the Member shall pay the Annual Membership Fee at a minimum in case that the application is submitted in January or the relevant Pro Rate Fee up till December of that year in line with the relevant Membership Class specified in Annex 'D' so that renewal for the next year starts in January.

5.2 Conditions attached to long term fee arrangements:

- a. The Enrolment Fee, once paid, is non-refundable and is not apportionable regardless of reason.
- b. If a Member, (excluding Probationary Members) resigns or has his membership terminated as per Article 4.5, that member shall forfeit all the Membership Fees that had been pre-paid.
- c. Long term (more than one year) membership schemes will not be affected by increases in membership fees, and/or event fees, and/or equipment hire fees which may come into force during the term of their 'pre-paid' membership. For the sake of clarity decreases in event base fees or equipment hire fees will always be applicable.
- d. If during the probation period a Probationary Member decides not to pursue his membership with STAG any further, that Probationary Member will be entitled to a Pro Rata refund of the Annual Membership Fee. The refund will not be applicable in case of the Probationary Member having the Membership terminated in conditions set in Article 4.5.

5.3 The Administrative Committee is empowered to adjust the enrolment and/or membership fees from year to year as circumstances dictate. However if the Admin Committee feels that fees are to be increased by more than fifty percent (50%), this increase will require the approval of the Club's Members at an AGM or at an EGM.

5.4 Renewing Members must pay their membership fee in advance, preferably in the month of December which covers the periods from 1<sup>st</sup> January to 31<sup>st</sup> December of the following years.

5.5 Membership may be considered dormant if a renewal form and correct full payment due are not settled by the member by 31<sup>st</sup> January of the year following the time it falls due provided that at least a reminder is sent. Provided that the defaulting individual has intimated his willingness to settle his account within a short time this period of grace is extended by one calendar month.

5.6 A dormant Membership may be reactivated any time subject to the member satisfying all the renewal requirements and also the approval by the Admin Committee. Until such time that the Membership of an individual remains in a dormant state, the individual will be considered as a Non Member Participant to the effects stated in Article 4.1 f of this Statute.

## Article 6: Structure and Organisation

- 6.0 The Club is led and administered exclusively by the Administrative Committee and the Committee shall manage the affairs of the Club between Annual General Meetings.
- 6.1 The **Administrative Committee**, hereinafter also referred to as **Admin Committee** or **Committee**, shall only be composed of Adult Members of the Club elected by the Club Members as per provisions of Article 7 of this Statute. No member of the Admin Committee will hold or seek to hold any leadership or administrative position in any other club or entity in the area of the Sport of Airsoft during his tenure as an Admin Committee Member of S.T.A.G.. The spirit of this provision is to minimise the possibility of conflict of interest by members of the Club's Administrative body. Any Admin Committee member found to have breached this policy at any time during the active tenure of position as specified herein will be dismissed summarily from all Club administrative structures thus vacating the position which may be filled according to the provisions contemplated below within this Article.
- 6.2 The Admin Committee shall be normally made of not more than seven (7) representatives covering the roles of Chairperson, Secretary, Treasurer, Membership Coordinator, Event Coordinator, Quartermaster and Media Officer. The number of other members forming part of the Committee may be increased to a maximum of nine (9) as per work exigencies by the Admin Committee and according to availability.
- 6.3 On the other hand, in the event of lack of participation to serve on the Committee by Adult Members, the Committee may still function with a minimum of three (3) Adult Members to cover the roles of Chairperson, Secretary and Treasurer.
- 6.4 Club electoral proceedings are to be managed and run by the **Club Electoral Sub Committee**. The Club Electoral Sub Committee will be composed of 3 Club Members who will not run for the relevant election. The roles and responsibilities of the Club Electoral Sub Committee Members is detailed in Annex E of this Statute.
- 6.5 The Admin Committee may at its own discretion appoint and delegate Adult Members as **Club Officials** to represent any function of the Admin Committee whenever this is required. Such appointments must either be minuted in Committee minutes or given in writing to the appointee and whenever possible or applicable, terms of reference and duration of appointment are to be specified.
- 6.6 The Admin Committee will ensure that it holds a minimum of one (1) Committee meeting a month.
- 6.7 Admin Committee Meetings may be called by the Chairperson, the Secretary or fifty percent (50%) of all the members of the Admin Committee.

- 6.8 Quorum for any Admin Committee Meeting shall be at least thirty three percent (33%) of all elected members on the Admin Committee and must include the Chairperson and the Secretary.
- 6.9 An Admin Committee Member who misses three consecutive Admin Committee meetings without having previously notified the Secretary of his inability to attend, may be asked by the remaining Admin Committee members to tender a resignation. If the lack of justified attendance to Admin Committee meetings persists and the member insists not to resign, the Admin Committee may proceed with calling a motion of No Confidence against that member as per Article 6.10 below.
- 6.10 An Admin Committee member may be removed out of office only by a successful vote of No Confidence against that member. A motion of No Confidence may be called in any meeting by either a petition signed by at least fifty percent plus one (50% +1) of the Club's Adult and Junior Members or by a two-thirds majority vote at an Admin Committee meeting.
- 6.11 If the motion of No Confidence is called, an EGM must be held for that purpose and a vote by secret ballot must be taken. In order for the No Confidence Vote to be successful, it must be voted in favour of by at least two-thirds of the eligible voters present at the EGM.
- 6.12 If the Vote of No Confidence against an Admin Committee member is successful, that member will to all effects, cease to be recognised as a Club Admin Committee member and hence will vacate the post in the Committee and lose all authority and roles associated with his administrative role. The provisions of Article 7.17 will also hereby apply.
- 6.13 An Admin Committee member may not be able to continue in his role on the Admin Committee until the next AGM and hence may resign prior to the conclusion of the term of office. In such a case that member must send a written letter of resignation addressed to the Club Secretary informing the Committee about the circumstances and the fact that he/she cannot retain the post on the Admin Committee. The resignation will be effected only once acknowledged by the Admin Committee in writing. The provisions of Article 7.17 will also hereby apply.
- 6.14 If the situations in Article 6.12 or 6.13 above occur, or whenever an Admin Committee Member in any other way stops forming part of the Admin Committee prior to an AGM, then another Adult Member of the Club who would have gained the next highest number of votes at the last AGM may then take his place without the need to call an EGM.

- 6.15 In the event that there are no candidates that qualify for the vacant posts under Article 6.14 above, the Admin Committee may issue a call to all other members to volunteer and contest by-elections during an EGM called for such purpose to fill the vacancy by submitting their nomination as per Article 7.1 of this Statute. The Club Electoral Sub Committee will be appointed for this matter and similar proceedings to an Admin Committee general election will be followed in these cases.
- 6.16 If the vacancy still remains open after the provision at Article 6.15 is applied, the Admin Committee may continue to run without filling the vacancy as long as Article 6.3 of this Statute is observed.
- 6.17 When vacancies in the Admin Committee arise prior to the intended term, the Admin Committee may opt to do a reshuffle of the posts of the elected Admin Committee Members still in office so that it is ensured that the most required roles on the Committee are always assigned.
- 6.18 The Admin Committee may allow any person or persons to attend a meeting or part of a meeting for the purpose of advising or reporting to the Admin Committee
- 6.19 Anybody attending Admin Committee Meetings, by virtue of Article 6.18 above, shall not have any voting powers at such meeting or meetings.
- 6.20 The Admin Committee will be responsible to hold an **Annual General Meeting** hereinafter also referred to as **AGM** by the end of February of the following year. A further grace period not exceeding 5 weeks from the end of February may be allowed in case of unavoidable and justifiable reasons.
- 6.21 The duties and responsibilities of the Admin Committee Members and other Club Officials not necessarily forming part of the Admin Committee are detailed in Annex 'E' of this statute.
- 6.22 Decisions taken during Admin Committee Meetings shall preferably be by consensus however in case of need, a vote will be requested and the decision will be taken by a simple majority vote. All Admin Committee members are entitled to a single ordinary vote per motion during Committee Meetings. In case of an equal vote due to the absence or lack of Committee Members or in case that an Admin Committee Member abstains from the vote, the Chairperson may also use his/her casting vote to break the tie.
- 6.23 The Admin Committee may appoint a Legal Advisor whenever it deems it necessary.



## Article 7: Admin Committee Elections and forming of Sub Committees

7.0 Eligible Club voters shall elect Admin Committee members from Adult Member Nominees, hereinafter referred to as **Candidates** as per criteria in Article 7.1 below, by secret ballot during the Club Annual General Meeting which is convened as specified in Article 8 of this Statute. Candidate may also be elected at Extraordinary General Meeting convened for such purpose, whenever a vacancy in the Admin Committee arises prior to the end of term of the Admin Committee.

7.1 Adult Members who wish to stand for election will be required to submit a duly filled in and signed nomination form as per Annex 'G' Document 1 attached to this Statute, to the Club Secretary between November of the ending year and not later than the 10<sup>th</sup> Calendar Day of January of the new year for elections at an AGM of the Admin Committee as a whole and by not later than a date specified by the Club Electoral Sub Committee in cases where individual vacancies in the Admin Committee occur prior to an AGM as per Article 6.15 of this Statute. The nomination must be seconded by two (2) Adult Members of the Club who will sign the nomination form accordingly in support of the nominee's candidature. Candidates whose nominations are accepted will retain the form's counterpart printed at the bottom of the form which is filled in, signed and detached by the Admin Committee Secretary and given to the Candidate for reference. The Secretary will accept nominations and sign the form's counterpart as long as the member submitting it satisfies the following criteria:

- a. The submitting member is an Adult Member of the Club
- b. The submitting member has paid all monies including membership fees due to the Club for the year in which the nomination is being submitted and for the period during which the elected Club Officials will be operating
- c. The nomination form is filled in correctly
- d. The submitting member declares not to form part of a committee or sub-committee of any other entity in the area of the Sport of Airsoft at the time of candidature and will not seek such posts during his tenure if elected
- e. The original signed nomination is being hand delivered by the member in person
- f. Any provisions of this Statute with respect to the eligibility of Candidates are adhered to.

7.2 For an election of the Admin Committee as a whole, the number of open Committee vacancies hereinafter referred to as the **Admin Committee Quota** shall be not less than three (3) but not more than seven (7). On the other hand, the Admin Committee Quota will be set according to the number of vacated posts on the Admin Committee in case of the provisions in Article 6.15 of this Statute. The number of accepted nominations received by the date stated in Article 7.1 will determine whether a number less than the maximum available vacancies for the Admin Committee

positions will be contested. For the sake of clarity, if for example only four (4) legitimate nominations are received, the quota will be for four (4) vacancies on the Committee rather than seven (7). The quota shall be communicated at the beginning of the General Meeting by the Club Electoral Sub Committee.

7.3 The Club Electoral Sub Committee will show the open empty ballot boxes into which the votes will be cast to the attending members prior to the sealing of these boxes.

7.4 A single ballot paper containing the list of all Candidates, sorted alphabetically by Surname and by Name in ascending order and as per Sample 2 in Annex 'G' of this Statute will be signed, stamped or otherwise marked by each Candidate and given to each individual eligible voter in attendance during the General Meeting by members of the Club Electoral Sub Committee against presentation of the individual eligible voter's Club Membership Card. The title of the Ballot Paper may vary according to the respective election being held during that General Meeting. Any ballot paper which is not signed, stamped or otherwise marked by each Candidate as herein indicated will be deemed as 'Invalid'. The total number of distributed Ballot Papers will be recorded on the Reconciliation form as on Annex 'G' Sample 3 of this Statute.

7.5 The Club Electoral Sub Committee will mark off the name of each eligible voter who is given a Ballot Paper to vote. Ballot Papers will only be given to the eligible voters named on the list given to the Club Electoral Sub Committee by the Admin Committee Secretary and vetted by the Candidates.

7.6 Eligible Voters will discreetly and clearly tick (✓) alongside the names of their choice of Candidates up to a maximum of the Admin Committee Quota on the ballot paper and cast the folded ballot paper in the ballot box. Any ballot paper with more tick marks than the Admin Committee Quota or which is marked in such a way that a clear choice cannot be interpreted will be deemed as 'Invalid'.

7.7 The Club Electoral Sub Committee will open the sealed ballot box at the end of the voting process and will open the folded ballot papers and place them face down. Then a reconciliation between the number of individual ballot papers cast in the ballot box and the recorded number of ballot papers distributed must be carried out. Any discrepancies will void the process and the electoral procedure stated in Article 7 of this Statute will have to be started afresh.

7.8 The Club Electoral Sub Committee will turn over the reconciled ballot papers and separate the batch between 'Valid' and 'Invalid' Ballot Papers. 'Invalid' ballot papers are defined in Articles 7.4 and 7.6 above. These will be set aside, counted and the number will be recorded for reconciliation as per Annex 'G' Sample 3 of this Statute.

7.9 The Club Electoral Sub Committee will then process the 'Valid' ballot papers by counting the number of ticks (✓) for each Candidate and populate a matrix which will

show the total number of votes that each Candidate will have attained during the election. The Candidates are sorted in order of merit with those who have attained the most votes at the top and those with the least votes at the bottom. Candidates who have attained the same number of preferences will be placed along the same line as a group. A final order of merit for these groups of candidates with the same count of preferences will be decided by drawing lots.

7.10 The first Candidates in the final order of merit up to the Admin Committee Quota will be declared elected on the Admin Committee until the next Annual General Meeting or until they either resign or are removed from the Committee. Candidates who are not elected on the Committee will be retained on record in case that they would be required to fill in a vacancy on the Admin Committee prior to the next AGM. These unelected Candidates are referred to hereinafter as **Runner up Candidates**.

7.11 The total number of Valid and Invalid Ballot papers at the end of the voting procedure is to tally with the recorded number of Ballot Papers distributed against the Eligible Voters List. If the number does not tally, the vote will be declared null and the procedure must be repeated.

7.12 Elected Admin Committee members shall choose the post of Chairperson between themselves on the first Admin Committee Meeting following their election. This can be done by mutual consent or if there is no consensus, by secret ballot between the Admin Committee Members. The rest of the Admin Committee roles will be decided by the chosen Chairperson preferably by consensus after consultation with the rest of the members.

7.13 If the need arises, any member on the Admin Committee may, if he/she so wishes, take up the responsibility of two or more posts. The fact that a member of the Admin Committee takes up more roles will not entitle that member to a vote for each post during Admin Committee meetings. Each individual elected on the Admin Committee will be entitled to a single vote per motion. The Chairperson will additionally be entitled to a casting vote whenever this is required to break a tie unless specifically otherwise determined within this Statute.

7.14 The Admin Committee, once formed will oversee the formation of any Sub Committees as may be necessary to ensure the smooth and efficient running of the Club from time to time.

7.15 Sub Committees are to be given a definite term of duration which may be extended or terminated early as per Club exigencies decreed by the Admin Committee.

7.16 Each formed Sub Committee will appoint a link person who will report progress and liaise with the Club Administration when in attendance with the Admin Committee.

Whenever an Admin Committee member sits on a Sub Committee position too, that Admin Committee member will preferably assume the role of link person.

7.17 All material such as correspondence, forms, applications, files, computer data and other ancillary data including access to Club Cloud storage, Club Web Site or Club Online forum, stationary and anything that is required to run the Club, is, and will remain, the property of S.T.A.G.. Upon one's resignation, removal or termination of office from the Admin Committee or Sub Committee, all of the above material has to be returned to the Admin Committee intact as soon as possible. Failure to do so may result in legal action.

## Article 8: General Meetings

- 8.0 The Administrative Committee shall convene an Annual General Meeting as per provisions of Article 6.20 and Extraordinary General Meetings whenever this is required. Unless otherwise stated in this document, the word General Meetings may include any one of the two types, these being Annual General Meetings and Extraordinary General meetings according to the context in which these are mentioned.
- 8.1 Extraordinary General Meetings hereinafter referred to as **EGM** may be called by the Administrative Committee or by at least fifty percent plus one (50% + 1) of paid up Adult and Junior Members, rounded up to the nearest whole number, so as to propose a motion for the action of the Administrative Committee. Whoever calls the EGM is to submit the motion or motions to be decided upon, to the Committee Secretary who shall in turn circulate in writing or electronic mail to all applicable parties as set out in Article 4 at least five (5) days before the meeting.
- 8.2 All Member Classes included in Articles 4.1a thru 4.1e may attend General Meetings.
- 8.3 The Committee Secretary will compile the list of eligible voters for an AGM by the 31<sup>st</sup> of January of the new year. The Committee Secretary will issue a fresh list prior to Extraordinary General Meetings. This list will contain the list of all eligible paid-up Adult and Junior Members and it will be used to confirm the meeting's quorum and will also serve as a check list for the distribution of ballot papers in case of elections or votes of No Confidence.
- 8.4 A copy of the list of eligible voters will also be forwarded to the Club Electoral Sub Committee. Candidates standing for the Admin Committee election are to sign a copy of this list at latest a day before the General Meeting so that they make sure that no alterations are done to favour or disfavour candidates and to contest the eligibility or omission of any voter within the list. Candidates who do not follow this procedure by the date set will not be able to contest the eligibility or ineligibility of any voter and the list will be deemed final on the day of the General Meeting.
- 8.5 Eligible Voters in a General Meetings will not normally cast votes on motions for the action of the Administrative Committee unless a motion requesting such a move is successfully submitted. Eligible voters will cast votes to elect or reaffirm Admin Committee Candidates. Votes related to motions will be by show of hands whilst elections for Admin Committee will be by secret ballot as per Article 7 of this Statute.
- 8.6 The quorum for a General Meeting will be fifty percent plus one (50% + 1) of eligible voters, rounded up to the nearest whole number. If after thirty (30) minutes from the time appointed for the General Meeting, only four (4) members or fifteen percent

(15%) of eligible voters are present, whichever is the least, the voters present shall be considered as constituting a quorum for the Meeting in question.

8.7 The Committee will set an agenda for the AGM and the Committee Secretary will circulate in writing or electronic mail to all applicable Member Classes set out in Article 4 at least ten (10) calendar days before the meeting.

8.8 There shall be no proxy voting and only attendees may vote during a General Meeting.

8.9 The agenda for the AGM will contain the following items as a minimum

- a. Registration of attending members
- b. Welcome
- c. Declaration of Quorum by the Committee Secretary
- d. Outgoing Chairperson's report
- e. Approval of previous year's AGM Minutes
- f. Committee Treasurer's Report
- g. Address on Electoral Procedure by Club Electoral Sub Committee
- h. Resignation of outgoing Committee
- i. Elections
- j. Motions
- k. Any other matters
- l. Adjournment

8.10 Extraordinary General Meetings hereinafter referred to as **EGM** may be called by the Administrative Committee or by at least fifty percent plus one (50% + 1) of paid up Adult and Junior Members so as to propose a motion for the action of the Administrative Committee. Whoever calls the EGM is to submit the motion or motions to be decided upon, to the Committee Secretary who shall in turn circulate in writing or electronic mail to all applicable parties as set out in Article 4 at least five (5) days before the meeting.

8.11 The Committee Secretary will compile the list of eligible voters for an EGM not later than a week before the date of the EGM. This list will contain the list of all paid-up Adult and Junior Members.

## Article 9: Changes to the Statute

- 9.0 Articles within this Statute are deemed to be major regulations and make up the core of the Club's identity hence any changes therein can only be approved in either an Annual General Meeting or an Extraordinary General meeting by eligible voters. Changes include amendments, alterations, revocations, additions, deletions or revisions to the Articles of this Statute but exclude Annexes. Changes in Articles will increment the version number of the document by 1 whole number.
- 9.1 Proposed changes to the Articles of this Statute by the Admin Committee must be sent to the eligible voters together with the General Meeting agenda prior to the meeting.
- 9.2 Eligible Members as per Article 4 of this Statute may propose changes to the Statute for approval during a General Meeting. Such proposals must reach the Admin Committee in writing not later than five (5) days before the date of the General Meeting in question. Late submissions may be accepted at the discretion of the Admin Committee.
- 9.3 Annexes attached to this Statute are deemed to be operational rules, procedures, working documents and policies hence any changes may be proposed and approved during Admin Committee Meetings when any revisions are deemed to be necessary. Any Admin Committee Member may veto any revision, removal or addition to an Annex of this Statute and then in such a case the said change to the Annex must be approved during a General Meeting by eligible voters. Changes in Annexes will increment the version number of the document by .01 unless such amendments are not part of an approved Article revision as per Article 9.0.

## Article 10: Participation at Club Activities for Members and Non Members

- 10.0 All Club Members and invited Non Club Participants may attend to Club Activities which are advertised from time to time on the Club's Website and/or other social media.
- 10.1 All attendees to Club Activities must have submitted a signed "Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement" as reproduced in Annex B of this Statute as Form 'D'. Club Members are only required to fill in this Form upon enrolment to the Club and subsequently once yearly preferably at each Membership Renewal however Non Member Participants, Applicants and Honorary Members or general attendees need to fill in Form 'D' for each event.
- 10.2 Whenever a Club Activity includes shooting, the participating shooter irrespective of his/her Membership Class and whether he/she is a member, a guest or a regular non-member participant must be in possession of a valid third party insurance at a minimum which covers any risk or losses related to incidents related to Airsoft activities up to acceptable limits. No individual will be allowed to shoot during a Club activity if not covered by an adequate insurance policy.
- 10.3 All Classes of Club Memberships who have been issued with a Membership Card are obliged to carry the valid and unexpired card on their person throughout the duration of a Club activity and are to show such card upon request by Club Officials or other Authorities. The card may be used for attendance tracking, identification for pricing purposes and record keeping by Club Officials. All Membership Cards remain property of the Club and the Club reserves the right to recall such Cards or to make such Cards void at any time as deemed necessary by the Admin Committee
- 10.4 All individuals attending a Club activity where shooting is involved must wear safety equipment as required and specified in the Safety Brief found in Annex B Form 'E'. All activity attendees must listen attentively to the safety brief summaries in the mentioned form and must strive to understand and follow the instructions.
- 10.5 A record of attendance of all participants attending Club Activities will be kept by the Club together with any information deemed necessary by the Admin Committee.
- 10.6 All participants to a Club Activity are expected to meet appropriate standards of behaviour and sportsmanship. Airsoft is an honour based activity and all participants are expected to call their hits when they get hit.
- 10.7 Participants will aim and strive to hit their opponents at their centre of mass with the bbs discharged from their airsoft weapons. Although an occasional badly placed shot to



the head or an accidental discharge at close range are to be expected during a skirmish, vindictive or purposely placed head shots will not be tolerated and players may be asked to leave the area by a Club Official if the participant fails to show respect to rules and safety instructions.

10.8 All participants to a Club shooting event are to ensure that their Airsoft Weapons comply with the regulations and limits imposed in Annex F of this Statute. Club Officials may ask any participant to check the power of their equipment on site by using a chronograph at any time before, during or at the termination of an activity. Any weapons found to be exceedingly over the specified limits of their Weapon Class will be banned from use at Club activities. Weapons within 10 FPS of the maximum limits of the respective weapon Class indicated in Annex F of this Statute may be allowed to be used for the session if no alternate weapon is available for use by the participant. In any case of breaches to the limits imposed no matter by how much, the relevant weapon must then be down powered to the required limits so as to be permitted to be used in future Club Activities. These findings are to be recorded on the Club's attendance sheet as remarks so that the particular weapon is checked for compliance before being used at future events.

10.9 Members are allowed to bring guests to Club activities provided that they comply with Article 10 of this Statute. The accompanying member shall be responsible for the behaviour of his guest.

10.10 Admin Committee Members and Club Field Officials reserve the right to refuse any request by any individual or individuals who in the opinion of any one of the Committee or Officials may jeopardise the good name of the Club and the safety of anyone on or outside the activity site including that of the individual concerned.

10.11 Pricing for Airsoft activities with the relevant attendance fees, hire of equipment and other applicable fees are established in Annex 'D' of this Statute and may be updated by the Admin Committee from time to time. The event fees quoted in Annex 'D' are baseline prices onto which a surcharge may be added for particular events when a site owner or operator imposes fees higher than the quoted baseline. The prices relevant to the individual member at the time of membership enrolment or renewal will remain unchanged for that individual until the expiry of that current membership plan. Any changes will be effective upon the start of a new membership period.

10.12 The pricing model applicable to the individual is to be recorded in the individual's Membership Card QR Code for ease of reference. The Field Official may confirm what prices to charge to the individual by scanning the code. The Field Official may impose Non Member Participant fees to member who fail to produce their Club Membership Card during an activity.

## Article 11: Data Protection Act

- 11.0 Members on the Administrative Committee and any officially appointed delegate/s, being all designated the appropriate Officers of S.T.A.G., and who are bound by confidentiality and can incur penalties under the Data Protection Act, are empowered, on a need to know basis, to keep, record and update, personal and other related data including photographs of any or all of its members.
- 11.1 The appropriate Officers of S.T.A.G. must observe complete confidentiality and the proper safekeeping of such data as set out by the requirements of the Data Protection Act.
- 11.2 This information gathered must be primarily required to serve its members in the Club's running of normal business.
- 11.3 This data may also be passed on to certain relevant authorities, like the Malta Police Force or indeed any other authority that has the legal right and who has requested information, provided they do so in a legitimate capacity and in line with their legitimate powers.
- 11.4 Each member gives their consent to the Club to record and process personal data as submitted in their membership enrolment application or membership renewal forms.
- 11.5 Each member participating in events organised by the Club or on the behalf of the Club or sporting events organised by third parties, authorises the publication of anything pertinent to the event like for instance but not limited to; photographs, scores, results achieved, unless they withdraw their consent in writing before the holding of the event itself.
- 11.6 Each member participating in all other events not mentioned in Article 11.5 above including but not limited to social functions carried out by the Club, authorises the publication of their names, photographs and relevant details of the event unless they withdraw the consent in writing before the event itself.
- 11.7 The keeping of sensitive information or data of any or all members of S.T.A.G. is strictly prohibited. This data includes but is not necessarily limited to data that reveals race or ethnic origin, political opinions, religious or philosophical beliefs, membership to a trade union, health or sex life and any other data that the Commissioner of Data Protection may determine from time to time.

## Article 12: Amalgamation, Dissolution and Distribution of Assets

12.0 The Club may only be dissolved or amalgamated with another Club or legally constituted body upon a unanimous resolution of the Admin Committee and two thirds of the eligible voters present at an Extraordinary General Meeting convened for this purpose.

12.1 If the eligible voters present at a General Meeting convened for this purpose determine that the Club to be dissolved, the following provisions shall apply:

- a. All outstanding debts shall be settled
- b. Any assets donated to the Club will first be offered to the original donor. If the original donor refuses their return they will be disposed of in the same way as other assets of the Club as specified in Article 12.1 d of this Statute.
- c. Any items loaned to the Club will be returned to their respective owner.
- d. Any assets originally purchased by the Club or transferred to the Club, or assets whose original donor refuses their return as specified in Article 12.1 b above, will be sold and the proceeds deposited in the Club's bank account. The bank concerned will be authorised to freeze the bank account for one (1) year.
- e. A three-person Caretaker Committee, chosen from the last Admin Committee, unless the eligible voters at the last General Meeting determine otherwise, shall take charge of all the Association's documents, bank accounts and any remaining assets until a new Club is formed.
- f. If, after the lapse of one (1) year following dissolution, the Club is not re-established, the Caretaker Committee shall pass all existing documents of the Club to the National Archives. The Caretaker Committee shall also donate all remaining assets of the Club to one or more charitable institutions recognised as such by law unless two-thirds of the eligible voters present at the Extraordinary General Meeting during which the dissolution is approved determine otherwise.

## Annex A: Club Logo, Activity Patches and Motto

Club Logo to be used in Club documentation, official letterheads, compliment slips and other stationary



S.T.A.G. Shoulder Patch / Shirt Chest Patch (Colour and Subdued version)



All images have been designed and produced jointly by Pierre Ferrante and Mark Farrugia and are the sole property of S.T.A.G. No one can reproduce, alter, copy or use these images without prior written consent from the Administrative Committee.

### The Stag Skull

Apart from the STAG acronym which stands for Special Tactics Airsoft Group, the Stag has also been chosen for the symbology with which it is associated. In English culture Stags were frequently used to represent pride and strong leadership hence their appearance even in noble heraldic devices and coat of arms. In other ancient cultures, the Stag stands for solitary nobility, honour and a commitment to the protection of their herd. Somehow one can associate some of these concepts with values which STAG members should strive to follow; Honour on the field, Pride of pertaining to a disciplined and professional Airsoft group and a sense of Strong Leadership which should reflect the way a STAG member operates during Airsoft activities.

### Motto

Virtus et Honor meaning Strength (Valour) & Honour

### Background Colours

Being a Maltese entity, STAG prides itself in displaying the colours forming part of the Maltese National Flag hence the white and red background. The green diagonal half indicates military as in Army Green given the fact that STAG operates in a military simulation (MilSim) environment.

### Lightning & Crossed Arrows

Both the Lightning Bolt and the Silver Crossed arrows are usually associated with Special Forces Units. STAG is all about seeking tactical advantage through research on tactics employed by such units, adaptation of such tactics to Airsoft Mil-Sim activities and hard training to achieve the best possible results using these tactics.

### Roman Numerals

MMVIII represents the year 2008 in which the concepts of the group were founded and put together giving life to STAG. The full Club Title and 'Malta' are found on the outside perimeter of the Club logo.


The STAG Patch worn on a Combat Uniform should be placed on the right-hand sleeve.

# Annex B: Club Forms

## Membership Enrolment Application – Form ‘A’

Form ‘A’

Membership No.



**Special Tactics Airsoft Group (S.T.A.G.)**  
Airsoft Club – Malta

**MEMBERSHIP ENROLMENT APPLICATION**

Circle Membership Type as Required.

|  |   |
|--|---|
| <input type="checkbox"/> A1) Junior Member | <input type="checkbox"/> A2) Adult Member |
|--|---|

A3) Applicant Name and Surname \_\_\_\_\_

A4) Date of Birth 

|                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Day                  | Mth                  | Yr                   |                      |                      |

 A5) Age on date of Application

(Required to manage Club Membership Classification and requirements for Insurance Consent)

A6) Address of Residence: House \_\_\_\_\_  
(Required for the delivery of any Club material) Street \_\_\_\_\_  
Locality \_\_\_\_\_  
Post Code \_\_\_\_\_

A7) Telephone Number 

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

  
Alternate Telephone Number: 

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

(Required as a means of communication between Club Officials and Members)

A8) Email Address \_\_\_\_\_  
(Required as a means of communication between Club Officials and Members)

A9) Application seconded by \_\_\_\_\_ (Member No. \_\_\_\_\_)

A10) Date of Application \_\_\_\_\_

S.T.A.G.  
Special Tactics Airsoft Group  
P.O. Box 21  
MRS1000, Malta  
STAG.malta@gmail.com

Page 1 of 2

Form 'A'

A11) By signing this form, I the undersigned applicant declare that the details within this form are correct and, subject to approval of this application by the S.T.A.G. Administration Committee;

1. I formally wish to enrol as a member of the Special Tactics Airsoft Group (S.T.A.G.) Airsoft Club
2. I agree to abide by all of the terms and regulations of the S.T.A.G. Statute and any rules and policies established from time to time by the S.T.A.G. Administrative Committee
3. I agree to comply with the directions of designated Club Officials during events organised by/for S.T.A.G.
4. I agree and accept that the S.T.A.G. Administrative Committee shall process and file my details in accordance with the Data Protection Act for the duration of my membership
5. I shall notify the S.T.A.G. Administrative Committee in the event of any changes to any details submitted within this form
6. I accept that my membership will not be active until this form is approved by the S.T.A.G. Administrative Committee and any decision by the said committee on whether my application is accepted or not, is final.
7. I accept that membership is subject to a probationary period, which duration is indicated in the S.T.A.G. Statute. A Club Membership Card will be issued to me at the lapse of the probationary period.
8. In the case of a Junior Member Application, the undersigned Legal Guardian is legally authorised to sign on my behalf

\_\_\_\_\_  
(ID No. \_\_\_\_\_ )

A12) Applicant Signature

\_\_\_\_\_  
(ID No. \_\_\_\_\_ )

A13) Legal Guardian Signature  
(For Junior Membership Only)

(For Club use only)

Probation Activities Dates

| → | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|---|----|----|----|----|----|----|----|----|----|
|   |    |    |    |    |    |    |    |    |    |

Third Party Insurance Owned / Required Initial Membership Cover - \_\_\_\_\_ Months

Enrolment Fee € \_\_\_\_\_ Membership Fee € \_\_\_\_\_ Insurance Premium € \_\_\_\_\_

Photo Submitted  Club Card Delivered  Signed Release of Liability Submitted

Date of Membership Approval \_\_\_\_\_ Membership Approval Signature \_\_\_\_\_

S.T.A.G.

Page 2 of 2

Special Tactics Airsoft Group

P.O. Box 21

MRS1000, Malta

STAG.malta@gmail.com

## Membership Automated Renewal Form – Form ‘B’

Form ‘B’



Pierre Ferrante  
201, 'Blue Bird'  
Triq Guze Ellul Mercer  
Dingli DGL1111

11<sup>th</sup> November 2017

### Special Tactics Airsoft Group (S.T.A.G.)

Airsoft Club – Malta

#### MEMBERSHIP RENEWAL FORM

Dear Pierre,

Your Club membership is due for renewal at the end of the coming December. Should you wish to renew your membership with S.T.A.G., kindly update your details overleaf, and submit payment together with this filled in form at the earliest to any Club Official. Kindly also send an updated photo should the one attached be outdated. May we kindly remind you that in order to participate in Airsoft activities you will require a third party insurance which covers airsoft activities. You may wish to make your own arrangements for insurance however once again this year, S.T.A.G. members are being given access to a group policy cover under A.A.C.T.S. with Middle Sea Marine Insurance. If you wish to subscribe or renew your insurance with the group policy, kindly indicate so below and add the quoted premium to the selected Membership Renewal Fee amount in the 'Total Payment Submitted' Box. Below you may also find next year's fee comparisons related to Activity fees and AEG Hires.

Best Regards,

Jonathan Agius  
Club Secretary  
S.T.A.G.

Indicative Prices for the year 2018:

|   | Adult Member Discounted Fee | Non Member Fee |
|---|-----------------------------|----------------|
| Activity Fee per session                  | € 2.50                      | € 3.50         |
| AEG Hire + 1 Mag per session              | € 5.00                      | € 7.00         |
| Price of Additional Mag Hire per Magazine | € 1.00                      | € 1.50         |

S.T.A.G.  
Special Tactics Airsoft Group  
P.O. Box 21  
MR51000, Malta  
STAG.malta@gmail.com

Page 1 of 1



Form 'B'

Member No : 100  
ID Number : 355575M  
Name : Pierre  
Surname : Ferrante  
Date of Birth : 05-Aug-1975  
Age on Renewal : 42  
Current Membership Type : Adult Member  
Telephone Number : 79014567  
Alternate Telephone Number: 21456721  
Email Address : gunny10016@gmail.com



Insurance Required : Yes / No

Membership Renewal Type : Adult Member

Membership Renewal Fee 1Y : € 24.00 (January 2018 till December 2018)

Membership Renewal Fee 3Y : € 65.00 (January 2018 till December 2020)

Insurance Premium : € 13.80

Total Payment Submitted :

I the undersigned wish to renew my membership with Special Tactics Airsoft Group (S.T.A.G.) and confirm that I agree to be governed by the provisions of the S.T.A.G. statute, procedures and policies.

\_\_\_\_\_  
Pierre Ferrante

355575M

\_\_\_\_\_  
(ID No. )

Legal Guardian Signature  
(Where Applicable Only)

\_\_\_\_\_  
(For Club use only)

Membership Cover - \_\_\_\_\_ Months (Not less than 12)

Membership Fee Received € \_\_\_\_\_

Membership Renewal Approval Signature \_\_\_\_\_ (Member No )

Photo Updated  Club Card Delivered

S.T.A.G. Page 2 of 2

Special Tactics Airsoft Group

P.O. Box 21

MRS1000, Malta

STAG.malta@gmail.com

Membership Manual Renewal Form - Form 'C'

Form 'C'

Member No.



Special Tactics Airsoft Group (S.T.A.G.)

Airsoft Club – Malta

**MEMBERSHIP RENEWAL FORM**

Circle Membership Type as Required. Members who will celebrate their 18<sup>th</sup> birthday this year may circle 'Adult Member'

|   |  |
|---|--|
| <input type="radio"/> A1) Junior Member | <input type="radio"/> A2) Adult Member |
|---|--|

A3) Member Name and Surname \_\_\_\_\_

A4) Age on date of Application

(Required to manage Club Membership Classification and requirements for Shooting Consent)

A5) Address of Residence:

House \_\_\_\_\_

(Please inform us a change in address)

Street \_\_\_\_\_

Locality \_\_\_\_\_

Post Code \_\_\_\_\_

A6) Telephone Number

(Please inform us a change in number)

A7) Email Address \_\_\_\_\_

(Required as a means of communication between Club Officials and Members)

A8) Date of Renewal Application \_\_\_\_\_

I the undersigned wish to renew my membership with Special Tactics Airsoft Group (S.T.A.G.) and confirm that I agree to be governed by the provisions of the S.T.A.G. statute, procedures and policies.

\_\_\_\_\_  
(ID No. \_\_\_\_\_)

A9) Member Signature

\_\_\_\_\_  
(ID No. \_\_\_\_\_)

A10) Legal Guardian Signature  
(For Junior Membership Only)

S.T.A.G.  
Special Tactics Airsoft Group  
P.O. Box 21  
MR51000, Malta  
STAG.malta@gmail.com

Page 1 of 2

Form 'C'

---

(For Club use only)

Insurance Required : Yes / No

Membership Renewal Type : Adult Member

Membership Renewal Fee 1Y : € 24.00 (January 2018 till December 2018)

Membership Renewal Fee 3Y : € 65.00 (January 2018 till December 2020)

Insurance Premium : € 13.80

Total Payment Submitted :

Third Party Insurance Owned / Required

Membership Cover - \_\_\_\_\_ Months (Not less than 12)

Membership Fee Received € \_\_\_\_\_

Membership Renewal Approval Signature \_\_\_\_\_ (Member No \_\_\_\_\_)

Photo Updated  Club Card Delivered

S.T.A.G.  
Special Tactics Airsoft Group  
P.O. Box 11  
MR51000, Malta  
STAG.malta@gmail.com

Page 2 of 2

# Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement – Form 'D'

Form 'D'

Special Tactics Airsoft Group (S.T.A.G.) – Airsoft Club Malta



**To be filled-in for each activity for Non-Members and upon Membership Application or Renewal for Members**

**\*READ AND UNDERSTAND WELL BEFORE SIGNING\***

## **RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT ("AGREEMENT")**

In consideration of participating in the **SPORT OF AIRSOFT ("Activity")** I the undersigned participant represent that I understand the nature of the Activity and that I am qualified, in good health and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participating in the Activity. I fully understand that this Activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, of others participating in the Activity event, the conditions in which the Activity takes place, or the negligence of the "releases" named below, and that there may be other risks either not known to me or not readily foreseeable at this time, and I fully accept and assume all such risks and all responsibility for losses, costs and damages I incur as a result of my participation in the Activity.

I hereby release, discharge, and covenant not to sue Special Tactics Airsoft Group (S.T.A.G.) Airsoft Club, its Administrative Committee, Club Officials, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASES" herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the "Releases" or otherwise, including negligent rescue operations; and I further agree that if, despite the release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releases, I will indemnify, save and hold harmless each of the Releases from any loss, liability, damage, or cost which any may incur as the result of such claim.

**I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT**, and understand that I have given up substantial rights by signing it and have signed it freely and without any inducement and assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Participant Name (ID Card/Passport No.)

Date of Birth

Participant Signature

Date / Period applicable

## **PARENTAL CONSENT (Required for participants under the age of 18)**

AND I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releases from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the releases or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releases, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releases from any litigation expenses, attorney fees, loss liability, damage, or cost any Release may incur as the result of any such claim. I have also read and agree to the terms and conditions laid out in Form A/B/C (enrolment/renewal forms)

Parent / Legal Guardian Name (ID Card/Passport No.)

Date of Birth

Parent / Legal Guardian Signature

Date / Period applicable

S.T.A.G. Airsoft Club P.O. Box No 21 Head Office, MRS1000

v1.0

Special Tactics Airsoft Group (S.T.A.G.)  
P.O. Box 21, MRS1000, Malta  
STAG.malta@gmail.com



## Special Tactics Airsoft Group (S.T.A.G.)

Airsoft Club – Malta

Safety Brief – Form 'E'

Club Field Official in Charge to explain the brief to all Club Activity participants irrespective of Membership Status

### Areas

- Overview of Area of Activity and Indication of limits to Area
- Indicate the Safe Area, Pre Activity Area (if applicable), Activity Area, Emergency Exits and First Aid Point
  - In Safe Area No magazines in weapons.

### Safety

- Obligatory use of safety goggles/spectacles (Must comply with ANSI Z87.1 or EN166 standards as a minimum) in Pre Activity and Activity areas
- Explain chain of Command
  - Who is overall responsible on the field
  - Who will resolve disputes between players
- Show First Aid Area and indicate who is a qualified First Aider
- Indicate actions on:
  - Fire
  - Rain
  - Minor Injury
  - Major Injury
- Muzzle Discipline – Do not aim at people, animals or items unnecessarily. Point your weapon only during the activity and aim at the centre of mass of your opponent
- Identify your target before shooting and also take notice of what is beyond the area you are shooting towards
- Fire aimed, controlled, bursts of fire only. No spray and pray
- Do not fire at peeping heads. Fire only if opponent is peeping with a weapon at the ready
- NSP (Normal Safety Precaution)
  - Place Safety Catch to safe
  - Remove Magazine and store away
  - Place safety catch to single shot

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Special Tactics Airsoft Group (S.T.A.G.)  
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- Aim at a specific safe place in which there is no one who can be hit directly or indirectly
- Release a number of successive single shots to clear any BBs which may be present in the Hop up unit or inner barrel
- Place Safety Catch to safe
- Do not reinsert magazine
- Perform a safety check and an equipment check prior to leaving an area at the end of a round.
- When exiting Activity Area during gameplay, perform NSP, sling your weapon muzzle side down and raise both hands. Walk upright and if you do not have a sling for your weapon, hold it high over your head to indicate that you are no longer in play whilst walking out of the Activity Area.

#### Rules

- 5 Meter Rule – No shots under 5 meters. Call 'Bang Bang'
- Higher powered Weapons from 10 meters onwards
- Dedicated Sniper Rifle from 15 meters onwards
- Do not relay information if you have been hit and are moving back to a spawn area. Dead men don't talk.
- All hits count as a hit even ricochet or hits to equipment and weapons. Call your hits
- Grenades will apply a 2.5 meter kill radius
- Claymores do not have any limit on their reach. If you get hit it's a hit.
- Knife Kills – How and when these can be used

#### Activity

- Explain the aim and objective of the activity
- Who will do What, When and How by Which time
- What will determine a win or a loss


#### Commands

- Cease Fire
  - Everyone lies at his position and places his weapons to SAFE. Team Leaders, Section Commanders or Marshalling Field Officials if available will carry on the order by repeating with a loud voice. Anyone who perceives imminent danger to bystanders, property or notices something wrong may call out the order. A Marshalling Field Official, Team Leader or Section Commander investigates and takes remedial action if possible. This command may be followed by either the Command 'Carry On' or 'Endex'.
- Carry On

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- Repeat the order so that rest of the participants are aware that the Activity is resuming. Resume play.
- **Endex**
  - Carry on the order by repeating with a loud voice. Perform NSP. Remove yourself from the Activity Area and form up in the Safe Area,

## Sample Activity Attendance Sheet (Electronic Option) - Form 'F'

| Event Money Deposited <input type="checkbox"/><br>Event Recorded <input type="checkbox"/><br>Ready for Filing <input type="checkbox"/> |          | <b>Special Tactics Airsoft Group</b> |                                  |               |                | Site: Hal Far |              | Event No: 1   |               |  |        | Form 'F'                    |       |
|--|----------|--------------------------------------|----------------------------------|---------------|----------------|---------------|--------------|---------------|---------------|---|--------|-----------------------------|-------|
| <b>E</b>   |          | Date: 05/01/2018                     |                                  | Sheet: 1 / 1  |                |               |              |               |               |   |        |                             |       |
| Serial   | Mem. No. | Name                                 | Member Status                    | Event Fee     | Equipment Hire | Hire Fee      | Donation     | Totals Due    | Cash Tendered | Remarks / FPS   | FPS    | IE                          | Waive |
| 1  | 100      | Pierre Ferrante                      | Adult                            | €2.50         | AEG + 1 Mag    | €5.00         |              | €7.50         | €7.50         | Club SLR  | N/A    | Y                           | Y     |
| 2  | 102      | Brian Azzopardi                      | Adult                            | €2.50         | No Hire        | €0.00         | €0.50        | €2.50         | €3.00         |   | 380    | Y                           | Y     |
| 3  | 101      | David Spiteri                        | Junior                           | €1.50         | AEG + 3 Mags   | €7.00         |              | €8.50         | €8.50         | Club M4   | N/A    | Y                           | Y     |
| 4  |          | Jon Doe                              | Non Member                       | €3.50         | AEG + 2 Mags   | €8.50         |              | €12.00        | €12.00        | Club AK   | N/A    | Y                           | Y     |
| 5  |          | Jane Doe                             | Probation Junior                 | €2.00         | AEG + 2 Mags   | €6.00         |              | €8.00         | €7.00         | Club M4. To bring €1 on next activity   | N/A    | Y                           | Y     |
| 6  |          | Peter Pan                            | Observer                         | N/A           | No Hire        | €0.00         |              | €0.00         | €0.00         |   |        | N                           | Y     |
| 7  | 103      | Noel Micallef                        | Field Official Not Participating | N/A           | No Hire        | €0.00         |              | €0.00         | €0.00         |   |        | Y                           | Y     |
| 8  | 104      | Jonathan Agius                       | Field Official Participating     | €2.50         | No Hire        | €0.00         |              | €2.50         | €2.50         |   |        | Y                           | Y     |
| 9  | 107      | Franklin Grima                       | Field Official Participating     | €2.50         | No Hire        | €0.00         |              | €2.50         | €2.50         |   |        | Y                           | Y     |
| 10   |          |                                      |                                  |               |                |               |              | €0.00         |               |   |        |                             |       |
| <b>Event Totals</b>  |          |                                      |                                  | <b>€17.00</b> |                | <b>€26.50</b> | <b>€0.50</b> | <b>€43.50</b> | <b>€43.00</b> |   |        |                             |       |
| Field Official /c _____<br>Noel Micallef ( 103 )<br><small>(Include Full Name in Block Letters and Member No. under signature)</small> |          |                                      |                                  |               |                |               |              |               |               | Remarks   |        |                             |       |
|  |          |                                      |                                  |               |                |               |              |               |               | Range Fee   | €10.00 | Paid out of Collected Money |       |
|  |          |                                      |                                  |               |                |               |              |               |               | Net Total in Hand at the end of the event   | €33.00 |                             |       |


Front Page

| Member Type                      | Event Fee | AEG + 1 Mag | AEG + 2 Mags | AEG + 3 Mags | AEG + 4 Mags | No Hire |
|----------------------------------|-----------|-------------|--------------|--------------|--------------|---------|
| Adult                            | €2.50     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |
| Field Official Not Participating | N/A       | N/A         | N/A          | N/A          | N/A          | €0.00   |
| Field Official Participating     | €2.50     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |
| Honorary Member                  | N/A       | N/A         | N/A          | N/A          | N/A          | €0.00   |
| Junior                           | €1.50     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |
| Non Member                       | €3.50     | €7.00       | €8.50        | €10.00       | €11.50       | €0.00   |
| Observer                         | N/A       | N/A         | N/A          | N/A          | N/A          | €0.00   |
| Probation Adult                  | €3.00     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |
| Probation Junior                 | €2.00     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |

Reverse Page



## Sample Activity Attendance Sheet (Manual Option) - Form 'F'

| Event Money Deposited <input type="checkbox"/><br>Event Recorded <input type="checkbox"/><br>Ready for Filing <input type="checkbox"/> |          | <b>Special Tactics Airsoft Group</b> |               |           |                | Form 'F' |          |            |               |   |     |        |      |                             |  |
|--|----------|--------------------------------------|---------------|-----------|----------------|----------|----------|------------|---------------|---|-----|--------|------|-----------------------------|--|
| <b>M</b>   |          | Site                                 |               |           |                | Event No |          |            |               |   |     |        |      |                             |  |
|  |          | Date                                 |               |           |                | Sheet    | /        |            |               |   |     |        |      |                             |  |
|   |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| Serial   | Mem. No. | Name                                 | Member Status | Event Fee | Equipment Hire | Hire Fee | Donation | Totals Due | Cash Tendered | Remarks / FPS                             | FPS | IB     | Work |                             |  |
| 1  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 2  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 3  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 4  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 5  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 6  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 7  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 8  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 9  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| 10   |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| <i>Event Totals</i>  |          |                                      |               |           |                |          |          |            |               |   |     |        |      |                             |  |
| Field Official /c _____<br>Noel Mcalief ( 103 )<br><small>(Include Full Name in Block Letters and Member No under signature)</small>   |          |                                      |               |           |                |          |          |            |               | Remarks                                   |     |        |      |                             |  |
|  |          |                                      |               |           |                |          |          |            |               | Range Fee                                 |     | €10.00 |      | Paid out of Collected Money |  |
|  |          |                                      |               |           |                |          |          |            |               | Net Total in Hand at the end of the event |     |        |      |                             |  |

| Member Type                      | Event Fee | AEG + 1 Mag | AEG + 2 Mags | AEG + 3 Mags | AEG + 4 Mags | No Hire |
|----------------------------------|-----------|-------------|--------------|--------------|--------------|---------|
| Adult                            | €2.50     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |
| Field Official Not Participating | N/A       | N/A         | N/A          | N/A          | N/A          | €0.00   |
| Field Official Participating     | €2.50     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |
| Honorary Member                  | N/A       | N/A         | N/A          | N/A          | N/A          | €0.00   |
| Junior                           | €1.50     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |
| Non Member                       | €3.50     | €7.00       | €8.50        | €10.00       | €11.50       | €0.00   |
| Observer                         | N/A       | N/A         | N/A          | N/A          | N/A          | €0.00   |
| Probation Adult                  | €3.00     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |
| Probation Junior                 | €2.00     | €5.00       | €6.00        | €7.00        | €8.00        | €0.00   |

Reverse Page

## Annex C: Membership Cards

### Card Sample

#### Club Membership Card



### Provisions related to Club Membership Cards

- All Cards issued by the Club remain the property of the Club
- Expired Cards are to be returned to the Club Membership Coordinator in exchange for the new Club Membership Cards upon renewal.
- Expired Club Cards presented during any Club Activity will be collected by Club Officials to curb any potential abuse.
- Adult and Junior membership cards will be identified from the card's titles.

## Annex D: Schedule of Prices

Prices as at 01/01/2019

1. One-time Club enrolment fee - €5.00
2. 1 Year membership following Probation
  - a. Adult Member - €24.00 (or €2.00 Pro Rata per month till December)
  - b. Junior Member - €15.00 (or €1.25 Pro Rata per month till December)
3. Membership Renewal (1 Year Membership Plan)
  - a. Adult Member - €24.00
  - b. Junior Member - €15.00
4. Membership Renewal (3 Year Membership Plan)
  - a. Adult Member - €65.00
  - b. Junior Member – Not Applicable
5. Activity Fee Base Prices per session (May be surcharged to cover extra Range Fee cost imposed on Club)
  - a. Adult Member - €2.50
  - b. Junior Member - €2.50
  - c. Honorary Member – Free
  - d. Probationary Adult Member - €2.50
  - e. Probationary Junior Member - €2.50
  - f. Non Member Participant - €3.50
6. Club AEG Hire Fee (Includes Airsoft Electric Gun with a charged battery and 1 Full Hi-Capacity Magazine)
  - a. Adult Member - €6.00 (Additional Hi-Cap Mags at €1.00 each)
  - b. Junior Member - €6.00 (Additional Hi-Cap Mags at €1.00 each)
  - c. Honorary member – Free
  - d. Probationary Adult Member - €6.00 (Additional Hi-Cap Mags at €1.00 each)
  - e. Probationary Junior Member - €6.00 (Additional Hi-Cap Mags at €1.00 each)
  - f. Non Member Participant - €7.00 (Additional Hi-Cap Mags at €1.50 each)

## Annex E: Duties and Responsibilities of Club Officials

### The Chairperson

- The Chairperson is a Club Official who holds the role as a member of the Administrative Committee
- The Chairperson's role during any meeting is to preside over the meeting, maintain order and direct proceedings. He/She shall ensure that business is conducted expeditiously, in due form and that it conforms to the agenda.
- As the rest of the Admin Committee members, the Chairperson is entitled to an ordinary vote during Admin Committee Meetings however, in cases where a decision cannot be taken due to a tie in votes between Committee Members, the Chairperson may break the tie by using a casting vote.
- The Chairperson shall also be the spokesperson and representative of the Club at official functions with the authority to convene ordinary extraordinary or special meetings of all or any of the Club's Committees.
- The Chairperson will be one of the three authorised signatories in the issuing of cheques or effecting payments, transfers of funds and other banking requirements. The other signatories shall be the Secretary and the Treasurer.

### The Secretary

- The Secretary is a Club Official who holds the role as a member of the Administrative Committee
- The Secretary will prepare and distribute any Meeting agenda where the Admin Committee is involved. The first item of the agenda should always contain the reading of the previous meeting's minutes and relevant signature by the Admin Committee members.
- The Secretary will inform participants of meetings in reasonably due time for any meeting where the Admin Committee is involved.
- The Secretary is responsible to see that any meeting where the Admin Committee is involved has the required quorum to be able to operate.
- The Secretary is responsible to minute the Admin Committee's decisions and discussions. The secretary will record the meeting's participants, meeting location, the date and time that the meeting was convened, the meeting's agenda and the meeting's discussions, votes, outcomes and decisions taken.
- The Secretary will distribute the meeting minutes to the Admin Committee members at a convenient date prior to the next meeting giving enough time for the members to read through the minutes and suggest any changes.
- The Secretary will ensure that the next meeting date is established at adjournment. The Secretary should regularly check the Club's P.O. box for any mail and process such mail according to its urgency. Matters requiring immediate attention of the Committee Members should be put to their attention at the earliest possible time. Other matters may be referred during the coming Admin Committee Meeting.

- It is the responsibility of the Secretary to organise, gather, file and distribute any Club correspondence.
- The Secretary will receive correspondence, applications, nominations, forms and other documentation in the name of the Admin Committee and will process these in a prompt and efficient manner whilst observing all provisions laid out in this Statute.
- The Secretary is responsible to compile the list of eligible voters up to the specified deadlines applicable for Club General Meetings as indicated in Article 8 of this Statute.
- The Secretary in liaison with the Club's Media Officer must make available on the Club's Cloud Storage, Website, Forum, Social Media or other repositories as appropriate, updated versions of the Club's Forms and Documents required by Club Members for their interaction with the Club. Any forms or documents applicable to Club Members only are to be secured by adequate access restriction procedures.
- The Secretary will be one of the three authorised signatories in the issuing of cheques or effecting payments, transfers of funds and other banking requirements. The other signatories shall be the Chairperson and the Treasurer.

### The Treasurer

- The Treasurer is a Club Official who holds the role as a member of the Administrative Committee
- The Treasurer shall be responsible for keeping proper books of account, the preparation of financial statements, the management of all monies received, their safekeeping and their banking. The Treasurer must observe the requirements of Article 11 of this Statute.
- The Treasurer should ensure that any financial statements that may be required at law or required by virtue of this Statute are finalised within the stipulated time. The Treasurer should pass on copies of these statements to the Secretary for processing.
- The Treasurer will be one of the three authorised signatories in the issuing of cheques or effecting payments, transfers of funds and other banking requirements. The other signatories shall be the Chairperson and the Secretary.
- The Treasurer shall be responsible for the banking of all funds received by the Club.
- The Treasurer shall be responsible for the registration and/or confirmation of authorised signatories with the Club's bankers at the commencement of his term of office, or whenever a change of authorised signatories takes effect, of those persons so authorised to operate the Club's banking system.
- Any electronic authentication devices assigned to the Club by its bankers for safe access to the Club's accounts via Internet Banking are to be kept by the Treasurer who is to use such devices to run the Club's bank account in line with the requirements of the Admin Committee. The Treasurer is to abide by the conditions or instructions set by the relative bank in the usage of such devices. Any such devices are to be available at Admin Committee Meetings so that any Club accounts may be accessed upon request as required.

- At the end of his term, the outgoing Treasurer shall hand over to the new Treasurer all the books, records, documents, statements, vouchers, copies of authorisations and any stationary belonging to the Club. The outgoing Treasurer should strive to assist the new Treasurer in setting up his new post and thus ensuring a smooth transition.
- The Treasurer is also tasked with any duties specified for the post during General Meetings as indicated in Article

### The Membership Coordinator

- The Membership Coordinator is a Club Official who holds the role as a member of the Administrative Committee
- The Membership Coordinator is to keep an updated electronic database of Club applicants and members.
- The Membership Coordinator is responsible to issue any Club Membership Cards and other documentation as may be required upon enrolment or renewal and record, chase for and receive expired Club Membership Cards.
- The Membership Coordinator will receive any applicable membership enrolment forms, renewal forms and related fees and issue relevant receipts to the paying member. The Membership Coordinator must reconcile the money received with records and then pass on the money relevant to Membership fees to the Club Treasurer together with details of the transactions. All documentation must be filed and processed as required.
- In cases of newly enrolled individuals who are undergoing their probationary period, the Membership Coordinator must liaise with the Event Coordinator and Field Officials to record the attendance and behaviour progress of the individual under probation.
- It is up to the Membership Coordinator to recommend or not recommend an individual under probation to the Admin Committee prior to approval or refusal.
- In cases where the member requires insurance, the Membership Coordinator will liaise with the Club's appointed insurance agent or representative and pass on any filled in insurance application or renewal forms and premium money on behalf of the member. Insurance policy documents may either be sent directly to the member by the insurance agent or representative or else collected by the member personally. The Membership Coordinator may expedite the process by handing over such documents to the member him/herself.
- The Membership Coordinator is responsible to issue and processing of renewal forms for the members as per sample marked Form 'B' in Annex B of this Statute. Automated forms are to be sent to all applicable members by the end of November of each year. These forms may be sent via post or electronic mail. Manual renewal forms as per sample marked Form 'C' in Annex B of this Statute may be used instead of the automated version whenever the individual's membership is deemed lapsed or dormant and the individual wishes to renew the membership.

## The Event Coordinator

- The Event Coordinator is a Club Official who holds the role as a member of the Administrative Committee
- The Event Coordinator is responsible to create and publicise all Club events including but not limited to Airsoft activities, competitions and social functions.
- The Event Coordinator is to initiate, keep and expand contact with site owners, legal authorities and any other entities related to the organisation and running of all Club events.
- The Event Coordinator is responsible in making sure that there are enough appointed Field Officials for the safe running of Airsoft activities. The Event Coordinator must ensure that the Field Officials running the activities know what is required of them and that they have all required forms and documentation required for the execution of their duties.
- The Event Coordinator will gather feedback from Field Officials and members in general so that a good standard of varied events is created according to expectations. Any shortcomings from this feedback is to be addressed as early as possible.
- The Event Coordinator is to retain all the records, attendance sheets, waiver forms and reports passed on by Field Officials after each Club event or activity. The information passed by the Field Officials is to be recorded on the Club's Systems.
- In the event of an incident during an activity, the Field Official will report to the Event Coordinator who in turn will report the facts officially to the Admin Committee as early as possible. The Event Coordinator is to include any recommendations for changes to procedures in his report and may also recommend any disciplinary actions against individuals or members following said incidents.

## The Media Officer

- The Media Officer is a Club Official who holds the role as a member of the Administrative Committee
- The Media Officer is responsible for the updating and coordination of information on all Club digital and non-digital media including but not limited to Web Site, Forums, Facebook, Twitter any other social media accounts held in the name of the Club
- The Media Officer is to liaise with press members and media houses with reference to release of information or interviews pertaining to the Club.
- The Media Officer is to coordinate the recording of photographs and video footage with the Event Coordinator and Field Officials and present and divulge digital or printed promotional Club material created with these resources in observance with any Data Protection provisions indicated in this Statute or regulated in the Data Protection Act within the Laws of Malta.
- The Media Officer is to record, process and file any opt out requests from individuals who do not wish to have their image or information included in any Club media.

## The Quartermaster

- The Quartermaster is a Club Official who holds the role as a member of the Administrative Committee.
- The Quartermaster is to keep an updated inventory of all of the Club's assets. The inventory must include the whereabouts of each asset owned by the Club through purchase, donation or loan together with any information available on its condition, price upon purchase, current depreciated value and usage information.
- In cases where assets are donated to the Club, the Quartermaster is to record the details of the donor and is to produce a receipt in duplicate which includes the details of the Club and the donor, the description of the asset and any conditions, if any, applied and relevant to the donation. The receipt will always state that the Club will not be held liable for such assets should they, in any way, be lost or destroyed. The receipts will be signed by the Club and the donor and the Quartermaster will file one copy of this receipt.
- The Quartermaster is to liaise with relative members or third parties for the upkeep and maintenance of Club assets. Any repairs and related costs are to be recorded by the Quartermaster.
- The Quartermaster is to coordinate the seeking of quotes for the Admin Committee's purchases or subscriptions or repairs. The Quartermaster will report any quote for the attention and approval of the Admin Committee.
- The Quartermaster is to provide all necessary Club receipts of donations and other pertinent documentation upon request and in case of the activation of Article 12 of this Statute.

## The Field Official

- The Field Official is not an Administrative Committee post however any member of the Administrative Committee may assume this role as required by virtue of this provision without the need of further appointments.
- The role of Field Official may be delegated by the Admin Committee or conferred by Appointment to any Adult Member of the Club.
- This Club Official is responsible for the safe and organised running of an Airsoft Activity on site at the moment in which the activity is being run.
- More than one appointed Field Official may be running a Club Activity however one Field Official of these must be detailed as in charge.
- The role of the Field Official is to liaise with the site owner or site contact, and to coordinate the opening and closure of the site for the Club activity as communicated or arranged by the Club Event Coordinator.
- The Field Official has the authority to accept or deny participation of any individual attending an activity and may also force any individual out of an activity site based on a justifiable reason. Any incidents involving this provision must be reported to the Even Coordinator and the Membership Coordinator so that any ulterior measures including disciplinary action may be taken accordingly. The reasons below are interpreted as justifiable reasons for this purpose;



- The individual wishes to participate but is not covered by an acceptable third party insurance
- The individual has been suspended from attending Club activities
- The individual has shown disregard to justified instructions by Club Officials
- The individual has discharged or loaded his Airsoft weapon in ways other than those indicated for their class as per Annex 'F' of this Statute.
- The individual has repeatedly breached Club safety regulations and precautions or any other provisions of Article 10 of this Statute.
- The Field Official is responsible to record the activity attendance, money paid, availability of the participants' insurance, signature or availability of the participants' Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement – Form 'D' and any other required information as per sheet found in Annex B Form 'F'. Any such documentation is to be passed on to the Club's Event Coordinator for further processing after the event.
- The Field Official is to receive fees from event participants according to the set Schedule of Prices at Annex D of this Statute or any other prices communicated for particular events. The Field Official is to request to view the Club Membership Card from each attending member so that the relevant pricing may be allocated to the member according to his Membership Class. The Field Official may impose Non-Member Participant fees in case that the member does not present a valid Club Membership Card. The Field Official is to impose Non-Member Participant fees in case that the member does presents an expired Club Membership Card and also has to collect that expired Club Membership Card from the individual.
- This Official is responsible for the collection and safekeeping of any monies collected through fees and hires from the individuals attending the Club Activity until these are deposited in the Club's bank account or passed on to the Club Treasurer as early as possible.
- The Field Official will pay the site owner or site contact and pre agreed dues. It is preferred that the payments related to range fees for Club Activities are paid by a Club Account Cheque rather than cash gathered from the activity whenever possible.
- This Official has to coordinate the availability, charging and carriage of Club equipment which will be hired to the Club Activity participants during the event. The usage and movements of the Club equipment must be recorded and referred to the Club Quartermaster. Any faults or breakages to the Club equipment is to be reported to the Club Quartermaster as well for necessary action.
- At the beginning of the activity, the Club Official has to read out loud and if need be, further explain, the safety brief to all participants. The Safety Brief may be found in Annex B as Form 'E'.
- This Official is responsible to make sure that all individuals attending the activity are in possession of, and actually wear or use any safety equipment which is suggested or imposed by the Club.

- In case of an incident during a Club Activity the Field Official is to inform the Event Coordinator immediately and be ready to submit a report of events for the Admin Committee
- The Field Official will recommend or not recommend members on probation to the Membership Coordinator as per Article 4.1 d ii of this Statute.
- The Field Official will strive to be the first on site for an Activity and will leave last to ensure that the site is left undamaged.

#### The Club Electoral Sub Committee Member

- The Club Officials appointed on this Sub Committee do not hold this position as an Administrative Committee post however any member of the Administrative Committee who will not seek nomination to stand for the next Admin Committee election, may assume this role as required by virtue of this provision.
- This Club official is responsible for the running of electoral events pertaining to the Club.
- This official must distribute official ballot papers to eligible voters.
- The number of distributed ballot papers and the voter's name and Club Member numbers are to be recorded by this Club Official.
- During an election, a member of this Sub Committee will show an empty Ballot Box and seal it in front of General Meeting participants at the beginning of the electoral process prior to casting of votes.
- This official is to do all the counting and tallying required to finalise the election process as described in Annex 7 of this statute.
- This official is responsible to declare the elected members based on criteria set in Article 7 of this Statute.
- All election documents, correspondence, material and results are to be handed to the Club Secretary for future reference after the new Admin Committee is elected.

## Annex F: Classes and Regulations for Airsoft Weapons

The following velocity limits apply only when shooting is effected on players during skirmishes or similar Airsoft Activities. Muzzle Velocity is measured in Feet per Second (Fps) on a chronograph using 6mm 0.2g Plastic BBs:

| Class   | Description  | Allowed Minimum Contact Range | Allowed Maximum Magazine Capacity | Maximum Muzzle Velocity | Other Remarks   |
|---------|--|-------------------------------|-----------------------------------|-------------------------|---|
| Class 1 | All Airsoft hand guns and weapons used in the capacity of an automatic weapon                                | 5 Meters (Approx. 6 paces)    | No Restriction                    | 380 Fps                 |   |
| Class 2 | Airsoft Springer Long Barrelled Weapon   | 20 Meters                     | No Restriction                    | 500 Fps                 | Includes those weapons which require a manual compression of a spring to arm the weapon prior to discharging each individual shot but excluding Class 4 Weapons |
| Class 3 | Semi-Automatic or Bolt Action Airsoft Weapon used exclusively in the capacity of a Designated Marksman Rifle | 17 Meters                     | Up to Mid Capacity Magazines Only | 440 Fps                 | Single Shots Only allowed.  |
| Class 4 | Bolt Action Single Shot Long Range Airsoft Sniper Rifle and Revolvers  | 23 Meters                     | Low Capacity Magazines Only       | 550 Fps                 | Single Shots Only allowed   |
| Class 5 | Grenades (Gas Operated), Claymores & Launchers   | N/a                           | N/a                               | N/a                     |   |

Different activity-specific conditions may apply for other events involving shooting on inanimate targets as indicated by the Club Event Coordinator.

## Annex G: Electoral Documents

### Document 1 – Nomination form for candidature to S.T.A.G. Admin Committee Election

Special Tactics Airsoft Group (S.T.A.G.)  
P.O. Box 21  
MRS1000, Malta  
STAG.malta@gmail.com

Registered with SportMalta (Reg SM/C298)



To: S.T.A.G. Admin Committee Secretary,

In line with the provisions of the Statute of Special Tactics Airsoft Group (S.T.A.G.), I the undersigned \_\_\_\_\_ holding S.T.A.G. Airsoft Club member number \_\_\_\_\_, wish to hereby submit my nomination for candidature to stand for the election for the Administrative Committee for the year \_\_\_\_\_. My nomination is being seconded by:

Seconder 1 Signature – \_\_\_\_\_

Seconder 1 Name (Member No) ( )

Seconder 2 Signature – \_\_\_\_\_

Seconder 2 Name (Member No) ( )

Candidate Signature – \_\_\_\_\_

Date of Nomination – \_\_\_\_\_

----- ✂ ----- ✂ -----

This is to confirm receipt and acceptance of formal nomination for candidature to stand for the election of the Administrative Committee of S.T.A.G. Airsoft Club for the year \_\_\_\_\_ as per Club Statute provisions.



Candidate Name – \_\_\_\_\_ ( )

Date of Receipt – \_\_\_\_\_

S.T.A.G. Admin Committee Secretary – \_\_\_\_\_

Special Tactics Airsoft Group (S.T.A.G.)  
P.O. Box 21  
MRS1000, Malta  
STAG.malta@gmail.com

Registered with SportMalta (Reg SM/C298)

Sample 2 – Admin Committee Election Ballot Paper



**Ballot Paper for the Election of the S.T.A.G. Administrative Committee (2019)**

| Candidate Name  | Preference |
|-----------------|------------|
| Surname Name 1  |            |
| Surname Name 2  |            |
| Surname Name 3  |            |
| Surname Name 4  |            |
| Surname Name 5  |            |
| Surname Name 6  |            |
| Surname Name 7  |            |
| Surname Name 8  |            |
| Surname Name 9  |            |
| Surname Name 10 |            |

**Important:**

Kindly place a tick mark (✓) under the column 'Preference' alongside the names of your preferred candidate. Do not mark more than 7 preferences or this Ballot Paper will become 'invalid' and the preferences within will not be counted. Please also note that ALL Candidates will have to sign, stamp or otherwise mark this document in the spaces below for this Ballot Paper to be counted as 'Valid'

**Candidate Marks**

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Special Tactics Airsoft Group (S.T.A.G.)  
 P.O. Box 21, MR51000, Malta  
 STAG.malta@gmail.com

Sample 3 – Ballot Papers Reconciliation Sheet



Date \_\_\_\_\_  
Round \_\_\_\_\_

**Ballot Papers Reconciliation Sheet**  
**Election of the S.T.A.G. Administrative Committee (2019)**

|  |    |
|--|----|
| Eligible Voters in Attendance          | 23 |
| Total Ballot Papers Distributed        | 20 |
| Total Ballot Papers Cast in Ballot Box | 20 |
| Invalid Ballot Papers                  | 2  |
| Valid Ballot Papers                    | 18 |

Club Electoral Sub Committee Members

Signature \_\_\_\_\_  
Name (Member No) ( )

Signature \_\_\_\_\_  
Name (Member No) ( )

Signature \_\_\_\_\_  
Name (Member No) ( )

Special Tactics Airsoft Group (S.T.A.G.)  
P.O. Box 21, MRS1000, Malta  
STAG.malta@gmail.com

Sample 4 – Results Count Matrix



Date \_\_\_\_\_

**Electoral Results Count Matrix**

| Candidate Name  | Preference Count of Valid Votes | Count Total | Order of Merit |
|-----------------|---------------------------------|-------------|----------------|
| Surname Name 1  | //////////                      | 12          | 6              |
| Surname Name 2  | ////////                        | 7           | 9              |
| Surname Name 3  | //////////<br>//                | 18          | 2              |
| Surname Name 4  | ////////                        | 7           | 9              |
| Surname Name 5  | //////////<br>///               | 19          | 1              |
| Surname Name 6  | //////////<br>//                | 18          | 2              |
| Surname Name 7  | //////////<br>/                 | 17          | 5              |
| Surname Name 8  | ////////                        | 10          | 7              |
| Surname Name 9  | //////////<br>//                | 18          | 2              |
| Surname Name 10 | ////////                        | 10          | 7              |

S.T.A.G. Electoral Sub Committee

\_\_\_\_\_

Name & Member No

Name & Member No

Name & Member No

Sample 5 – Results Position List

Date \_\_\_\_\_



Results Position List

| Position    | Candidate Names<br>Provisional Ranking               | Final Ranking After<br>Draw | Election Result |
|-------------|--|-----------------------------|-----------------|
| Position 1  | Surname Name 5                                       | Surname Name 5              | Elected         |
| Position 2  | Surname Name 3,<br>Surname Name 6,<br>Surname Name 9 | Surname Name 9              | Elected         |
| Position 3  |  | Surname Name 3              | Elected         |
| Position 4  |  | Surname Name 6              | Elected         |
| Position 5  | Surname Name 7                                       | Surname Name 7              | Elected         |
| Position 6  | Surname Name 1                                       | Surname Name 1              | Elected         |
| Position 7  | Surname Name 8,<br>Surname Name 10                   | Surname Name 8              | Elected         |
| Position 8  |  | Surname Name 10             | Runner Up       |
| Position 9  | Surname Name 2,<br>Surname Name 4                    | Surname Name 4              | Runner Up       |
| Position 10 |  | Surname Name 2              | Runner Up       |

S.T.A.G. Electoral Sub-Committee

\_\_\_\_\_

Name & Member No

Name & Member No

Name & Member No



## Annex H: Document Change Log

V1.0 to V2.0 as approved during AGM held on 09/02/2019

### Article 5: Enrolment & Membership Fees

#### **Original Text in Statute v1.0**

##### ***Quote***

5.1 Upon successful completion of the Probationary period as specified in Article 4.1d ii, the Member shall pay in advance the following year's Annual Membership Fee at a minimum, in line with the relevant Membership Class specified in Annex 'D' together with the pro rate amount per month also specified in the same Annex 'D' as 'Extra Months' so that there is no gap in membership between the acceptance of Membership and the beginning of the new year.

5.2 Conditions attached to long term fee arrangements:

- a. Fees, once paid, are non-refundable regardless of reason
- b. If a member resigns or has his membership terminated as per Article 4.4, that member shall forfeit all the Membership Fees that had been pre-paid
- c. Long term (more than one year) membership schemes will not be effected by increases in membership fees, and/or event fees, and/or equipment hire fees which may come into force during the term of their 'pre-paid' membership.

##### ***Unquote***

#### **Amended Text in Statute v2.0 – Changes relevant to more efficient handling of Applicant Members**

##### ***Quote***

5.1 Upon submission of Membership Enrolment Application, the Applicant shall pay the Annual Membership Fee at a minimum in case that the application is submitted in January or the relevant Pro Rate Fee up till December of that year in line with the relevant Membership Class specified in Annex 'D' so that renewal for the next year starts in January.

5.2 Conditions attached to long term fee arrangements:

- a. The Enrolment Fee, once paid, is non-refundable and is not apportionable regardless of reason.
- b. If a Member, excluding Probationary Members) resigns or has his membership terminated as per Article 4.5, that member shall forfeit all the Membership Fees that had been pre-paid
- c. Long term (more than one year) membership schemes will not be affected by increases in membership fees, and/or event fees, and/or equipment hire fees which may come into force during the term of their 'pre-paid' membership. For the sake of clarity decreases in event base fees or equipment hire fees will always be applicable.
- d. If during the probation period a Probationary Member decides not to pursue his membership with STAG any further, that Probationary Member will be entitled to a Pro Rata refund of the Annual Membership Fee. The refund will not be applicable in case of the Probationary Member having the Membership terminated in conditions set in Article 4.5.

***Unquote***

Article 9: Changes to the Statute

**Original Text in Statute v1.0**

***Quote***

9.0 Articles within this Statute are deemed to be major regulations and make up the core of the Club's identity hence any changes therein can only be approved in either an Annual General Meeting or an Extraordinary General meeting by eligible voters. Changes include amendments, alterations, revocations, additions, deletions or revisions to the Articles of this Statute but exclude Annexes.

9.3 Annexes attached to this Statute are deemed to be operational rules, procedures, working documents and policies hence any changes may be proposed and approved during Admin Committee Meetings when any revisions are deemed to be necessary. Any Admin Committee Member may veto any revision, removal or addition to an Annex of this Statute and then in such a case the said change to the Annex must be approved during a General Meeting by eligible voters.

***Unquote***

**Amended Text in Statute v2.0 – Specified Document Numbering Procedure**

***Quote***

9.0 Articles within this Statute are deemed to be major regulations and make up the core of the Club's identity hence any changes therein can only be approved in either an Annual General Meeting or an Extraordinary General meeting by eligible voters. Changes include amendments, alterations, revocations, additions, deletions or revisions to the Articles of this Statute but exclude Annexes. **Changes in Articles will increment the version number of the document by 1 whole number.**

9.3 Annexes attached to this Statute are deemed to be operational rules, procedures, working documents and policies hence any changes may be proposed and approved during Admin Committee Meetings when any revisions are deemed to be necessary. Any Admin Committee Member may veto any revision, removal or addition to an Annex of this Statute and then in such a case the said change to the Annex must be approved during a General Meeting by eligible voters. **Changes in Annexes will increment the version number of the document by .01 unless such amendments are not part of an approved Article revision as per Article 9.0.**

***Unquote***

Article 10: Participation at Club Activities for Members and Non Members

**Original Text in Statute v1.0**

***Quote***

10.0 All Club Members and invited Non Club Participants may attend to Club Activities which are advertised from time to time on the Club's and other social media.

***Unquote***

**Amended Text in Statute v2.0 – Added missing Text**

***Quote***

10.0 All Club Members and invited Non Club Participants may attend to Club Activities which are advertised from time to time on the Club's **Website** and/or other social media.

***Unquote***

V2.0 to V2.01 as approved during Admin Committee Meeting held on the 22<sup>nd</sup> of May 2019

Annex C : Membership Cards

### **Original Annex C in Club Statute V2.0**

Annex C had 5 different membership cards in annex C. These included Adult Member ,Junior Member, Honorary Member, Adult Probationary Member and Junior Probationary Member.

### **New Annex C in Club Statute V2.01**

Annex C have 1 membership card applicable to all. Adult or Junior Membership will be identified through the card's title.

V2.01 to V2.02 as approved during Admin Committee Meeting held on the 21<sup>st</sup> of September 2019

Annex B Form D: Club Forms : Release and Waiver of Liability, assumption of risk, and indemnity agreement ("Agreement").

### **Original Annex B Form D in Club Statute V2.01**

"AND I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releases from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the releases or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releases, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releases from any litigation expenses, attorney fees, loss liability, damage, or cost any Release may incur as the result of any such claim"

### **New Annex B Form D in Club Statute V2.02**

Amendment done to the form so that Junior Members can start making use of the online form.

"AND I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releases from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the releases or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releases, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releases from any litigation expenses, attorney fees, loss liability, damage, or cost any Release may incur as the result of any such claim. I have also read and agree to the terms and conditions laid out in Form A/B/C (enrolment/renewal forms)"