



**Reds Sporting Clays  
Range Safety  
&  
Operation  
Manual**

REDS  
JUN 1 2014  
KITTITAS COUNTY  
CO

Reds Fly Shop



# **Reds Sporting Clays Range Safety and Operation Plan**

## **Introduction**

This plan is established to ensure the health, safety, and enjoyment of those who use or frequent this facility and the community at large. It is a plan developed to assure the continuity of the facility through a concerted public relations effort



# Table of Contents

## **I. Safety**

- a. Range Safety Rules

## **II. Administrative**

- a. Range Guidelines
- b. Sporting Clays Pricing
- c. How to book a Trip
- d. How to check in and out Shooters
- e. How to clear a clays remote
- f. Score Card
- g. Gun Rental Requirement Sheet
- h. Gun Rental A.T.F Form
- i. Guided Fly Fishing Waiver

## **III. Operational and Maintenance**

- a. Clays Maintenance Schedule
- b. Clays Maintenance Form



# Safety

## Introduction

Knowing how to safely handle a firearm is the most vital piece of knowledge taught to a new gun user. Safe handling habits are crucial to preventing accidental discharge and ensuring safety of everyone present.

Introducing new gun users, both young and old, to guns instills a sense of respect and helps to demystify firearms. It provides an exciting way for families to spend time together.

Both fear and curiosity can easily be removed with simple instruction offered in a calm, confident, and competent manner.



# Range Safety Rules

**A range is only as safe as the manner in which it is used by the people who use it. Violations of safety rules will result in reprimands, suspension or revocation of range privileges as necessary to correct errant behavior.**

## Safety Rules: Before & After Entering the Rang

1. All Guests on Sporting Clays Course must have a signed waiver prior to entering.
2. All Guests must check In/Out before and after shooting.
3. "Last Shooters Out" will be no more than 2 hours before scheduled shop closing.
4. All Guest Shooters and first time Member shooters require a course orientation prior to using the facilities.
5. All Shotgun rentals require a safety orientation prior to use.
6. All Shotgun rentals require a completed rental application.
7. Ear and Eye protection are required for all guests entering the course.
8. All Shotgun rentals require the purchase of ammo from Red's Fly Shop.
9. All rental equipment must be inspected for condition upon return.
10. At the end of the day, staff must insure the range gate is closed and locked.

## On the Range - Safety Rules

1. Beware of Rattle Snakes!
2. Eye and ear protection is required for all guests and shooters At All Times.
3. Keep your action open At All Times when not on a shooting station.
4. Do Not load your gun until you are securely in the shooting station
5. Spectators must remain behind shooting stations At All Times
6. Watch Your Muzzle! Keep it pointed downrange At All Times.
7. Do Not Leave the shooting station until the gun is fully emptied.



# Administration

## Introduction

The administrative regulations and guidelines define who does what, when, how and why.



## Range Guidelines

**A range is only as safe as the manner in which it is used by the people who use it. Violations of safety rules will result in reprimands, suspension or revocation of range privileges as necessary to correct errant behavior.**

1. All Guests on Sporting Clays Course must have a signed waiver prior to entering.
2. All Guests must check In/Out before and after shooting
3. "Last Shooters Out" will be no more than 2 hours before scheduled shop closing.
4. Guests must have paid for services, products and equipment prior to engaging in the activity.
5. All Guided and instructional classes must be paid upon booking.
6. All Equipment must be returned to Red's Shop prior to shop closing.
7. Service Staff must re-set Clays controller prior to guest use
8. Service Staff must verify number of targets thrown upon return.
9. All Targets thrown above 50 (Per round) will be billed at \$1.00 per target.
10. All Shotgun rentals require a completed rental application.
11. All Shotgun rentals require a safety orientation prior to use.
12. All Guest Shooters and first time Member shooters require a course orientation prior to using the facilities.
13. Ear and Eye protection are required for all guests entering the course.
14. All Shotgun rentals require the purchase of ammo from Red's Fly Shop.
15. All rental equipment must be inspected for condition upon return.
16. At the end of the day, staff must insure the range gate is closed and locked.



# Sporting Clays Pricing

**Hours of operation: No later than 2 hours before the shop closes (changes with the seasons) or 2 hours before dusk.**

## MEMBERSHIP DETAILS

<b>Annual Membership</b>	<b>\$200.00</b>
<b>Member Round</b> 50 Targets (Non guided, Ammo <u>Not Included</u> )	<b>\$23.00</b>
<b>Member Guest Round</b> 50 Targets (Non guided, Ammo Not Included)	<b>\$29.00</b>
<b>Member Instructional Course</b> (2 Person Minimum)	<b>\$99.00</b>

(2 hour Instructional Course; Includes 25 rounds of Ammo, 25 Targets, Shotgun, Safety Equipment and Instructor)

## NON MEMBER DETAILS

<b>Non Member Round</b> (Non guided, Ammo Not Included)	<b>\$50.00</b>
<b>Member Instructional Course</b> (2 Person Minimum)	<b>\$99.00</b>
<b>Employee Round</b> 50 Targets (Non guided, Ammo Not Included)	<b>\$12.50</b>

(2 hour Instructional Course; Includes 25 rounds of Ammo, 25 Targets, Shotgun, Safety Equipment and Instructor)

## EQUIPMENT DETAILS

<b>Additional Targets</b> (Charged over 55 targets per round)	<b>\$0.50 per target</b>
<b>Shotgun Rentals</b> (Beretta 12 Gauge x-400 only) (Price per shooter, per outing)	<b>\$25.00</b>
<b>Ear Plugs</b>	<b>\$1.00 pair</b>

**\*Current Ammo pricing and inventory can be found in the POS System.**





## **How to book a Reservation for Hunting or Shooting**

In order to facilitate a better hunting and shooting program we are implementing a new process to accompany the regular reservation booking process. This is what needs to be done.

- 1.) Fill out an Activity Reservation Booking sheet.
  - a. Put it on the calendar
  - b. Make a work order for the activity
  - c. Place it in the inquiry folder for the Reservations person to process
  
- 2.) IF the activity being booked is any form of hunting and/or shooting (i.e. Clays, pheasants, etc.), then a Hunting and Shooting – Staff Form needs to be filled out using the Activity Reservation Booking Sheet information.
  - a. Hunting and Shooting – Staff Form is located on the desk top of the reservation computer.
  - b. Once the form is filled out, it needs to be sent to the Hunting and Shooting Director – Bill Gamble.

### **How to Fill Out and Send the Hunting and Shooting – Staff Form**

1. Open the Excel File named “*Hunting and Shooting – Staff Form*” located on the desktop of the Reservations computer.
2. To fix the view of the sheet
  - a. Select the *File* tab, then in the drop down menu select the *Print* button.
  - b. Under the Printer selector, select the *HP8D51CC* printer.
3. Using the Activity Reservation Sheet, fill in the areas you have information for.
  - a. Each item you fill in, make sure to change the color of the font to red.
4. Once finished, select File, then in the drop down menu Save As.
  - a. Save to the Desktop file folder named Shooting Trips 2013-2014
  - b. Label the Document accordingly:
    - i. If it is a hunting trip leave the word Hunting -
    - ii. If it is a shooting trip leave the word Shooting –
    - iii. Put the First and Last name of the customer followed by the date of the trip

EX: Shooting – Joe Bob 12-13-14
5. Last step. Select File, in the drop down menu select Save & Send
  - a. On the right hand side, select Send as Attachment
  - b. Send to Bill Gamble – [Bill@Redshunting.com](mailto:Bill@Redshunting.com)
  - c. Be sure to include your email in the body of the email

Bill will contact the customer and fill in the details that he needs. Updates will be made to the form, including what preserve, who the guide is, who the bird planter is and any additional events he and the customer might have added. The form will then be sent back. Changes made should be updated on the calendar and work Order. Any assigned employees should be emailed the Hunting and Shooting Activity Form.



## How to Check Out and In Clays Shooters

### Checking Out Shooters

#### 1.) Determine Experience Level

- a. *Beginner* – has never shot before
- b. *Intermediate* – Has shot a shot gun before and is familiar with clay target shooting
- c. *Advanced* – has a great deal of experience with shot gunning. Ask them what “Choke” they will be using their gun. If they don’t know what choke they are using then they are more of an intermediate shooter.

#### 2.) Orientate and Instruct Shooters according to Experience Level

- a. *Beginner* – need to be guided (Instructional Sporting Clays Lesson)
- b. *Intermediate* – will need a staff member to go out and give them an on-site orientation for 1 to 2 stations while observing if they have the proper gun handling and safety skills.
- c. *Advanced* – If they have not shot this range before, shooters will need controller orientation which can be given at the fly shop.

#### 3.) Make sure that all appropriate paperwork is filled out

\* i.e. waivers, gun rental forms

#### 4.) Confirm shooters are using Non-Toxic (steel) shots

#### 5.) Clay Controllers

- a. Clear the count on the controllers to zero
- b. Retain the customer’s credit card number, until the remote(s) are returned

#### 6.) Score Cards should be handed out at the shop, if the customers want them

#### 7.) Inform them that the gate should remain shut at all times

#### 8.) Wish them “Good Luck & Have Fun”



## **How to Check Out and In Clays Shooters Continued**

### **Checking Shooters In**

#### **1.) Ask the shooters:**

- a. How did the shoot go? Any Problems or concerns?
- b. Did they remember to shut the gate?

#### **2.) If they have rented a gun, immediately check that it is:**

- a. Unloaded, actions open, and in working order.
- b. Then safely store it back in the gun safe.

#### **3.) Check the controller count**

- a. 50 targets per person, 3 or 4 over are ok (accounts for mishaps)
- b. Targets in excess of 54, charge an Extra Target Fee of \$0.50 per target

#### **4.) Shred the customer's credit card number after inspecting the clays remote is still in working order**

#### **5.) Thank the customers and invite them back**

#### **6.) Check that the gate is locked at the end of the day**



## Gun Rental Requirements

Red's Fly Shop offers its patrons the use of some of our firearms for training or just daily use. However, there are certain requirements that are mandated to us by the ATF that we must follow and of course we have our own policies for you to use our firearms on the range.

1. For Shotgun rentals you must at least 18 years of age.

2. You must present a valid Identification card showing your age.

3. You must fill out our rental form

\*This is the Alcohol, Tobacco and Firearms Form (A.T.F. Form)

4. You must use our ammunition bought in our pro-shop.

5. You must remain on the property with our firearms.



## Gun Rental A.T.F. Form

Serial Number: \_\_\_\_\_ Date: \_\_\_\_\_

**You must be 18 years old to rent a firearm and have a valid ID. Anyone suspected of alcohol or drug use will not be allowed on the range and will be turned over to law enforcement.**

1. Name \_\_\_\_\_ Age \_\_\_\_\_

2. Address \_\_\_\_\_

3. Identification:

Drivers License # \_\_\_\_\_

Other \_\_\_\_\_

4. Do you have experience with Firearms?  Yes  No

5. Please list any firearms training. \_\_\_\_\_  
\_\_\_\_\_

6. Occupation:

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

7. Have you ever been convicted of a crime or misdemeanor?  Yes  No

If Yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

8. Do you have a history of mental illness?  Yes  No

If Yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

All ammo used in our rental guns must be purchased from *Red's Fly Shop*.

**The undersigned has read all range rules and understands them. They also understand the proper and safe use of the weapon they have rented. They also so realize that any and all injuries that occur are at their own risk. Red's Fly Shop and its employees and members are not liable for any injury. The undersigned is responsible for any misuse or damage of range equipment. *I hereby declare that the above statements are true, complete, and accurate.***

X \_\_\_\_\_  
Signature of Customer Date

X \_\_\_\_\_  
Print Name Date



## How to Check and Clear Sporting Clays Remote Count

**Principle:** Customers pay for 50 clays, additional clays used are charged at \$0.50 per extra clay. Each sporting clays remote keeps count of the clays used during a session, as well as, a total running count. Employees are to check and clear the count after each use.

**Who:** All Cashiers

**What:** Guests checking out and returning clays remote and gear

**When:** At the time of the checking out equipment and returning it

**Why:** To make sure customers are charged for any additional clays used and to ensure customers are not charged for previous customers clays.

*Customers are to check out the equipment and sign wavers before they go out.*

### How to Clear and Check Clay Count on Sporting Clays Remotes

**Step #1:** Take the clays remote and push the “on Back” button to turn the device on. Continue to push the button until the Main Menu screen appears.

**Step #2:** Push the “7 G” button. A password authorization will appear; the *password* is 1234. Push *Enter*.

**Step #3:** Push the “3 C” button to select the target count. Press *Enter* to clear the current clay count.  
*\*The Remote is now clear and will turn off after a few minutes.*

### How to Check Clay Count on Sporting Clays Remotes

**\*\*This is to make sure the customer did not go over the allotted amount. If they went over the amount allotted (50 targets per round paid), then they are to be charged an “Extra Target Fee” (SKU 3561) per target used.**

**Step #1:** Take the clays remote and push the “on Back” button to turn the device on. Continue to push the button until the Main Menu screen appears.

**Step #2:** Push the “7 G” button. A password authorization will appear; the *password* is 1234. Push *Enter*.

**Step #3:** Push the “3 C” button to select the target count – *This will identify how many targets were used*  
*\*\*If they went over allotted amount, in POS charge them for the overage*

**Step #4:** Press *Enter* to clear the current clay count - *The Remote is now clear and will turn off after a few minutes.*





# Operations: Maintenance

## Introduction

Proper maintenance is the only way to keep the range operating at its best and for the safety of staff and participants.





## Clays Maintenance

The Clays Range Maintenance is to be performed once per week at a minimum, preferably on Thursdays.

Below are the requirements for its maintenance.

- Traps are to be kept full or no less than half full
  - Use the Rabbit trap (P-6 or Trap 1) as a gauge. When this trap is half full, all the traps will need to be filled.
- Batteries in the traps are to be swapped out once per week per the running schedule or sooner if one is discharged early.
- Check the condition of trap houses, gun racks, shooting stations and benches every week.
- Check that all traps are working properly and make repairs needed.
- Make repairs to trail and surrounding or impeding brush as necessary.
- Recycle unbroken targets at the rabbit station each week.
- Clean stations of all debris (empty shells, trash, etc.)
- Empty trashcans about once a week or sooner if needed.
- Report any problems and/or repairs to the Director.



## Clays Maintenance Form

\*Should be done at least once a week, preferably on Thursdays

Name: \_\_\_\_\_ Date: \_\_\_\_\_

New Battery: \_\_\_\_\_ Next Battery to: \_\_\_\_\_

- \_\_\_ Turn the numbers on the gate lock before going in the range.
- \_\_\_ Be sure to re-chain the gate closed – no need to lock the gate while doing maintenance.
- \_\_\_ Always take a battery up to the range each time you go – scheduled or priority.
- \_\_\_ Set the changed battery on the wood and make sure its level. Clean battery connections!
- \_\_\_ Check the solar panel connection
- \_\_\_ Check the level of the targets in the rabbit trap and refill all traps accordingly. Traps should not get below half full!
- \_\_\_ Turn off and release the trap before loading or changing a battery.
- \_\_\_ When turning the trap back on, check that it throws a target and target clears the house.
- \_\_\_ Pick up all garbage and shells at and all around shooting posts.
- \_\_\_ Empty trash cans and clean up at the gate.
- \_\_\_ Check for equipment or structures that need maintenance – notify the director via email