

STATUTE



1ST DECEMBER 2010



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Chapter 1 - IDENTIFICATION

Article 1 Name

- I. The official name of the association shall be 'HRGM' (here after referred to as 'the association').

Article 2 Crest

- II. The HRGM's crest shall be of the design represented as displayed on the cover of this Statute; two heads in silhouette, fore, medieval foot-soldier wearing coif, superimposed on rear, a Napoleonic Republican fusilier wearing bicorn.

Article 3 Registered Address

- III. The registered address of the association shall be "Villa Fort, Triq Annibile Preca, Lija, Malta".

Article 4 Term

- IV. The foundation date of the association shall be deemed to be the 1st of December, 2010.

Article 5 Definitions

- V. In this statute, unless the context otherwise requires:
 - 'HRGM' refers to the association specific to this statute
 - 'Member' refers to persons affiliated with HRGM as specified in Chapters 4 and 5 of this statute
 - 'Committee' or 'Executive Committee' refers to the group of persons responsible for HRGM as specified in Chapter 6 of this statute.
 - 'Officers' and 'Non-Commissioned Officers' refer to posts to be portrayed by allocated HRGM members solely in a internal context as specified in Chapter 7 of this statute.



Chapter 2 - OBJECTIVES

- I. The objective of HRGM is:
 - To educate and raise national history awareness
 - Research past traditions, customs, clothing, cuisine, weaponry et al.
 - Present educational living history displays whereby the above-mentioned historical research is brought back to life by means of re-enactment activities that include displays by members equipped with authentic period reproductions and props
 - Commemorate important Maltese civil and military historical events.

- II. The HRGM may enrol individuals who desire to participate in authentic and well-researched historical re-enactments depicting civilian and military history of various periods.

- III. The HRGM may, on behalf of its members, enter into agreements with other local associations with the scope of providing high-quality educational displays as well as spectacular events for locals and tourists alike.

- IV. The HRGM may, on behalf of its members, enter into agreements with foreign associations for the purpose of enhancing co-operation, exchange of technical expertise and co-organising international living history and historical re-enactment events both in Malta, in other parts of the European Union and elsewhere.



Chapter 3 - POLICIES

- I. The association shall be registered as a historical re-enactment organisation with the Weapons Board (defined in article 49 of Chapter 480 - ARMS ACT XIV of the laws of Malta) as per the Arms Licensing Regulations, 2006 (LN 177 of 2006).
- II. The association shall be a voluntary, autonomous, non-profit making organisation as defined in the Voluntary Organisations Act (Chapter 492 of the Laws of Malta).
- III. The association shall be subject to the laws defined in the Constitution of Malta.
- IV. The association shall undertake to protect the interests of its members and to ensure that the laws and regulations of Malta give due consideration to the pursuit of such interests.
- V. The association shall refrain from any partisan political activity, and its members will avoid mixing the activities involving the association and their personal activities in such a way that the general public might infer that the organisation is politically oriented in one way or another.
- VI. The association shall refrain from any sectarian or religious activity, and its members will avoid mixing their association and personal activities in such a way that the general public might infer that the organisation is religiously oriented in one way or another.
- VII. The association shall aim to ensure a policy of appropriate Health and Safety procedures at any given event.



Chapter 4 - MEMBERSHIP

Article 1 Membership Application and Enrolment

- I. Application for membership is open to individuals who:
- desire to participate in the associations' events in accordance with the Statute
 - possess a clean criminal record
 - guarantee to attend a minimum number of events as stipulated in the Statute.

Applicants under the age of 18 years must provide the written consent of their parent or legal guardian.

- II. An applicant may be considered if:
- The member is proposed by one or more existing members, or voluntarily requests acceptance
 - the relevant application forms are completed
 - the relevant membership fees are paid.
- III. The acceptance or otherwise of the application by prospective candidates is at the discretion of the Committee. Successful applicants shall be granted *ASSOCIATE MEMBERSHIP* (by the committee) and the necessary training and preparation (by his chosen unit). After a minimum of 12 calendar months, the Committee may advance the status of the *ASSOCIATE MEMBER* to that of a *FULL MEMBER*. The Committee has the right to fully refuse any application for membership but shall be bound to state its reasons for such refusal.

Article 2 Member Rights

- IV. *FULL MEMBERS* have the right to:
- Participate in events created by the HRGM
 - Receive subsidies offered by the HRGM or its sponsors
 - Participate in the Annual General Meeting and its deliberations, decisions and elections by vote
 - Nominate a member, or be nominated for, the Executive Committee Access documents of the organisation, unless this violates an individual's reasonable right for privacy
 - Access the organisation's annual accounts and receive explanations from the Board at the Annual General Meeting.



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- VII. The rights of *ASSOCIATE MEMBERS* may be decided by the Committee, not exceeding those of *FULL MEMBERS*. *ASSOCIATE MEMBERS* do not have the right to vote. *ASSOCIATE MEMBERS* may not benefit from any subsidies given by the HRGM or any 3rd parties unless this is waived by vote of the HRGM Committee.
- VIII. A member may express their rights solely in full accordance with the statute.

Article 3 Member Obligations

- IX. Members must ensure to abide by the HRGM Code of Conduct.
- X. Members shall pay an annual membership fee of Fifteen Euro (€15.00) for shooters, or Five Euro (€5.00) for non-shooters, which shall be due on the first day of January of each calendar year. The annual membership fee shall be submitted to the Treasurer with a renewal form, confirming the member's personal details. Membership cards will be distributed to the members accordingly.
- XI. Members who fail attend at least two (2) unpaid events and three (3) drill sessions each calendar year, at least two (2) every six (6) months, shall be reassigned as *ASSOCIATE MEMBERS*. Civilian re-enactors are exempt from drill sessions.
- XII. Members shall not use their uniforms, equipment and weapons to take part in events unauthorised by the HRGM Committee.
- XIII. Any uniforms and equipment supplied to a member by the HRGM shall remain the property of the association and shall be kept by that member provided that the individual:
- Remains an active member of the association
 - Participates in a minimum of five (5) events organised by the association per year.



Article 4 Membership Termination

- XIV. Members have the right to freely terminate their membership with HRGM without any repercussions.
- XV. Membership may be summarily terminated by the Committee in the event that the member:
- behaves inappropriately
 - fails to comply with the HRGM member obligations as set in the Article 3
 - fails to pay their annual membership fee
 - is facing any criminal proceedings
 - is in violation of the association's code of conduct as set out in Chapter 5 of this Statute
 - violates the Statute conditions.
- The Committee's decision shall be final.
- XVI. In the event that membership is terminated, that member shall recompensate any outstanding credit allocated from the HRGM, plus 20% of the cost of any equipment held for less than five (5) years. Upon payment of this sum, ownership of that member's uniform and equipment shall pass to the member concerned.
- XVII. Membership fees will not be refunded.



Chapter 5 - CODE OF CONDUCT

- I. All members must abide by the following rules of the HRGM code of conduct:
 - abide by association's Committee Directives
 - be able to follow orders from their Officers and Non-Commissioned Officers
 - be authentic
 - be disciplined and obedient
 - not commit any act, or omit to do any act which would bring about the disrepute of the association
 - follow the HRGM approved safety procedures
 - not make use of the Society, its name or its facilities for his/her personal use or gain
 - not purport to be acting on behalf of the Society without the express authority of the Committee
 - respect the decisions of their Officers, Non-Commissioned Officers and the association's Committee
 - show proper presentation and performance as a re-enactor.

- II. Officers and Non-Commissioned Officers should further more observe the following rules:
 - be dedicated to the HRGM unit in which he is ranked
 - have a sense of authority with subordinates of such unit
 - be worthy of the uniform and rank that is held
 - be responsible for the training and behaviour of their subordinates
 - show initiative within their units and the association as a whole
 - have an above average record of attendance for relevant organised events by the association.

- III. Any member having a grievance against any other member may present it in writing to the Committee, who shall investigate the matter and act accordingly.

- IV. The member in breach against whom action is to be taken is warned in writing of the breach and the action to be taken against him and must be given one (1) week after having received the advice, to defend himself in writing. After the receipt of the members defence, the Committee may decide to meet the member in question before enforcing the action.



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- V. The HRGM Committee shall vote on any action which it feels should be taken with regards to a member who is in breach of the association's code of conduct. Any action to be taken must have at least four (4) votes in favour of such action from amongst the members of the Committee. The association may take any action from a written warning to a dismissal from a unit or the association and in the case of Officers and Non-Commissioned Officers; this action could also take the form of a demotion. In the case of an Officer or Non-Commissioned Officer being demoted, the Committee may assign a temporary substitute from the unit in question if the unit has not proposed a replacement.



Chapter 6 - EXECUTIVE COMMITTEE

Article 1 Establishment of the Executive Committee

- I. The Executive Committee shall be composed of seven (7) members elected during an Annual General Meeting. The Committee shall be appointed into posts as defined in Article 3 of Chapter 6, and other committee members with distinct responsibilities as may be appointed by the Executive Committee itself.
- II. The posts of the Executive Committee are to be established at the first Executive Committee Meeting following each Annual General Meeting. The period between the Annual General Meeting and the first meeting of the newly-elected Executive Committee shall not exceed one (1) week.

Article 2 Role and Obligation of the Executive Committee

- IV. The Executive Committee is responsible to achieve the following:
 - accomplishment of HRGM's Objectives as defined in this Statute
 - employment of HRGM's Polices as defined in this Statute
 - the complete and correct interpretation of this Statute
 - to call the Annual General Meeting.
- V. Executive Committee Meetings shall be held at least once every month. The Executive Committee shall, subject to the provisions of this Statute, regulate its own procedure. The required quorum for a valid meeting shall be five (5) members present including the President or his delegate. All Committee Members shall ensure that they are punctual for all meetings.
- VI. The Secretary shall notify Committee Members at least one (1) week before a Committee meeting. If a decision on an important issue has to be reached and there is no sufficient time to give the statutory notice, an urgent ad hoc meeting may be summoned.
- VII. The Executive Committee may, at its own discretion, invite individuals beneficial to Committee meetings, who have no voting rights.
- VIII. The Executive Committee may co-opt additional or replacement members, but not exceeding a total of eight (8) members, in order to ensure the smooth running of HRGM affairs, in accordance with Articles 1 and 3 of Chapter 6 of this Statute..



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- IX. Events, financial, inventory and membership reports are to be presented quarterly at committee meetings. Auditors and unit leaders (or their representatives) not on the Committee may be present, as for this section of these meetings.
- X. Any submitted suggestion or proposal can be approved by a simple majority vote. An unsuccessful proposal shall not be put forward again until three (3) months have elapsed from the last time when it was suggested.
- XI. All decisions regarding the society shall be taken in an Executive Committee meeting. No member of the organising committee can take a decision alone. Decisions shall be settled by a simple majority vote.
- XII. Decisions shall be made public, unless the proposer expresses the wish that such matters are to be kept confidential.
- XIII. No Committee Member shall disclose the contents or minutes of any discussions which are considered to be of a confidential or sensitive nature held during Committee meetings. In any such event, the member who shall commit such an act shall be expected to tender his resignation
- XIV. A Committee member may not continue carrying their post if:
- The committee member resigns by writing to the President. If the President wishes to resign, it is necessary to give prior notice of such resignation to the Secretary
 - The committee member is absent for three (3) consecutive meetings without providing a suitable reason
 - if there is demand asking for the removal of the committee member, due to his incapacity to continue in his duties or unduly behaviour, and this demand is approved by the votes of at least two thirds of the Committee members present at the time during the meeting.
- XV. A vote of no confidence in the Executive Committee requires a simple majority of the total number of the society members at an Extraordinary General Meeting. This shall entail the automatic resignation of the Committee.



Article 3 Posts within the Executive Committee

- XV. The President, or his delegate, shall:
- Be advised of matters relating to HRGM's administration by the relative parties
 - Be responsible for the general running of HRGM
 - Preside and direct Committee Meetings, and General Meetings
 - Ensure that all members adhere to the HRGM's regulations
 - Ensure the pursuit of HRGM's objectives
 - Give firm strategic direction to HRGM's members
 - Have a casting vote in the event of a tied vote
 - Plan the agenda of Committee Meetings in collaboration with the Secretary
 - Sign the minutes of Committee Meetings
- XVI. The Secretary, or his delegate, shall:
- Be advised of matters relating to HRGM's administration by the relative parties
 - Inform the Committee Members regarding the time, place, and agenda of Committee Meetings
 - Register the minutes of Committee Meetings
 - Ensure HRGM's effective and efficient administration
 - Handle HRGM's general correspondence
 - Plan the agenda of Committee Meetings in collaboration with the President
 - Present the Administrative Report at the Annual General Meeting.
- XVII. The Treasurer shall:
- Ensure HRGM's financial stability and viability
 - Ensure that proper financial accounts are recorded
 - Ensure that funds are deposited in a bank approved by the HRGM
 - Ensure that proper financial procedures are followed
 - Liaise with any internal or external entities regarding financial matters
 - Maintain an overview and handle HRGM's financial matters
 - Regularly report the financial status of HRGM to the executive committee
 - Prepare the annual financial report to be presented at the Annual General Meeting
 - Propose Annual Budgets.



Article 4 Sub-Committees

- XVIII. The Executive Committee shall have the power to establish and dissolve sub-committees as deemed necessary for the efficient and effective operation of the management of the society.

- XIX. The function, powers, duration, and composition of any sub-committee, shall be determined by the Executive Committee.

- XX. At least one (1) member of each sub-committee shall be a member of the Executive committee. Any member of the Executive Committee may attend meetings of any subcommittee.



Chapter 7 - ORGANISATION

Article 1 Structure and Composition

- I. The association shall arrange its members into groups that represent military units and civilians of various nationalities and eras and advise them on their proper equipment and organisation. No new group shall be formed which is composed of less than 5 active members.
- II. The re-enactment units' Officers and Non-Commissioned Officers shall be responsible for the running of their units and shall report to the Committee to co-ordinate efforts.

Article 2 Appointment of Roles

- III. Officers and Non-Commissioned Officers are appointed by the Committee on the recommendation of a majority of the active members of each unit. The structure and number of ranks within each unit is to be approved by the Committee in order to ensure proportionality.
- IV. A meeting of the active members of each unit shall be convened at the latest half an hour before the start of the Annual General Meeting. A Committee member from another unit shall preside the meeting and shall distribute to each present member present a list of the names of those members who are currently occupying the posts of Officers or Non-Commissioned Officers of the unit. The member shall place a mark next to the name of each candidate of whom he approves and hand his ballot paper back to the chairman. Each active member may exercise the proxy of one (1) other active member, so long as the proxy is authorised in writing.
- V. An appointment may only be proposed to the Executive Committee if 60% +1 of the valid votes in favour of the appointment. The person to be appointed may also vote.
- VI. The Executive Committee, within the first two (2) Committee meetings, shall review, and reconfirm or otherwise, all existing ranks as proposed by the members of their respective units.



Chapter 8 - FINANCE

- I. The association's funds may be used only for purposes stated in the Statute.
- II. The association may:
 - obtain a financial gain from its activities when such gain is not received or credited to any private interest but is exclusively utilised for the purposes of the organisation.
 - buy or sell or otherwise deal in goods or services where such activities are exclusively related to its principal purposes
- III. The association collects funds derived from the organisation of and participation in events and shall allocate surplus funds to its members for the purposes and objectives declared in this statute. Prior to allocating any surplus credit to participating members, the HRGM shall retain 20% of the revenue for the regular running of the HRGM
- IV. It is to the Commission's discretion as to how and where to distribute surplus credit collected from events in different percentages to the above, in accordance with the exigencies of the HRGM. These exigencies may typically subsidise an event, loan or project.
- V. All assets held by the association shall be listed in an inventory kept by a duly-appointed member who shall ensure that the President and the Treasurer are in possession of an up to-date copy. Each unit shall likewise appoint their own member to keep an updated list of the unit's equipment.
- VI. Bank transfers for the association's account shall be kept by the Treasurer. The signatories shall be the treasurer together with the President or the Secretary, or any such other appointed Committee member.
- VII. Donations in the form of fixed assets shall be accepted by the HRGM. A receipt shall be issued by the Treasurer for such donations.
- VIII. Loans in the form of fixed assets may be accepted by the association at its own discretion. The Treasurer shall issue a receipt which stipulates the duration of such loan. No other liability shall be accepted by the association.
- IX. The Executive Committee must obtain approval from at least two-thirds of the organisation's FULL Members present during an Annual General Meeting or EGM before



entering into agreements for financial loans or, in the case of extraordinary expenditure, over and above that required for the regular running of the association's affairs.



Chapter 9 - ANNUAL GENERAL MEETING

- I. An Annual General Meeting shall be held at the end of the first quarter of the calendar year. All the members of the association shall be informed of the exact date of the Annual General Meeting not less than a fortnight before the meeting.
- II. The quorum of an Annual General Meeting shall be 50% +1 of the total number of members. If there is still no quorum half an hour after the time for which the meeting was called, then the quorum shall be reduced to 25% +1 of the total number of members.
- III. The ANNUAL GENERAL MEETING shall be conducted as follows:
 - Reading of the Minutes of the previous Annual General Meeting
 - President's address
 - Administrative Report by the Secretary
 - Financial Report by the Treasurer
 - Report on organised and upcoming events
 - Proposals for Statute amendments
 - Other matters
 - Appointment of Auditors for the following Annual General Meeting
 - Appointment of electoral officials
 - Dissolution of serving Committee
 - Elections and results
- IV. Changes to the Statute shall require the approval of at least two-thirds plus one (1) of the members present. Other questions shall be decided by means of a simple majority vote, the casting vote being in the hands of the President.
- V. The election shall be held by secret ballot under the direction of three (3) members appointed as Electoral Officials by the members attending the Annual General Meeting.
- VI. The Electoral Officials shall be responsible for:
 - Receiving nominations prior to the voting for the new Committee.
 - Preparing the ballot documents
 - Ensuring that only eligible voters cast their vote
 - Overseeing the voting process
 - Counting the votes
 - Declaring the result, and number of votes achieved by each candidate



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- VII. Members may propose themselves or may be proposed by other members. Only those who have been FULL Members for at least one (1) whole calendar year can be appointed to the Committee.
- VIII. FULL Members shall vote and elect Committee members from the list of nominees submitted to the Secretary. All FULL Members shall be entitled to vote and each member shall be allowed to present not more than one (1) proxy vote. The electorate shall place a mark next to the name of each of those members whom he would like to elect to the Committee. If more than seven (7) names are marked, that vote shall be invalid.
- IX. The electoral officials shall count the votes and shall declare the seven (7) members with the largest number of votes as elected to form the next Committee. Any candidates who obtain less than 20% of the maximum number of votes shall not be elected.
- X. Anyone who would like to leave the meeting before it is concluded shall first ask and obtain permission by the President.



Chapter 10 - EXTRAORDINARY GENERAL MEETING

- I. An Extraordinary General Meeting may be called:
 - By the President whenever such is deemed to be necessary.
 - By the association members on presentation of a written request to the Secretary, clearly stating the reasons for such a meeting and bearing the signatures of at least ten (10) HRGM members.
- II. All HRGM members shall be informed by post of the exact date of the Extraordinary General Meeting not less than 14 (fourteen) days before the meeting.
- III. The quorum of an EGM shall be 50% + 1 of the total members. If there is still no quorum half an hour after the time for which the meeting was called, then the quorum shall be reduced to 25% plus one (1) of the total memberships.
- IV. Changes to the Statute shall require the approval of at least two-thirds plus one (1) of the members present. Other questions shall be decided by means of a simple majority vote, the casting vote being in the hands of the Chairman.
- V. Anyone who would like to leave the meeting before it is concluded shall first ask and obtain the permission of the President.



Chapter 11 - DISSOLUTION

- I. The association's shall be dissolved if:
 - its total membership is less than 10 (ten) persons
 - two-thirds plus one (1) of all registered FULL Members shall decide to dissolve the HRGM.

 - II. No member or Executive Committee member of the association is to be held personally liable on behalf of the association.

 - III. In the event of dissolution, the association's assets shall be applied in favour of another non-profit organisation with similar purposes, which may be selected by the Executive Committee of the association.
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Appendix A SAFETY GUIDELINES

General

Without a doubt safety is the foremost important subject that must be observed by any individual re-enactor and re-enactment group. Safety is the concern of everyone; to this effect never hesitate to correct an unsafe situation, regardless of who is involved. We must always be alert for potential hazards! If there is doubt, get clarification.

Each and every serving member of HRGM is obliged to undergo a practical and written weapon handling safety course run by the HRGM appointed safety officers, were each member will sign the written part of the course, confirming his/her attendance and the required standard achieved, this will then be countersigned by the safety officer concerned. The safety course will be carried out vis-à-vis the under listed safety rules and regulations, which are to be distributed to all HRGM members, and once read and clearly understood they are to be adhered to at all times.

Each individual unit within HRGM must have its own respective safety officer nominated by the unit but approved by the committee. These safety officers are to be present at all times at each event held by the parent unit, no event can be held without the presence of the unit safety officer and no one can be appointed in his stead. The individual unit safety officers will liaise with the HRGM safety officer as required.

The handling of weapons when under the influence of alcohol or drugs of any type is strictly forbidden, and anyone attempting to handle any weapon under the influence of any of the two will be dismissed from that event. Repeated offenses of this nature will result in the member's expulsion from HRGM. The drinking of alcohol in any form is not allowed during public events. It creates safety problems and it conveys a bad impression to the public. There will be absolutely no tolerance of unsafe behavior of any sort with a firearm or edged weapon.

Weapon Safety

Consider a firearm as being LOADED and DEADLY at all times!

WEAPONS DEFINITION

Weapons shall be understood to include both firearms and melee arms. "Firearms" are defined as a weapon capable of firing a projectile, such as a musket or pistol using an explosive charge as a propellant. "Melee arms" are to include swords, bayonets, truncheons, boarding axes, pikes, pole arms and knives.

BLANK AND LIVE ROUND DEFINITIONS

A blank round or cartridge is defined as a round consisting of a black powder charge and absolutely nothing which could be regarded as being a projectile. A live round is defined as a round consisting of a black powder charge and anything which could be used as a projectile. This could include but not necessarily be limited to lead balls, shot, stones, etc.

QUALIFICATION FOR HANDLING OF LOADED WEAPONS

To qualify in handling loaded weapons of any kind, HRGM members must be of the legal age; have a clean Police Conduct certificate; undergone an HRGM safety course and achieved required standards; and be in the possession of a Weapons Licence issued by the Police Weapons Office



Weapon Handling Do's and Don'ts

Do's

- Bring blanks only. Leave demonstration bullets in camp.
- Look carefully before firing.
- Have a clear field of fire of at least 30 feet.
- Count your tools, before and after cleanup. One might have loosened and stuck inside the barrel.
- Check any borrowed weapon to see if it is loaded. It is your ultimate responsibility!
- If you fire live rounds from your gun at a range, remember to clean your gun carefully. A lead build-up can occur in the barrel. Use a copper brush when cleaning the barrel. When the musket is fired in a re-enactment scenario, the lead build-up may blow out of the gun and can be dangerous.

DON'TS

- Do Not bring real "live" rounds to any re-enactment
- Do Not smoke around black powder, especially when making rounds.
- Do Not use wads, staples, tape, etc., when making cartridges. They can be dangerous when fired.
- Do Not place your face or hands over the muzzle of your gun.
- Do Not use powder flasks for loading. You may reload only with pre-rolled blanks.
- Do Not fire your weapon towards public or crowds of any kind.
- Do Not ram rounds in battle scenarios. Do not even withdraw your ram-rod.
- Do Not allow spectators to handle your weapon without supervision, handling should be kept to the minimum (i.e. feeling weight, etc), do not allow cocking of lock or any other type of actions.
- Do Not bring modern weapons of any kind into a camp or re-enactment.
- Do Not load your weapon unless commanded. If you leave a scenario with a loaded weapon, make absolutely sure to get permission and to announce before firing.
- Do Not use Gasoline or other petroleum based products when cleaning your weapons or equipment. They are flammable, explosive and toxic.

Safety while making blank cartridges

The first thing you must consider is the fact that you will have to handle a quantity of gun powder. Black powder is an explosive and therefore dangerous. It does represent a hazard but if the powder is stored and handled safely, you will minimize the hazards. One must be well aware of the hazards especially if one has never handled black powder before. The use of other black powder substitutes is not allowed.

UNDER NO CIRCUMSTANCES SHOULD SMOKELESS POWDER BE USED.

Safe handling guidelines while making blank cartridges:

- NEVER smoke or use open flames near or around exposed black powder!
- NEVER use a charge greater than 70 grains for musket blanks or 25 grains for pistol blanks.
- NEVER have large amounts of black powder exposed while making and loading blank cartridges.
- Store black powder and other pyrotechniques in separate locations, in a dry, cool place is best.
- Avoid sparks of any kind, heat, friction and static electricity.
- When rolling cartridges do not use staples, tape, or other type of adhesives to hold the tubes together. If properly made, like originals, you do not need them.



Misfires

If your weapon fails to fire for any reason, the following instructions are to be followed, with safety being the major consideration at all times. If you had a 'flash in the pan' but the gun fails to discharge keep the muzzle elevated, it could be a "hang-fire" and will take a few seconds longer than usual for the main charge to ignite.

If your weapon failed to discharge or if you are not sure it went off, at the next command to LOAD do not put more powder down the bore. Pull the cock back to half-cock, clean touch hole with vent prick and prime again. Attempt discharging the gun at the next command to Fire. If it fails to discharge and the problem persists, do not attempt to fix it while in formation; go to a safe distance away.

Weapon Inspection

The unit inspecting officer or NCO (ideally the unit safety officer) must be conversant with safe inspection practices, including but not limited to the following observations:

- Prior to events, attention must be drawn to those members having badly maintained weapons; they should not be allowed to use such weapons unless properly maintained.
- When inspecting muskets, only a small portion of the ramrod should protrude from the barrel. Usually about 1cm of the threaded part protrudes beyond the muzzle, depending on weapon make.
- The ramrod should make a "ringing" sound when dropped or jostled in the barrel. A dull sound could mean either a dirty weapon or the possibility of a round or obstruction in the barrel.

All weapons must be unloaded subsequent to stacking or storage during or after an event. The respective Unit officers/NCOs/safety officers will ensure that all their Units weapons are unloaded. Any violation of this rule will result in the offenders being dismissed from the event.

General safety rules for battle re-enactment

Common sense and logic is the best guideline on this issue. However the under listed should be observed.

- Before attempting battle scenes be well aware of the firearm safety section Do's and Don'ts.
- When firing, always remember to aim the firearm in a safe direction.
- When firing in line formation, always have the line firing simultaneously, individual firing offers a hazard to the others in line while handling cartridge and loading.
- When in a static position, do not fire over "wounded" men lying in front of you, the noise created by the musket is deafening, moreover they are within range of muzzle-blasts that will shower down on them from as much as 20ft away, one must advance to a point where shots surpass them.
- Look out for artillery positions; keep a safe distance away of 50ft from the muzzle-blast.
- Fix your bayonet only on the command of an officer or NCO.
- When going into battle re-enactment with bayonet fixed, keep your bayonet well clear from others.
- Don't forget that a musket with a bayonet fixed extends to a considerable length.
- Hand-to-hand combat should be avoided, not only is it dangerous but it looks unrealistic.

When a "**Cease Fire!**" is called for any reason, all firing is to stop immediately! All members are to observe this order. Under no circumstances is firing to begin again unless ordered. If you have or suspect you have a loaded weapon the following procedure will be used:

- Keeping the muzzle of your weapon elevated inform the officer or NCO of your situation. The officer or NCO will then guide you with the loaded weapon to a safe place, away from spectators. After announcing and only at the command of the officer or NCO, would you discharge your weapon.



Camp safety rules

This section deals with general camp rules; these may be modified to suit event situations and locations.

TENTS

Tents should be set up according to the camp regulations and a layout must be pre-determined. Proper spacing is important and this should be two (2) paces between tents side-to-side and at least five (5) paces between rows forming the camp foot paths.

- It is recommended that the flame retardant type of canvas be used.
- No open flames of any kind are to be permitted in a tent.
- Do not smoke in your tent.
- Do not allow tent ropes to cross into foot paths.
- When possible camp foot paths should be adequately illuminated.

OPEN FIRES

Fire pits are to be dug at least 10-15cm deep and of dimensions to suit the intended size of fire. The edges of the pit should be lined with the dugout earth. If the grass side is left exposed it can catch fire. Always cover fire pits after the event is over by filling in the fire pit with earth.

- Do not start a fire on top of grass.
- Always keep a large bucket of water in close proximity of the fire.
- Every Camp must have a main FIRE POINT; here one will find fire fighting equipment.
- Keep firewood stacked neatly, to avoid people tripping over it. It also looks smarter.
- Keep children away from fires and do not allow them to start their own.
- Female members should be careful around fires due to the length of their dress.
- Do not use wood which has been painted or treated, the fumes can be quite toxic.
- Do not dispose of cartridges or black powder in a fire for any reason.

Camp Tools

After careful examination of the camp layout, designate a wood chopping area. It should be away from public and frequently used foot paths. Camp tools namely axes and hatchets represent a considerable hazard and should be treated accordingly.

- Always keep an axe or hatchet in its carrier. Do not leave an edge exposed.
- Never hold a piece of wood with your hands or feet when chopping or splintering for kindling.
- Do not leave an axe or hatchet just stuck in a piece of wood unattended. It represents a hazard.
- Do not leave unattended tools of any kind carelessly lying around the campsite.
- Do look around for people and make sure everyone is in a safe distance when using certain tools.
- Do not let children or the inexperienced handle certain hazardous tools.

Keep your camp tools well maintained