

Toowoomba Clay Target Club Inc

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# RANGE STANDING ORDERS



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## **SECTION 1 – GENERAL**

These Range Standing Orders (SO's) cover the use of the range facility operated by the Toowoomba Clay Target Club Inc

All Range Officers are required to read and sign these SO's.

Requests for exemptions from any provision of these SO's shall be submitted in writing to the Club Executive for consideration.

### **Revisions**

These SO's have been published as follows:

Original publication – May 2013 Amended January 2022, August 2024.

## **SECTION 2 –RANGE FACILITY**

### **2.1 Range Description – Shotgun Range**

This facility has layouts running north/south. Layout 1 on the northern end and Layout 6 nearest the Warrego Highway. These layouts are down the line (DTL) or trap shooting layouts. Superimposed over layouts 1, 2, 3 and 4 are skeet facilities. The tower discipline is shot over layout 3 and 4 while sporting can be shot on any part of the ground but usually on layouts 1, 2 and 3.

Approved firearms: Cat A and C shotgun (Cat C for approved shooters only)

Approved Shot Size: 7, 7 ½, 8, 9 and 9 ½. NOTE: Skeet on layout 4 is restricted to 9, or 9 ½ shot only).

## **SECTION 3 – PERSONNEL**

### **3.1 Range Officer (RO)**

The RO has complete authority on the range property to conduct authorized shooting practices and matches.

RO's must hold a current weapons license and be an approved RO by the Club. The Range Officer's name is to be clearly displayed on the board outside the office.

RO's have the responsibility to supervise all personnel (shooting and non-shooting alike) present on the property and may have members and/or non-members removed at his/her discretion.

### **3.2 Unlicensed Shooters**

In accordance with Section 53 of the Weapons Act, unlicensed shooters, or licensed shooters who are not authorized to possess the weapon he/she proposes to physically possess and use, must complete a Form 33A and the Range Register Form 20. The Range Officer must then sign Form 33A and Form 20 in accordance with Sect 53(3) of the Weapons Act.

In accordance with Section 52 of the Weapons Act, Junior shooters who are unlicensed and accompanied by an adult or parent are to complete a Form 33A, as well as completing the Range Use Register (Form 20).

### **3.3 Guests and Spectators**

Guests (children and adults) are the responsibility of the adult club member who they came with, and children must always remain under adult control.

Spectators are the responsibility of the RO. The RO may appoint another club member to assist in the supervision of spectators.

Spectators will follow all directions given to them by the Range Officer or delegated club member. Spectators must remain 5 metres behind any active firing line or within the designated spectator areas.

## **SECTION 4 – RANGE OPERATIONS**

### **4.1 Flags**

Red flags are to be always flown on each side of the main entrance from the Toowoomba Connection Road when the range is in use. Red flags are not to be flown when there is no shooting on the range.

During night shoots, red flags are to be either clearly illuminated or replaced by red lights.

A red flag is also to be flown on the east side of the office clearly visible from ALL layouts.

Flags are to be red in colour and a minimum size of 1.2m x .90m

#### **4.2 Targets**

Only approved clay targets are to be used on the range.

At no time are glass, soft drink cans or any other non-approved or impromptu targets to be used on the range facility.

#### **4.3 Range Register**

The approved Range Register, Form 20, must be used. This is to be maintained in accordance with the Weapons Act.

The Range Use Register (Form 20) must be completed by all persons intending to use the range to discharge a firearm on the range.

The Range Officer, or his appointed delegate, is to physically sight participants' firearms licenses. Club members and visitors who are not able to produce their license will not be permitted to shoot as this would be in contravention of the Weapons Act.

The Range Use Register must be countersigned by the Range Officer or delegate before that person can lawfully use the range.

Range Registers are to be tightly controlled to ensure unauthorized people cannot access the details within them.

Range Use Registers and Form 33A forms must be retained for a minimum period as stipulated in the Weapons Act and, or Regulations.

#### **4.4 Ammunition**

The range is only approved for 7, 7 ½, 8, 9 and 9 ½ shot with a maximum load of 28 gm. NOTE. 32 gm loads are permissible for Handicap and Sporting. On this ground, 7 is the largest shot size allowed, but 6 on the National Grounds.

In Skeet, the maximum Shot size is 7.5.

All spent cases must be collected and disposed of in containers provided or removed from the range.

All purchases of ammunition from the Club are to be entered in the ammunition Register provided in the office.

#### **4.5 Permitted Arcs of Fire**

Clay target traps must be carefully positioned to ensure all fall of shot remain within the property boundary.

#### **4.6 Pattern Board**

The pattern board is positioned to ensure all shots remain within the property boundary. This is covered by the Agreement between the owner of the adjoining property and the Club.

#### **4.7 Firing**

The following firing guidelines are applicable to all layouts and the range in general:

- Shooting is only to occur between 8.00am and 10.00pm.
- Shooters with loaded firearms must be under RO direction.
- Firearms shall never be left unattended.
- Firearms not in use shall be securely locked in the car or the gun safe in accordance with the Weapons Act.

#### **4.8 Gun Handling**

Guns **MUST** be carried unloaded with the breach open at all times. Cat C firearms are to be carried with muzzle pointed upwards. It is preferable that break action guns be carried muzzle pointing forward for obvious safety concerns.

There is to be no gun handling and/or dry firing during competition shoots, except in accordance with ACTA Shooting Rules.

Any dry firing or gun handling is to be conducted on the layout pointing down range and towards the trap houses.

## **SECTION 5 – RANGE SAFETY CONSIDERATIONS**

### **5.1 Hearing and Eye Protection**

Hearing and eye protection for all attendees at the range in near proximity to an active firing line is strongly recommended.

### **5.2 Alcohol/Drugs**

Any person deemed to be under the influence of alcohol or drugs will not be permitted to shoot. Beginner shooters are to have zero blood alcohol.

### **5.3 Smoking**

Smoking is not permitted on any layout during competition.

Smoking is not permitted in the office or the clubhouse or within 5 metres of same.

All smoking materials (butts etc.) are to be disposed of in an acceptable fashion.

### **5.4 Approved Clothing**

Appropriate clothing must always be worn i.e., High cut shorts, sleeveless singlets and thongs not approved.

Clothing must provide protection to the shooter but not hinder the safe operation of the firearm.

Some shooting vests are on hand to lend out to shooters.

Appropriate enclosed footwear is to be worn at all times.

Dress standard to comply with ACTA Shooting Rules.

### **5.5 First Aid Kit**

An AED is available from the main office and a first aid kit is located in the main office. The location of the AED and first aid kit is identifiable by the clearly visible Red Cross logo displayed on the office wall.

## **SECTION 6 – EMERGENCY INFORMATION**

## **6.1 Emergency Phone Numbers**

All emergency calls – Triple zero (000)

SES (Flood and storm): 132 500

Police Link: 131 444

Non urgent ambulance: 131 233

Electricity : Life threatening emergency 000 or 131 470

Power outages 132 296

Gas (Elgas): 1800 918 783

Toowoomba Regional Council: 131 872 (A/H)

# **GENERAL INFORMATION – School Students Program**

**Ensure all students participating in the clay target shooting programme receive a copy of this information.**

During the term various members of the Toowoomba Clay Target Club will assist in providing advice to the students.

### **A Brief History of the Sport:**

Trap shooting came about during the 18<sup>th</sup> century. It was initially used as an aid to keep a game bird hunter's "eye in" during the off season. Targets over the years have included live birds, glass balls through to the pitch targets that we use today. It is a sport which has been competed at all of the modern Olympic Games. Australia has a long list of international champions including Michael Diamond and Russell Mark. This is a rare sport where men and women can compete on equal terms.

### **TERMS COMMONLY USED:**

#### **Range Terms and Definitions:**

Range Officer/Shoot Marshall:	A person in charge of the range. They have legal obligations under the Qld Weapons Act.
Firing line:	Part of the range where shooting is carried out under the direct supervision of the Range Officer.
Trap:	A machine used to throw clay targets in a set pattern.
Trap House:	A shelter to protect the trap which is in front of the firing line.

#### **Gun Terms and Definitions:**

Bore:	A hole through the barrel of a firearm.
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Breech/Chamber:	The rear end of the bore of a firearm where the cartridge is inserted.
Cartridge/Ammunition	A shotshell contains gunpowder and shot. The cartridges that we use are dangerous out to 200 metres.
Shot:	Spherical pellets used in loading shotshells usually formed of lead. The cartridges that we use contain 28 grams (1 ounce) of shot and each charge has approximately 350 pellets.
Gauge:	The unit of measure of the bore diameter of a shotgun. We commonly use 12gauge shotguns.
Muzzle:	The extreme end of the barrel where the shot is discharged from.
Choke:	The constriction at the muzzle end of a shotgun bore by means of which control is exerted upon the shot charge in order to throw its pellets into a defined or predetermined area. The degree of choke is measured by the approximate percentage of pellets in a shot charge which hit within a 75 cm circle at 40 metres.
Fore-end:	Usually made of timber and is situated under the barrels of the shotgun. Provides support when handling the gun as well as protecting the hand from heat generated by continuous discharging of the gun.

**Stock:** Usually made of timber. Found at the rear-most section of a gun. Helps to control recoil and is critical in aiding with accuracy.

## **BASIC SHOOTING RULES**

1. Treat every firearm as being loaded therefore when handed a firearm carry out your own check to ensure the firearm is safe.
2. Always point firearms in a safe direction depending on where you are.
3. The gun must be open and unloaded at all times unless otherwise ordered by the Range Officer/Shoot Marshall.
4. During loading and unloading or when mounting the gun, ensure your finger is NOT resting on the trigger.
5. Obey every range command given by the Range Officer/Shoot Marshall.
6. Do not distract shooters by making loud noises etc.
7. Safety glasses and hearing protection must be worn at all times while on the firing line.
8. It is recommended “closed in shoes” are worn while on the range.
9. Club rules are situated on the northern wall of the breezeway.

## **GENERAL INFORMATION**

1. Toilets are situated in the middle of the ground floor. See your teacher first.
2. The Qld Weapons Act stipulates that you must sign the Range Use Register before you commence shooting, Photo ID is a requirement.
3. Do not remove live ammunition from the range.

4. Parents are invited to attend any of the days at the range. You are also invited to attend any of the club's regular practice days, (3<sup>rd</sup> Saturday of the month), with your family. Phone for details.
5. Ask any of the Club members, any questions at all about the sport, we'll be pleased to help.
6. A competition will be held on the last day of the term. Trophies and Certificates of Attendance will be presented.

**TOOWOOMBA CLAY TARGET CLUB INC**  
**SHOOTING PROGRAMME**  
**for**  
**SCHOOL STUDENTS**

**TEST OF ELEMENTARY KNOWLEDGE PAPER**  
**NO 1.**

**Student Name** .....

**Date** .....

**PART A**

**Fill in the BLANK spaces:**

1. D ..... the Line shooting is also called T ..... Shooting?

2. DTL shooting is shot from a layout consisting of ..... lanes that are marked from ..... metres to ....., with the lanes aligning with the centre of the ..... house?
3. The most used pad on this layout is the ..... metre mark which is also called the Common Mark?
4. In this form of shooting, the targets are released by the Referee upon the shooter's command, which is a call of '..... '?
5. A round of DTL shooting consists of ..... targets, but in competition may be 50 or 100 targets, however they are still shot in brackets of .....?

## **PART B**

**CIRCLE**, True or False in response to each of the following questions:

1. Before you shoot, make sure you adopt the correct stance? TRUE/FALSE
2. When preparing oneself to shoot, the feet should be placed as far apart as possible to attain a good balance? TRUE/FALSE
3. With the gun mounted to the shoulder you should lean forward slightly from the hips. TRUE/FALSE
4. Place approximately two thirds of your weight on the front foot which is the left foot for right handed shooters? TRUE/FALSE
5. To facilitate the transfer of weight the left knee should be locked in a straight position? TRUE/FALSE

6. The feet should be positioned so as to allow the body to swing freely throughout the whole target area? TRUE/FALSE
  
7. The butt of the stock should be placed inside the point of the shoulder and under the side of the face? TRUE/FALSE
  
8. Bring the gun up to the face – not the head down to the gun?  
TRUE/FALSE
  
9. The top of the stock should be level with the top of the shoulder when the gun is correctly mounted into the shoulder? TRUE/FALSE
  
10. Prior to calling for the target, it is not necessary for the shooter to point the gun at any specific point on the top of the trap house? TRUE/FALSE

## **PART C**

### **Fill in the correct word, either DO or DON'T**

1. .... move before properly sighting the target. It is easier to detect the angle and speed of the target from a stationary position?
  
2. .... lift your head. In shotgun shooting, the eye is used as a rear sight, therefore if the head is lifted, the shooter will invariably shoot over and above the target?
  
3. .... count your targets?
  
4. .... worry about the state of the competition?

5. .... anticipate. Wait until the target appears before moving?
6. .... hit your next target?
7. .... use ear protection at all times?

## **PART D**

**CIRCLE** - True or False in response to each of the following statements:

1. Guns must be carried unloaded, and with the breech open, at all times? TRUE/FALSE
2. Immediately on shooting from any track the gun shall be opened while still pointed in the direction of the target area? TRUE/FALSE
3. More than two cartridges can be loaded at any time? TRUE/FALSE
4. When moving from lane 5 to lane 1, guns must be unloaded with the breech open. Shooters will pass behind the Referee. TRUE/FALSE
5. On the appearance of the red flag at the trap house, all shooters must
6. immediately unload? TRUE/FALSE
7. Treat every gun as being loaded in the first instance. Check yourself that it is actually unloaded? TRUE/FALSE

# **GENERAL OFFICE PROCEDURES**

## **NEW MEMBERS**

Application forms, ACTA & Club, are in the wall holder to the right of the office door. Additional forms can be printed from the Club Computer.

People can join the Club only, or both ACTA & Club. Both applications are on the office computer and can be printed as required.

Joining the Club and associated costs are as detailed on the ACTA application form. Receipts are to be issued on receipt of money paid.

Joining Club or ACTA is for a calendar year i.e. January to December. If joining an ACTA Club for the first time, a discount is applied for full open members after the 1<sup>st</sup> July.

Applications must be proposed and seconded and passed at a monthly meeting.

If a person joins the Club and is applying for a gun licence, the confirmation email from ACTA usually suffices as proof of membership. Should a letter from the Club be required, a draft letter is on the office computer.

## **PURCHASE OF AMMUNITION**

Prices of slabs and individual boxes of cartridges are to be listed on the Notice Board in the main office. Cartridges vary in price and all current prices are to be listed. This list is to be kept current.

All ammunition sales are to be entered in the ammunition sales register and paid for by cash, cheque, EFTPOS only.

No credit will be extended to any person – NO exceptions.

## **PRACTICE ROUNDS**

Practice rounds of 27 targets cost \$11.00. The additional 2 targets are to allow for breakages. Cards are issued to members and visitors from the office. Members receive their first card at no cost, visitors and shooters who need a replacement card pay a deposit of \$10 refundable upon return of the card. This card is then loaded with credit for practice rounds. All transaction on Practise days and Competition days must be entered in the appropriate accounts book and annotated with the method of payment

## **UNLICENSED PERSON WANTS TO SHOOT?**

This is acceptable so long as the person has a photo ID and fills out the Form 33A and Range Use Register Form 20.

**NOTE.** They must have a licensed shooter accompany them on the tracks.

This also applies to juniors, over 11 years and under 18 years. Minors are to be under direct and close supervision i.e. One on One coaching in accordance with Section 52 Weapons Act, and Regulation 38 of the Weapons Regulations. The minor should also be accompanied by a parent, guardian or authorised person.

The Safety Video must be shown to all new shooters. Should it not be available, a Safety Brief covering all the information in the Video must be given instead.

## **MONTHLY SHOOTS**

All discipline Captains should have a key to the office.

All Committee members are to be issued with a copy, or have access to a copy of these Standing Rders.

In the office are keys that will give access to the gun safe, ammo Room, ammo container, cashbox and the bar.

Included in the Club Gun Safe will be a shoot float in notes & coin plus a kitchen float if required.

There are separate record books in the office, for Practice and Competition days. to record names & monies received on a shoot day.

Please record total nominations in the shoot record sheet (located in the office), ammo sales, practice rounds if any, prize money paid out, kitchen & bar takings & any comments and put the lot in the gun safe. Members who are familiar with MyClubsMyScores can use the Reports from it rather than record nominations manually. All other details must be recorded by hand.

## **CLUB GUNS**

Club guns can be used by Toowoomba Clay Target Club members at no charge. Club guns should be opened immediately on removal from the Gun safe.

For an unlicensed person or visitor, the normal charge is \$78.00 for the initial first round that includes 25 clay targets, a box of cartridges and use of a club gun. Each subsequent round is charged at \$38.00 per round which also includes the 25 targets, use of club gun and a box of cartridges.

Use of a club gun alone is charged at the price set by the Club Committee from time to time.

Ensure all gun hires are entered in the gun hire register and that person hiring the gun, their photo ID is retained by the office until the return of the gun is complete.

## **CORPORATE DAYS**

Min charge of \$850 for up to ten people.

\$78/head for numbers above ten.

This cost entitles them to a box of cartridges, use of a club gun & 25 clay targets plus some advice from a Range Officer or his delegate (Club member).

We do not promote bar snacks but if they ask, \$10.00/head & one of us must organize it.

Request for BBQ – suggest BYO & we'll supply the BBQ & kitchen facilities.

## SHOOTERS SAFETY RULES

1. Guns must be carried broken, breech open and unloaded. Unless not physically possible, the barrel of the Gun should always be pointed forward, so it is in continuous view of the shooter. Guns left in cars must be secure and the car locked
2. Immediately after shooting from a station the gun shall be opened while pointed in the direction of the target area.
3. No gun shall be put to the shoulder, or aimed in any way, except when the shooter is located as follows:
  - (1) On the tracks and facing towards the trap house or
  - (2) At the pattern plate.
4. In the advent of an apparent misfire or gun malfunction, the shooter shall keep the muzzle pointed in the direction of the target area and call the referees attention.
5. No more than two (2) cartridges shall be loaded at any time in self loading, pump action or magazine guns. For beginner shooters, only a single shell is to be loaded at a time.
6. When moving from lane 5 to lane 1 in Trap shooting, guns must be unloaded prior to moving. Shooters to pass BEHIND the referee where possible.

7. On the appearance of the red flag from the trap house all shooters will immediately unload. Not applicable at most clubs because both DTL and skeet traps are, in the main, hopper fed.
8. All cartridges shall contain No 7 size shot or smaller for trap, and No 7.5 or smaller for skeet. Note that skeet layout No 3 is restricted to No 9 shot.
9. No shooter shall close his gun until they are on their correct mark and it is their turn to shoot.
10. Wearing of thongs is NOT PERMITTED. Closed in footwear at all times for all shooters.
11. A person under the influence of alcohol WILL NOT be permitted to shoot. Beginner shooters and shooters under 18 years old are not allowed any alcohol until their shooting session is completed.
12. Under no circumstances is alcohol to be taken onto the layouts at any time. Alcohol must be consumed within the licensed area.
13. Any shooter considered to be in breach of any safety rule will be immediately suspended by the Club Management Committee for one (1) month pending an investigation into their actions.
14. Any shooter committing an ungentlemanly or unsafe act on the shooting ground shall be liable for suspension or disqualification.
15. Any shooter deliberately firing at any fauna on the shooting ground will be immediately suspended by the Club Management Committee and shall remain suspended until such time as the incident is investigated.
16. Every shooter must sign the RANGE USE REGISTER each day when a firearm is used on the range.
17. In accordance with the Qld Weapons Act, the Shoot Marshall is considered to be the Range Officer, unless the Club has allocated individuals for each job separately.
18. The name of the Range Officer, on duty at each shoot, must be clearly displayed.

**REMEMBER, ONE CARELESS ACTION COULD MAIM OR  
KILL SOMEONE.**

**IT MAY BE YOU.**

## **CLUB AND SHOOTING ETIQUETTE**

1. The President and Management Committee are volunteers. They respect your constructive criticism and expect your assistance and cooperation at all times.
2. It is your responsibility to ascertain your squad and shooting layout and to ensure you arrive on time.
3. Do not walk, talk, fidget or otherwise behave in a distracting manner when it is the next shooter's turn to shoot.
4. In trap shooting, do not move from your lane until the next shooter has fired.
5. Always turn to the right when changing lanes or when moving from lane 5 to lane 1.
6. Do not obstruct the referee's view. Always walk behind the referee.
7. Do not engage in horseplay when in possession of a firearm.
8. This is your Club – do not damage or pollute it in any way.
9. Dress in a neat and tidy manner.
10. Nominate for squad allocation EARLY.
11. Remember, it is a sport and you are expected to conduct yourself as a sports person at all times.

12.REFEREES are voluntary and human; you are expected to abide by their decisions.

13.It is good manners to remain on the layout until the last shooter has finished shooting. This applies to trap and skeet.

14.LIMIT YOUR VEHICLE SPEED WITHIN THE CLUB GROUNDS TO 10 KPH.