STANDARD OPERATING PROCEDURES

Coeur d'Alene Skeet & Trap Club

1879 W Miles Ave., Hayden, Idaho

Revision Date: October 14, 2021

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## Chapter 1 History, Mission and Purpose

*History*

*The original site was at Hayden Lake Country Club.*

The site at 1879 W Miles Ave. was leased from the Coeur d'Alene Airport in 1965 and graded and leveled to provide a Skeet and Trap Facility.

Since that time trap houses, skeet towers, a five-stand field, a club house and other fixtures have been installed at the site.

*Mission and Purpose*

The mission and purpose of the Coeur d'Alene Skeet & Trap Club (CDAS&TC) is to provide recreational clay target shooting for the membership and public. Coeur d'Alene Skeet & Trap is a non-profit entity, committed to providing infrastructure and targets for a minimum sustainable cost to the membership. The club is committed to providing quality targets for skeet, trap and five-stand and a venue that allows both recreational shooting and tournament shooting for the three disciplines. The club provides safety training through the NRA Range Safety Officer program and helps coordinate other training opportunities from member and outside instructors.

Chapter 2 Organizational Information

Section A – Organizational Chart

Board of Directors

Club Manager

RSO Staff

Employees

Volunteers

Map of facility

**Section B - Range Safety Officer Program**

A Range Safety Officer (RSO) program is established to provide range supervision during open member hours and for group reservations at the skeet, trap and 5-stand fields. All RSO use of the facility must be scheduled through the Club Manager.

Candidates for this program must meet the following requirements to apply:

* 21 years of age or older.
* Legally able to possess and operate a shotgun.
* Possess the knowledge, skill, and attitude for supervising safe range operations.

More detailed information regarding the Range Safety Officer program is found in Chapter 5.

### Section C - Coeur d'Alene Skeet & Trap Club

Coeur d'Alene Skeet and Trap Club has a lease agreement with the Coeur d'Alene Airport to operate a shotgun sports program and facilities.

The CDAS&TC is responsible to provide Range Safety Officers to supervise all activities on the shotgun fields.

 Chapter 3 Safety Plan and Field Rules

The Safety Plan is established to ensure the health and safety of those individuals who use or visit the Coeur d'Alene Skeet & Trap Club and for the safety of those outside of the facility.

This plan is to be updated and improved as conditions necessitate.

*Safety is no accident!* Preventing incidents from occurring requires the coordination of the field users (shooters), the RSO’s and the club management. Shooters must be educated, supervised and field rules must be enforced consistently and firmly.

These Field Rules will be posted near each of the shooting fields at the facility.

### SECTION A – GUN HANDLING RULES

The following NRA Gun Handling Rules are adopted as the basic firearm handling rules of the

Coeur d'Alene Skeet & Trap Club.

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the action open and firearm unloaded until ready to use.
4. Know your target and what is beyond.
5. Be sure the gun is safe to operate.
6. Know how to use the gun safely.
7. Use only the correct ammunition for your gun.
8. Wear eye and ear protection.
9. Footwear required. No bare feet.
10. Never use alcohol or drugs before or while shooting.
11. Store guns so they are not accessible to unauthorized persons.

### SECTION B- GENERAL RANGE SAFETY RULES

All specific rules for the use of the shotgun ranges/fields are administered and enforced by the

Coeur d'Alene Skeet and Trap Club. No unauthorized use of these facilities is permitted.

Coeur d’Alene Skeet and Trap Club is a shotgun only range. Single projectile firearms, slug shotguns, rifles and handguns are expressly forbidden. Every shooter at the range has the personal responsibility to make sure that each shot fired impacts in the safe fall zone shown on the attached map. The maximum size shot allowed on the ranges is 7 ½. The maximum powder charge is 3 Drams or equivalent. The maximum shot weight is 1 1/8 oz.

Every participant has a DUTY to report rules violations and unsafe acts and to prevent any discharge that would allow the escape of a shot charge to an outside the fall zone.

1. Know and obey all range rules.
2. Know where others are always located.
3. Fired shotgun shells may be retrieved by the shooter after each round is complete. Hulls left or discarded on the range become the property of Coeur d'Alene Skeet & Trap Club and will be disposed of accordingly.
4. Shoot only at authorized targets.
5. Only shooting at legal clay targets.
6. Irregular targets, that if taken will allow the shot charge to fall out of the allowable zone, shall not be shot.
7. Range Safety Officer or designated person will be present, and all shooters must check in with the Manager prior to shooting.
8. Always keep the muzzle of any firearm pointed in a safe direction. Never allow the muzzle to point in any direction whereby an inadvertent discharge would allow the escape of a projectile into an outer area.
9. All persons in the range area are required to wear hearing protection and eye protection.
10. Always keep the action open and gun unloaded until ready to use. “Ready to use” means the gun should be loaded only at the firing spot and only when authorized to load.
11. No food is allowed on the range
12. Alcoholic beverages are permitted at the Coeur d'Alene Skeet and Trap Club only after normal shooting hours,
13. It is unlawful for a minor under 18 years of age to possess a dangerous shotgun unless he is accompanied by a parent or guardian or has their permission to have the weapon. A minor under 14 years of age must be accompanied by a parent.
14. It is unlawful for a minor under 18 to possess a shotgun unless the minor:
	1. Is engaged in organized competition.
	2. Is on real property with the permission of the owner, licensee, or lessee of the property and has permission of a parent or guardian or the owner to possess a firearm.
15. Approaching the range:
	1. Transport firearms in a case, unloaded and with the action open.
	2. During non-shooting periods, firearms should be placed in gun racks or left on the

tables and left untouched.

* 1. Keep firearms pointed down range, action open.
1. Dogs and other pets are not allowed on the fields.
2. All personal belongings, including firearms, must be kept secure by the owner as neither the Club its representatives or its employees are responsible for lost, stolen, or damaged personal property.
3. No handling of firearms at the firing line while others are down range.
4. Stop shooting immediately upon the command “Cease Fire.”
5. When personnel are down range, a RSO or designated person must remain at the firing line to ensure that participants stand behind the line and no one handles firearms.
6. If a malfunction occurs along the firing line, a Range Safety Officer or designated person should assess the situation before resuming firing. If the malfunction cannot be resolved, the firearm must be safely removed from the firing line under direction of the RSO or designated person.
7. No shooting after dark.
8. It is the duty of shooters to clean their firing points of litter, hulls, and other debris. Clean up all hulls after shooting and place unwanted hulls in designated hull containers.
9. Person(s) refusing to comply with the Range Safety Rules or who have an unsafe firearm or who by their conduct demonstrates their presence to be a safety hazard, will be told to leave the premises.
10. Failure to obey a Range Safety Officer’s or designated person’s order to leave the premises will result in prosecution.

### Section C – Field Rules

### Skeet Rules

### After checking in with the counter person and been given direction to proceed to a specific field you wait until the entire squad is present with your shotgun empty and action is open.

### Proceed to station 1

### Determine order of shooting and maintain this order throughout the round.

### Designate a puller.

### Shooter number 1 steps on the designated pad. Readies him or herself. Keeps their shotgun pointed down range and loads their shotgun with no more then 2 rounds. Closes their action. Then prepares themselves by mounting the shotgun or holding in the ready position just before calling pull.

### Make sure there is no person or animal within your field of fire.

### Call Pull.

### Shot only at a legal bird.

### Continue this process until you have completed the number of shots for that station.

### Step off the station while keeping your action open, muzzle pointed in a safe direction and the shotgun is unloaded, to allow the next shooter to participate.

### Follow this procedure for each of the 7 remaining stations.

### Trap Rules

### After checking in with the counter person and been given direction to proceed to a specific field you wait until the entire squad is present with your shotgun empty and action open.

### Determine the order of fire by station.

### Proceed to your station.

### If you are on station 1 or the first far left station you are the designated squad leader and the first to shoot.

### When the complete squad is ready and on each of their stations you can now load only one shell, close your action, mount your shotgun, determine there is no person or animal within your field of fire and call pull.

### After the shooters to your right or the complete squad has shot at their legal targets, you may proceed to the next station to your right with your shotgun empty and action open

### Your round is complete after you have shot at 5 legal targets at each station.

###  5-Stand Rules

1. Check in with the puller within the house.
2. Proceed to your designated station with your shotgun empty and action open.
3. Action needs to be open and the muzzle pointed down range at all times.
4. Once you are within your station you may rest your shotgun on the cross bar with your action open and muzzle pointed down range.
5. The puller will notify you when it is your turn to shoot, which clay targets will be released and in what order.
6. Only then, may you close the action to your shotgun.
7. Now is when you may mount your shotgun, pointing the muzzle in a safe direction and then call for the bird.
8. After you have shot at your legal clay target/targets you then open your action, while pointing the muzzle down range, rest it on the cross bar. Then wait until it is your turn to shoot again.
9. You do this until you have shot at your 5 targets for this specific station.
10. You only move to the next station when the Puller directs the entire squad to move.
11. While moving to the next station you keep your shotgun empty, action open and the muzzle pointed in a safe direction.
12. You follow the same procedure until you have shot your 25 legal targets.

### SECTION D – ADMINISTRATIVE RULES AND REGULATIONS

1. All activities at the Coeur d'Alene Skeet and Trap Club are to be authorized by the Board

and supervised by a qualified Range Safety Officer or Manager.

1. Hours of operation will be set by the Board and may be adjusted to meet seasonal and operational needs.
2. The Coeur d'Alene Skeet & Trap Club is open to members who are legally authorized to possess firearms. Non-Members are allowed to participate during regular shooting hours, according to Club policy.
3. Other groups may request use of the Shotgun Fields on a reservation basis during

regular or non-regular shooting hours and must be approved by the Board.

1. Range Safety Officers, match directors or activity directors in charge are given the

authority to carry out the rules and regulations set forth in the Standard Operating Procedures and to enforce penalties.

1. Targets
	* Targets and other materials and supplies are stored in a locked storage container on site.
	* Target throwers are set on the range by the RSO/Manager and monitored and repaired as needed.
2. All building and grounds development or maintenance must be approved in advance by the Board.
3. Parking in front of storage facilities or the dumpster is prohibited.
4. Fired shotgun hulls may be retrieved by the shooter. Empty hulls left or discarded on the range become the property of Coeur d'Alene Skeet & Trap Club and will be disposed of accordingly.
5. Disorderly Conduct – Disorderly conduct or intoxication is strictly prohibited at the Coeur d'Alene Skeet & Trap Club.
6. Anyone suspected of disorderly conduct will be expelled from the range. Expelled users may be banned from future use of the range with no return of user or membership fees.
7. Loud or abusive language will not be permitted.
8. No field user shall cause any field equipment to become damaged through a deliberate act and anyone guilty of same will be expelled without warning from the club with no return of user or member fees.
9. Refusal to Obey – No person will refuse to obey instructions of the Manager, Range Safety Officers or a designated person, if instructions are given in the proper conduct of the office.
10. A protest must be initiated immediately upon the occurrence of the protested incident. Failure to comply with the following procedure will automatically void the protest:
	* State the complaint orally to the Manager. If not satisfied with this decision then,
	* File a formal protest in writing with the Board Members stating all the facts in the case. Such written protest must be filed within 72 hours of the occurrence of the protested incident.
	* The Board will then forward the protest with a complete statement of facts within 48 hours of the receipt thereof to the Board President.
11. Lost and found items may be held by the Manager for three weeks, after which items will be disposed.

**SECTION E – BASIC Field COMMANDS**

The purpose of field commands is to provide clear, concise and standard methods of field operation. This provides the shooters or participants with easy to understand guidelines and enhances safety.

All sanctioned and approved competitions have standardized field commands which may supersede the commands contained herein.

The following are the basic commands used at the Coeur d'Alene Skeet & Trap Club.

###  “ CEASE FIRE”

To stop all shooting routinely, or in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from within the trigger guard, unload and clear the firearm, and await further instructions from the RSO. This order can be given by anyone on the field.

### “MISFIRE”

To notify the RSO and other participants that the round did not fire when the trigger was pulled and to alert other shooters within the squad that a hazardous condition may exist.

Called by the shooter, to inform others that the firearm did not fire and a hazardous condition may exist. In case of a misfire keep the firearm pointed safely downrange for at least 30 seconds.

### “Pull”

To notify participants by the shooter that a bird or birds should now be released within 1.5 seconds enabling the shooter to fire at a legal clay target.

 **“No Bird”**

This is not a legal bird and should not be shot at. It is partially broken or dramatically flies different from the normal flight path. Weather is not a determinate of a “No Bird”. No score will be given for a “no Bird”.

Firing Period: Firing shall continue until all participants have completed the prescribed round. During informal shooting events, participants when finished firing should simply open the action, clear the firearm and secure it until all shooters have completed the appropriate station.

## Chapter 4 Field Operations

The preeminent and overriding goal of field operations is to assure that all participants, spectators and facility staff act in a safe manner and that each and every round that is fired at the Coeur d'Alene Skeet & Trap Club, impacts safely within the confines of the facility. The following sections govern the safe, consistent, and orderly operations of the facility.

### Section A – Authorized Personnel

**Coeur d'Alene Skeet & Trap Club Manager** – Is responsible to the Board and has responsibility for the Range Safety Officers and for the efficient and safe operation of the fields. This position will have full charge of the fields and will supervise conduct on the range. He/she is responsible for range safety and for enforcing all rules.

**Range Safety Officers** – Each Range Safety Officer (RSO) serves as an assistant to the Manager. RSO’s are charged with the responsibility for the safety and discipline of field shooters and spectators in the sector of the field to which they have been assigned. It is the duty of the RSO’s to be completely familiar with the standard policies, procedures, and safety rules. The RSO is to comply to the best of their ability with all instructions issued by the Club Manager. RSO’s must be constantly alert, impartial, and courteous though firm.

### Enforcement

Safety demands that shooting sports activities have strict rules. Shooters who violate field rules are subject to losing shooting privileges or even suspension from the facility through a process established by the Coeur d'Alene Skeet & Trap Club.

The on-duty Manager/RSO is directed to prohibit any person from shooting who appears to be physically or mentally impaired and/or who may contribute to an unsafe condition on the field.

The Club Manager and the range safety officers of the Coeur d'Alene Skeet & Trap Club are charged with the duty to observe and enforce field rules.

Coeur d'Alene Skeet & Trap Club may terminate the eligibility of any RSO or participant at any time for any reason.

A RSO or designated person is required to be present for all shooting activity. The RSO is responsible to report all incidents that may impact the safe operation of the fields.

In the event of a problem or a violation, the RSO or designated person is responsible to act immediately. Minor issues are to be resolved by the RSO or designated person providing guidance and directions.

For serious problems or rule violations the RSO or designated person is instructed to ask the participant, and guest if necessary, to leave the field area. The RSO or designated person must notify the Manager/Board of this action.

In the event of a serious problem/violation where the RSO or designated person has requested a member/guest to leave and the member/guest does not leave, the RSO or designated person is responsible to call the Kootenai County Sheriff Department to request assistance. Failure to leave may result in criminal prosecution. The RSO or designated person then shall notify Manager/Board of this issue.

### SECTION B – HOURS OF OPERATION, SCHEDULING AND FEES

**Hours of operation**: Skeet, Trap, 5 Stand fields open member hours.

|  |  |
| --- | --- |
| Wed, Thur., Fri.Summer - June 1 -Aug 31 | Winter 11 AM - 4 PMSummer 9 AM – 2 PM Jub 2pm**2PM** |
| **Sat/Sun** | 9 AM – 4:00 PM |
| **The Club is Closed for these holidays** | **New Years Day, Easter, July 4, Thanksgiving, Christmas Day** |

|  |  |
| --- | --- |
| Annual Membership January-December | $100.00 per calendar year$60.00 (June – October) |
| Member Rounds: Skeet/Trap 5 Stand | $7.00 Punch card (13 Rnds) $81.00$8.00 Punch card (13 Rnds) $95.00 |
| Non-member Rounds: Skeet/Trap 5 Stand | $11.00$12.00 |
|  Junior: Skeet/Trap |  Punch Card (13 Rnds) $67.00 |

**SECTION C– DESIGNATED FACILITIES AND MAINTENANCE**

### Signage

* Welcome signs will be posted at the entrance to the facility.
* Range rules signs will be posted near each of the fields at the facility.
* Caution signs will be posted around the perimeter of the facility.

### Prohibited Guns

* No Illegal shotgun.
* Usage of shotguns which require special release triggers, must be reported to the Manager, 5-stand puller or RSO before shooting.

### Maintenance

* A Range Safety Inspection should be completed each day of operations by the Range Safety Officer, manager or designated person on duty.
* Trash receptacles will be emptied, and dumpsters emptied on schedule.
* Snow removal services will be provided when there is a reasonable expectation of opening the facility for use.

### Section D – Emergency Action Plan

An emergency can occur at any time that may range from simple personal injuries to earthquakes. This emergency procedure is intended to minimize confusion and save response time. In all emergency responses, the RSO on duty must take charge of the situation.

Personal Injury Procedure

1. Command: “*CEASE FIRE, CEASE FIRE. UNLOAD AND STAY IN PLACE*.”
2. RSO/Manager or designated person will take charge of the situation. Ensure that all firearms are unloaded and clear.
3. Evaluate the seriousness of the situation.
4. Render aid if possible and prudent.
5. Direct person to get appropriate medical attention.
6. Commence firing again as appropriate.
7. Complete accident/incident report and submit to Coeur d'Alene Skeet & Trap Club Manager or Board of Directors.

Major Injury

1. Command: “*CEASE FIRE, CEASE FIRE. UNLOAD AND STAY IN PLACE*.”
2. RSO will take charge of the situation.
3. Ensure that all firearms are unloaded and clear.
4. Evaluate the seriousness of the situation.
5. Render aid.
6. Move an injured person only if life is endangered.
7. Call emergency numbers. Include information such as: location, phone number from where the call is being made, name, what happened, how many people injured, condition of the injured, locations of persons who will direct help to the scene.
8. Task someone to the main entrance to direct emergency vehicle to the site if appropriate.
9. Ask those present if they have advanced medical training.
10. Record the time and actions taken during the emergency.
11. Task all witnesses to write down what they saw.
12. Continue to give aid until EMS arrives.
13. Kootenai County Sheriff must be notified in the case of a gun-shot accident. Preserve the scene as it was at the time of the accident.
14. Notify Club Manager and Coeur d'Alene Skeet & Trap Board.
15. Never dispense medications unless directed by EMS or the Poison Control Center.

Criminal Acts

1. Call 911 if a criminal act is in progress.
2. Notify Club Manager or Coeur d'Alene Skeet & Trap Club Board.
3. Complete accident/incident report and submit to Coeur d'Alene Skeet & Trap Club Board.

Fire or Major Disaster

1. Cease Fire
2. Call 911 as appropriate.
3. Call Hayden Fire Department
4. Complete accident/incident report and gather witness statements.
5. Clear and shut down the range and secure the facility.

|  |  |
| --- | --- |
| **Emergency Contacts** |  |
| Emergency calls 911 | 911 |
| Police Dispatch () | 208-772-2161 |
| Kootenai County Sherriff | 208-446-1300 |
| Club Manager | 208-772-2275 (office)Kory Wagner: 208-618-9100 (cell) |
| Board President | Ed Wagner: 208-818-2872 (cell) |
| Kootenai County Medical Center(KMC) | 208-625-4000 |
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#  Chapter 5 Range Safety Officer Program

All Range Safety Officers, whether paid or volunteers, will be required to complete the training requirements listed on the Range Safety Officer Training Certification Form prior to any work at the range.

The foundation of RSO training is based in the Basic Range Safety Officer Course, published by the National Rifle Association (NRA). This training will be offered by a qualified NRA Chief Range Safety Officer trainer.

All RSO’s will be required to maintain this certification while serving at the CDAS&TC. Those returning following past RSO service that are currently certified will be required to attend basic orientation at the beginning of each season but will not be required to attend the NRA Basic RSO coursework.

The safety of shooters, field personnel and spectators require continuous attention by all to the careful handling of firearms and caution in moving about the range. Self-discipline is necessary on the part of all. Where such self-discipline is lacking it is the duty of the range personnel to enforce discipline and the duty of participants to assist in such enforcement. Under no circumstances shall firing commence or continue on a field where an unsafe condition exists.

Conduct

The conduct of individual RSO’s reflects favorably or negatively on City of Hayden, the Club and the entire operation. There will often be situations where firmness must be exercised. You should be firm when the occasion demands, but in all cases, be courteous.

Requirements and Standards for RSO Service

Volunteers shall conform to the conduct, standards, and policies outlined below. Failure to comply with these standards may lead to immediate dismissal and loss of shooting privileges:

1. All RSO’s must be 21 years of age or older.
2. NRA Basic Range Safety Officer will be required to maintain certification while serving at the Coeur d'Alene Skeet & Trap Club.
3. Properly follow the CDAS&TC Standard Operating Procedures.
4. Wear required eye and hearing protection at all times while on the fields.
5. Wear proper clothing at all times.
6. Have the NRA Basic Range Safety Officer certification card on file at the Club.
7. Possess a basic knowledge of firearms, ammunition, laws and be able to answer questions or refer to other sources of information.
8. Demonstrate a customer service attitude when representing the Club.
9. Maintain a neat and clean appearance.
10. Use appropriate language and avoid any use of foul or vulgar language.
11. Disagreements between RSO’s, supervisors, or a participant should be settled calmly and in private.
12. Be punctual and begin shift as scheduled.
13. Shall not be under the influence of drugs, alcohol or medications while on duty.
14. Return all keys, ID cards and other Club property upon end of service.

Shift Scheduling

The Club Manager sets the RSO duty schedule for all RSO activities at the Coeur d’Alene Skeet & Trap Club.

RSOs are to coordinate their shifts with the Club Manager and if they are unable to make it to a scheduled shift, will be expected to contact another volunteer to cover the shift. If no substitute can be found, the Club Manager must be called as soon as possible. It is unacceptable for an RSO to fail to meet these requirements.

### Conflict Resolution

The objective in conflict resolution is to diffuse the situation by remaining calm. Unless acting in legitimate self-defense of yourself or others, use no physical force. Call a law enforcement officer for assistance.

### Cash Handling Procedures

1. Manager is to take cash collected from the Club immediately following their shift to the

Safe. Cash should never be left in a vehicle or taken home following a shift.

1. If for any reason a Manager is short on their count, they are to report the difference to the Board anything greater-then $5.00.
2. Managers are not to make change from their own funds.
3. Manager’s when taking checks must make sure of the following:
	1. Each check has a legible name, address and phone number.
	2. Checks are to be written to “Coeur d'Alene Skeet & Trap Club.

### Dismissal

The Coeur d'Alene Skeet and Trap Club Manager will bring forward any complaint or performance issue with a RSO to the Coeur d'Alene Skeet & Trap Club Board. These issues will be dealt with according to the Club's By Laws policies and procedures.

All participants and RSO’s must adhere to and follow all requirements of these Standard Operating Procedures at all times. It should be understood that any breach of conduct by any RSO may result in immediate termination of service.

### Safety Briefing

The RSO uses basic public speaking skills to conduct a new member safety orientation. Range orientations prepare new shooters to safely and efficiently participate in a particular shooting event on a specific range. Any questions from participants should be answered in the briefing.

Standard Range Safety Briefing for Special Events:

1. Describe the purpose of the shooting event.
2. Range layout and limits
3. Range safety rules
4. Firing line commands
5. Emergency procedures

Appendix 1

New Member Safety Orientation Form

# Coeur d'Alene Skeet & Trap Club

# New Member Orientation Form

Member Name: Date

 RSO Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Safety**

* Always keep the gun pointed in a safe direction
* Always keep your finger off the trigger until ready to shoot (indexing).
* Always keep the gun unloaded until ready to shoot at your station.
* Know your target & what is beyond
* Eye and ear protection required while on the range.
* Carry a single or double-barrel, break action shotgun with the gun broken open, unloaded, and the barrel pointed toward the ground in front of you.
* Carry a semi-automatic or pump shotgun with the action open, unloaded, with the barrel pointed towards the ground or straight up.
* Only 7 1/2 , 8, 8 ½ and 9 shot with a maximum 3 Dram equivalent is allowed
* RSO Initials: \_\_\_\_\_\_\_\_\_\_

**Trap**

* The Game of Trap consists of 25 clay targets (birds), being thrown from a trap house. Each shooter shoots a total of 25 rounds from five different positions (stations). Five rounds are fired from each station.
* Birds are fired within an approximate 45-degree cone from the trap house located 16 yards from the shooting stations.
* Station one is the far-left station and that person is the squad leader.
* With your gun unloaded and action open, stand in your assigned position. If you are on station one, confirm the squad is ready to begin.
* The birds are released from the house by a voice activation system, so any conversation on the line can inadvertently launch the bird.
* When ready to begin shooting the round, load one round in the chamber, then close the action and immediately mount the gun.
* Keep your finger indexed until ready to call for the bird.
* After firing, immediately confirm that your action is open. Do not chamber another round or close the action until it is your turn to shoot.
* Once each shooter in your squad has shot all five rounds, then each shooter simultaneously moves to the right. Station five shooter moves to station one by walking behind the squad with an unloaded, action open gun, with the muzzle pointed in a safe direction.
* RSO Initials: \_\_\_\_\_\_\_\_\_\_\_

**Skeet**

* The Game of Skeet consists of a total of 25 clay targets (birds) thrown from a high house and/or low house. Birds are shot from eight different shooting stations (positions).
* All birds thrown will pass over the center point at a height of approximately of 15 feet.
* Squads should assemble in the proper shooting order at Station 1 (located to the left side of the field, adjacent the high house) with unloaded guns, actions open and muzzles pointed towards the ground or up towards the sky.
* When it is your turn to shoot, with the muzzle pointed in a safe direction, step onto the red shooting square and orient your body into the proper shooting position for that station. Then you may load one or two rounds. Load only one round at a time at station 8 or when shooting your option.
* When ready to fire, chamber the proper number of rounds, then you may close your action.
* Then mount your gun and keep your finger indexed until ready to call for and shoot your bird(s).
* After firing the proper sequence of targets for that specific station, confirm that the action of the gun is open and unloaded, then move away from the firing station while keeping your muzzle pointed in a safe direction.
* Squad members not shooting should stand behind the shooter and out of the shooter’s view.
* After all shooters have shot from that station, the squad moves with unloaded guns and muzzles pointed in a safe direction to the next station. This continues until the entire course of fire is complete.
* RSO Initials: \_\_\_\_\_\_\_

Appendix 2 Accident/Incident Report Form

# Coeur d'Alene Skeet & Trap Club Accident/Incident Report

Accident/Incident Information:

Date: Time:

Location of incident and conditions of the area:

Name of Injured Person: Age:

Address:\_ Phone: \_\_

Staff Witnessing the Accident/Incident:

Exactly where did the injury occur?

Describe the extent of the injury (specific parts of the body)

Was there a pre-existing condition in the part of the body now injured? Yes  No If yes explain:

Was protective equipment worn? Describe:

Describe in full detail how the injury occurred (use additional sheets if necessary):

To whom was accident reported?

To whom was injured released?

Was injured party given First Aid? Yes No by Whom: Describe:

Was 911 called? Yes No

Were they transported by professional medical assistance? Yes No

Witness (other than staff)

Name: Phone:

Address:

Signature:

Name: Phone:

Address:

Signature:

Person in charge:

Signature: Da