ALL TRAP RANGE WORKERS 1st SHIF WILL SIGN IN AT CLUBHOUSE.
IF YOU ARE WORKING THE 2nd SHIF OF THE DAY, TRACT TUCKER WILL BE AT EACH RANGE TO GET YOUR SIGNATURE ON SIGN-IN SHEET.
ALL 1ST SHIF TRAP RANGE WORKERS MUST ATTEND RANGE OFFICERS MEETING AT CLUBHOUSE AT 7:30 AM
ALL 2ND SHIF VOLUNTEERS WILL OBTAIN A BRIEFING FROM THE OUT GOING VOLUNTEERS.

RANGE OFFICER
- The Range Officer is in total control of range at all times.
- The Range Officer’s responsibility to give his range workers directions.
- Speak loud and clear using simple terms so that the participants/workers can hear and understand what you are saying. Begin with introducing yourself.
- Be patient with participants, answer questions but keep range moving forward.
- Establish a relationship with your Range Assistant because they have your back and are an extra set of eyes & ears for you.
- Determine who is going to call “losses” for that round or day.
- Please instruct the participants to raise their hand to display a ‘protest of target’. This protest shall be voiced immediately following the ‘loss’ call by the range official, then simply proceed to handle the situation with range assistant, participant and scorer.
- Direct the participants not to approach the scorer’s station until the ‘OK’ is given by the scorer.
- Assists or directs other officials to assist the participants in any way necessary to allow them to succeed.
- Do not engage with disputes with parents or spectators. Make the call for your range and radio the clubhouse for back-up if needed.
- Remember that SAFETY is always FIRST!

RANGE ASSISTANT
- The Range Assistant is there is assist the Range Officer.
- The Range Assistant is the second pair of eyes and ears for the Range Officer.
- Determine who is going to call “losses/misses” for that round or day, will it be you or the Range Officer.
- Whoever calls the ‘loss’ targets must also call the ‘No Target’ for broken thrown targets. The participant must do a re-shoot of that target regardless.
- Assists the participants in any way necessary to allow them to succeed.
- Always be scanning the trap field to look for obstructions. BE ALERT!
- Do not engage with disputes with parents or spectators. Allow the Range Officer to make the call for your range and radio the clubhouse for back-up if needed.
- Remember that SAFETY is always FIRST!
STAGER
• The Stager prepares the upcoming squad for the line and keeps the range moving forward.
• The Stager updates the white-board for the range. Placing the number of the squad shooting and the squad that is on deck.
• Call the next squad to come to the outside of line barrier when the shooting squad is approximately halfway through their round. After they have gathered, then allow them to cross the line barrier.
• Attempt to do everything orderly, polite and as quiet as possible.
• Check the participants for dress-code & footwear guides, make sure shirts have sleeves, no opened-toed shoes, no suggestive ads or slogans.
• Make sure all participants have all their necessary equipment ~ **eyes & ear protection, proper amount of ammo for the division shooting and pouch or vest for ammo.** Then have the participants uncase their guns and place them onto the rack.
• The stager is responsible for observing the guns while they are on the rack.
• Have the participants in the Stager/Officer presence, run the bores to assure no obstructions are present. Break actions barrels can be viewed while a participant holds the gun and the stager/officer looks down barrel. Range Stagers attempt to avoid handling the gun, have the participants handle their gun.
• Check the ammo. **No reloads allowed!** Check the shot size and match gauge to gun. Factory ammunition only, no reloads, no shot charge heavier than 1 1/8 ounces, no loads other than lead shot, no shot sizes larger than 7 ½, no tracer or tracking ammunition
• Establish if any participant has a special need and be sure to inform your Range Officer discretely.
• Remember that **SAFETY** is always **FIRST!**

SCORER
• The Range Scorer records the participants’ hits/losses for the event.
• When the Range Officer gives the direction the scorer reads the name of the participants in post order (i.e. John Smith, Barren County Post 1, Brandy Jones, Caldwell County Post 2, etc)
• The Range Scorer **MUST USE “X” for hits and “O” for losses/miss** on the score sheet. The scorer marks whatever the Range Officer/Assistant calls. This allows for concise counting in the scoring building.
• The Range Scorer calls a “walk” after every five targets and then reads the scores for that post in order for each participant. (i.e. after first 5 targets are shot by all participants, scorer reads first shooter to fifth shooter listed on the scorecard {Example 5-4-4-5-2}. Proceed to do this every five shots until all rounds are completed)
• The Range Scorer tallies the total score for each participant after they complete the round. The Range Officer **will then wait for cue from you** for the participants to come and view their score.
• Spectators are not allowed past line barrier, unless invited by the Range Officer, to view scores nor to protest a score. Notify your Range Officer of any disruptions.
• Always be polite to participants and congratulate them on their score.