



Rowan County Wildlife Association

Shotgun Field Operations
Orientation Manual

REMEMBER

NOTHING is more
important than SAFETY

Shotgun Field Orientation

- **A Shotgun Field Orientation class will be conducted for any RCWA member who wishes to participate in shooting skeet or trap at RCWA's shotgun fields on a regular basis as a Certified Member (CM) or a guest of a CM.**
- **RCWA members with no or limited prior skeet or trap experience shall request an SRO mentor session for a couple of rounds prior to a decision on the member's part to take the Shotgun Field Orientation class. The orientation class will not be effective if you do not have a basic understanding of skeet and trap shooting etiquette and safety procedures.**

Shotgun Field Access

- Access to the shotgun fields at RCWA is restricted to members only
 - Members are encouraged to preload targets on their Briley smart card
- Visitors may use the fields as guests of adult members in good standing
- Members are limited to three (3) guests at a time on the RCWA shotgun fields
- All youth shooters must be accompanied by an adult member when using shotgun fields
- The host member is responsible for insuring any guests brought to the range are instructed in the safe handling of a firearm, and appropriate clay target shooting discipline rules, prior to shooting

Range Rules

- SAFETY IS NO ACCIDENT!!!
- ALL APPLICABLE RCWA RANGE RULES REMAIN INTACT FOR USE OF SHOTGUN FIELDS UNLESS OUTLINED IN THIS MANUAL
 - Sections 1.0, 2.0 and 3.0 of published “Range Rules” for the club
- Treat all firearms as if they are loaded
- Always point the muzzle in a safe direction
- Never load your weapon until you are ready to use it
- Keep your finger off the trigger and out of the trigger guard until you are on target and ready to fire

Range Rules

- Never travel on the ranges with a loaded shotgun
 - All Over/Under and double barrel guns should be broken open when traveling the field
 - All semi-automatic and pump guns should have the action open when traveling the field
- Loading guns should ONLY occur while on the applicable concrete pad for both trap and skeet fields
 - No more than two shells should ever be loaded into the gun at one time
 - Trap: Two shells should only be loaded in the gun when shooting trap pairs

Range Rules

- Please follow basic rules of common sense, safety, and courtesy when participating in the shotgun fields
 - No use of shotgun fields when maintenance (including regular mowing) is underway
- Eye and ear protection are **REQUIRED** on all shotgun fields by shooters and spectators
- Membership badges are to be worn by all members when on any range at RCWA
 - Should you not recognize someone, ask to see their membership card

Range Rules

- ALL shooters are expected to dispose of all spent hulls following their use of the shotgun fields.
 - Adhere to the “Leave it better than you found it” mantra
- Any member that encounters any problem should report it to a Shotgun Range Officer (SRO) immediately
 - SRO information will be posted in the trap house
 - Leave information on any issues on the sign in sheet available in Low House of Field 3

Shotgun Fields Hub

- The **low skeet house for Field 3** will serve as the hub for all operations for the shotgun fields
 - Sign in sheet for ALL fields
 - Keys to access other fields
 - Bill to coin machine for targets
 - Pertinent information and updates
 - If Maintenance sign is in place fields will be closed

Maintenance/ Mowing

This sign will be placed in front of for The Hub (low house field #3). When in place fields will be closed to shooting.



Skeet Participation

Overview

- Skeet participants should have a basic understanding of skeet, including the rules and regulations of participation
 - Follow ALL signs on the shotgun fields
- Participants are afforded 25 targets per round
 - A typical round includes one (1) extra target on the machine to be used ONLY in the event of broken targets or otherwise unfit presentation of a target
- Members are responsible for the opening and closing of the skeet houses when participating
 - Closing the field includes properly loading the machines with targets
- No youth shooters are allowed to be in the trap houses unattended by a member during the setup or shutdown of skeet and trap fields
- Adjustments to any throwing machine is strictly prohibited except for club approved members

Process for Shooting Skeet (Detailed photos to follow)

- Access skeet/trap house
- Sign in by using the supplied sheet hanging on skeet house wall
 - Name, Field No., Discipline, Time in / Time out, Guest Names, etc.
- Open target exit door
- Turn on target throwing machine
- Find thrower cable and plug into applicable field receptacle
- Cable for each field will be located in High house
- Utilize twist lock plugs

Example of Sign in Sheet

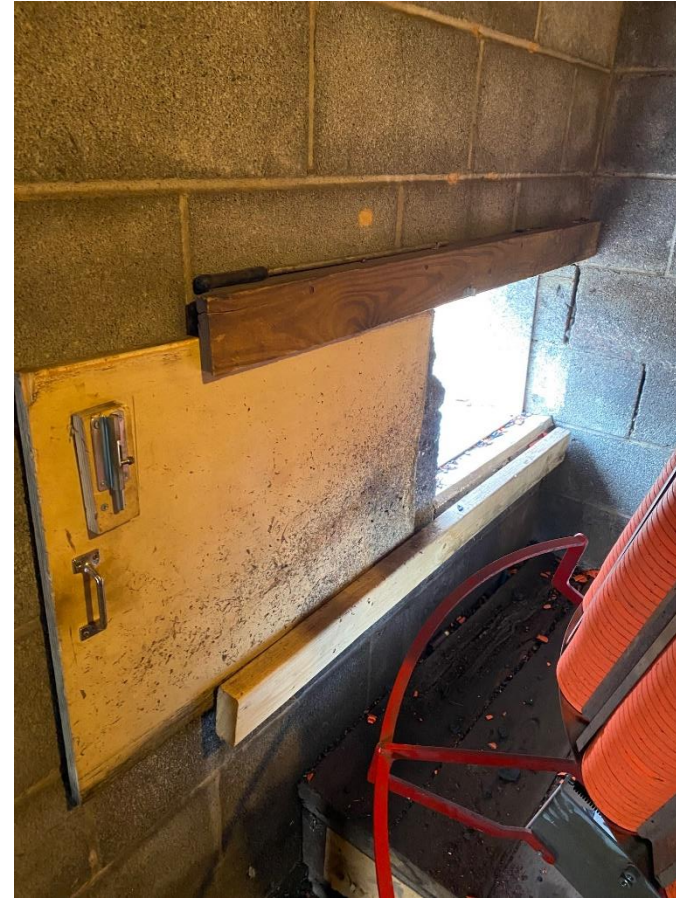
- Representation of the likely information that will be included on sign-in sheet

Date	Member Name	Skeet or Trap?	Field	Time In	Time Out	Total Rounds	Notes / Guest Names
3/4/2022	Jon Smith	Skeet	3	2:15 p.m.	3:30 p.m.	2	Mitch Morse, Dawson Knox guests
3/4/2022	Jim Kelly	Trap	4	3 p.m.	4 p.m.	3	
3/5/2022	Kelly Clark	Skeet	2	10:30 a.m.	12 p.m.	4	Low house seemed a little too high
3/5/2022	Sean McDermott	Skeet	3	11:15 a.m.	12:15 p.m.	3	Tre White guest
3/6/2022	Josh Allen	Trap	4	1 p.m.	3 p.m.	2	

Open Target Exit Door



Move door out
from in front of
target thrower



Turn On Target Throwing Machine



Move toggle switch to the upright and "On" position. Machine will start and be ready for use.

Find Thrower Cable and Plug Into Receptacle



Cord for each field will be located
High House Fields 4,5 & 6

Twist and
Lock plug



Best practice includes wrapping
cord around receptacle post a
couple times before plugging in



Cord bucket on fields 1, 2 & 3
Roll cord back into bucket
Leave plugged in to receptacle.

Process for Shooting Skeet (Detailed photos to follow)

- To shutdown, reverse start up procedure and load machines
 - Disconnect thrower cable, wind up and place in high house of the field you're shooting
 - Turn off target throwing machine
 - Release standby target arm (with target still on the arm)
 - Close target exit door
 - Load targets
 - Sign out of field by recording what time you're finished on sign in sheet
 - Turn off lights and lock house door upon exit

Turning Off Throwing Machine



Move toggle
switch to center
and "OFF"
position

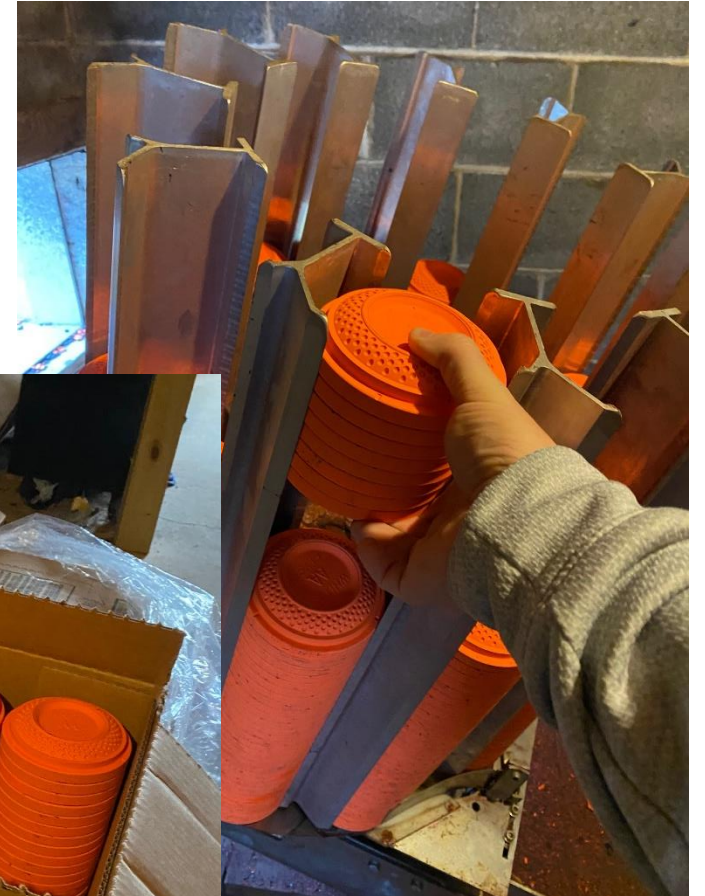
Releasing Standby Target

- Release standby target by using PVC pipe by gently moving throwing arm in direction of target to be thrown
- NEVER place any body parts in the range of motion or path of throwing arm
- LEAVE STANDBY TARGET ON RACK WHEN RELEASING



Loading Targets

- Load the high and low house targets for the field of which you have completed your round(s)
- Break down all empty target boxes and place in trash cans



Sign out / Lock Skeet House

- Return any relevant equipment to skeet house
- Sign out with time of completion
- Close and lock skeet house door



Pick up spent hulls



- Leave the entire shotgun range better than you found it! This includes picking up spent shotgun hulls – even those that may have been left behind by another shooter!
- Care should be taken when picking up hulls on Station 7 & 8, make sure no one is shooting on adjacent fields.

Trap Participation

Overview

- Trap participants should have a basic understanding of trap, including the rules and regulations of participation.
- Participants are afforded 25 targets per round
 - A typical round includes two (2) extra targets on the machine to be used ONLY in the event of broken targets or otherwise unfit presentation of a target
- Members are responsible for the opening and closing of trap houses when participating
 - Closing the field includes properly loading the machine with targets
- No youth shooters are allowed to be in the trap houses unattended by a member during the setup or shutdown of trap fields
- Adjustments to any throwing machine is strictly prohibited except for club approved members

Process for Shooting Trap (Detailed photos to follow)

- Access skeet house (Low house on Field 3) to get lock keys for opening trap thrower
- Fill in Sign in Sheet

Example of Sign in Sheet

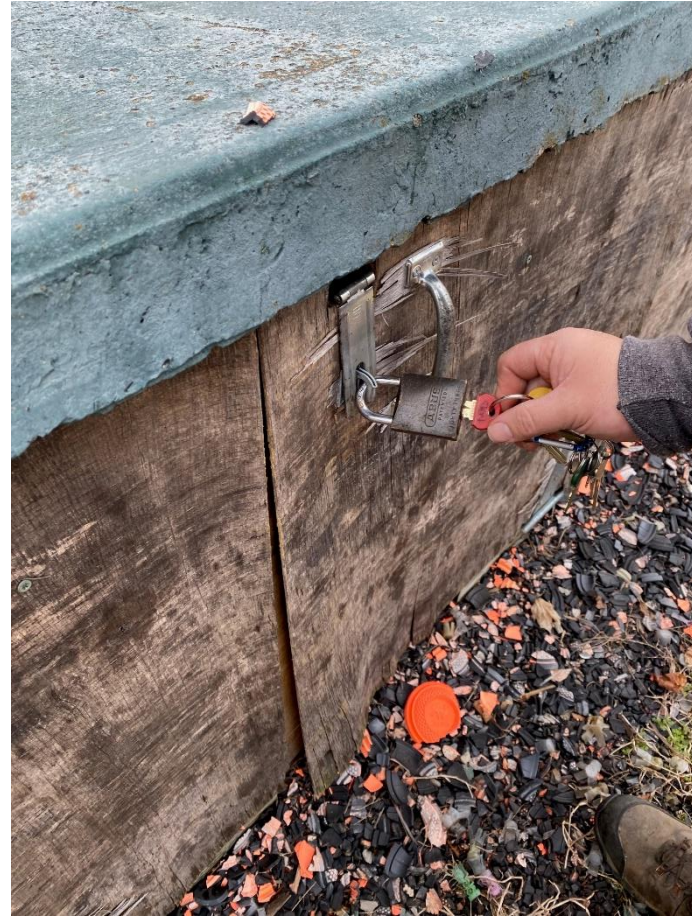
- Representation of the likely information that will be included on sign-in sheet

Date	Member Name	Skeet or Trap?	Field	Time In	Time Out	Total Rounds	Notes / Guest Names
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3/6/2022	Josh Allen	Trap	4	1 p.m.	3 p.m.	2	

Process for Shooting Trap (cont'd)

- Unlock both padlocks on access and target exit doors (same key)
 - Open both
- Turn on target thrower pump
- Turn on target machine
- Find thrower transformer cable and plug in at trap receptacle (on side of skeet house)
 - Utilize twist lock plugs

Unlock both padlocks (same key)



Open Both Doors (leave open while shooting)



Turn on target thrower pump and target machine

Step 2
Turn on
Thrower



Step 1
Turn on
Pump motor
switch



Find thrower transformer cable and plug in at trap receptacle (on side of skeet house)

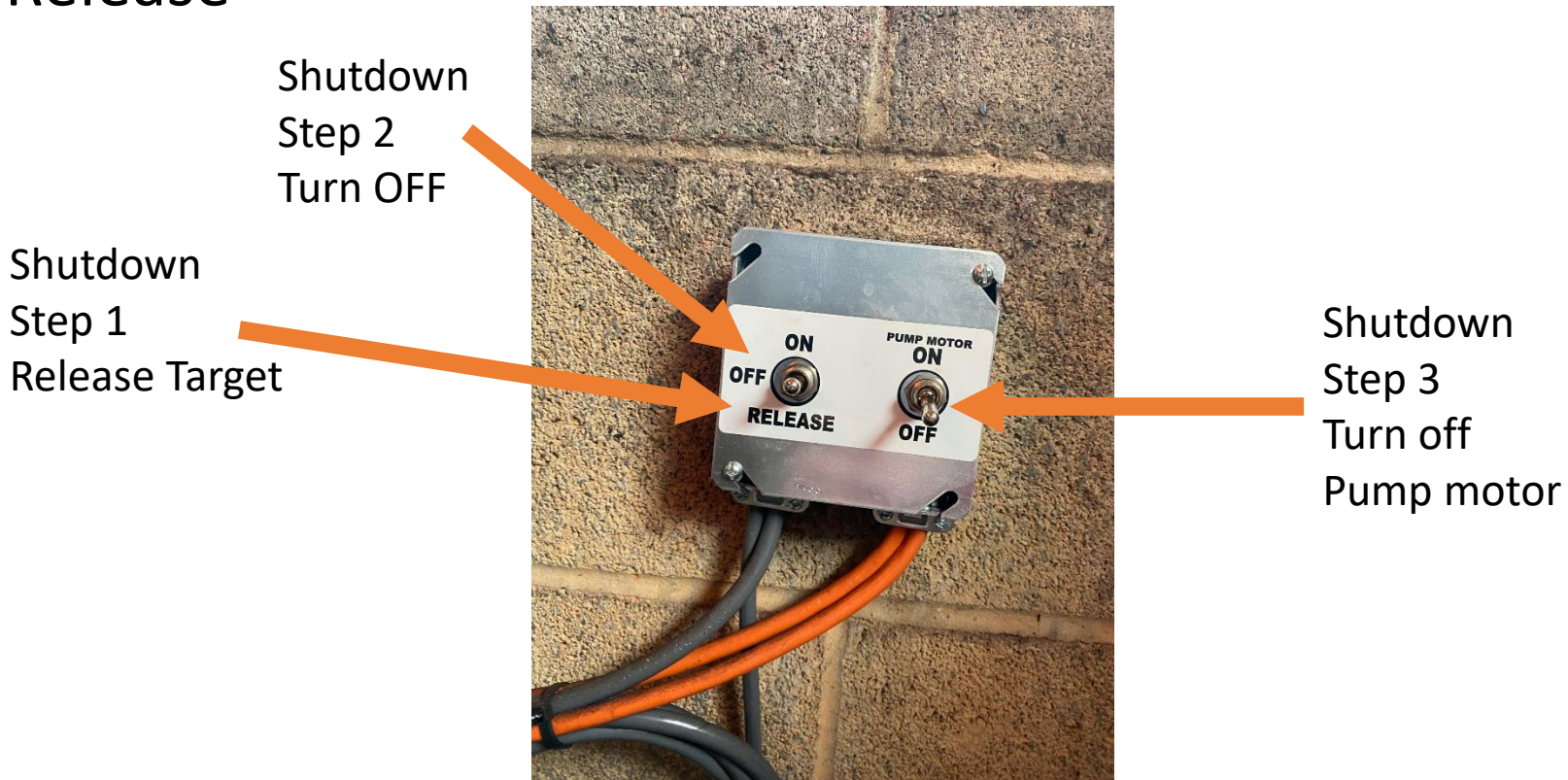


Process for Shooting Trap

- To shutdown, reverse start up procedure and load machines
 - Disconnect thrower cable, wind up and place in house
 - Turn off target throwing machine
 - Release standby target
 - Load targets
 - Close target exit door
 - Close trap house door
 - Confirm padlocks are properly installed
 - Return key to skeet house
 - Sign out
 - Turn off lights and lock house door upon exit
 - Pick up hulls

Releasing Standby Target

- Release standby target by moving toggle switch at trap house down to Release



Loading Targets

- Load targets for the field of which you have completed your round(s)
- Break down all empty target boxes and place in trash cans



Pick up spent hulls



- Leave the entire shotgun range better than you found it! This includes picking up spent shotgun hulls – even the ones that may have been left behind by another shooter!

Return Keys and Sign Out

- Return key to skeet house
 - Turn off lights and lock house door upon exit

