

**Indian Hammock Hunt & Riding Club, Inc.
George Arata Shotgun Sports Complex
Standard Operating Procedures**

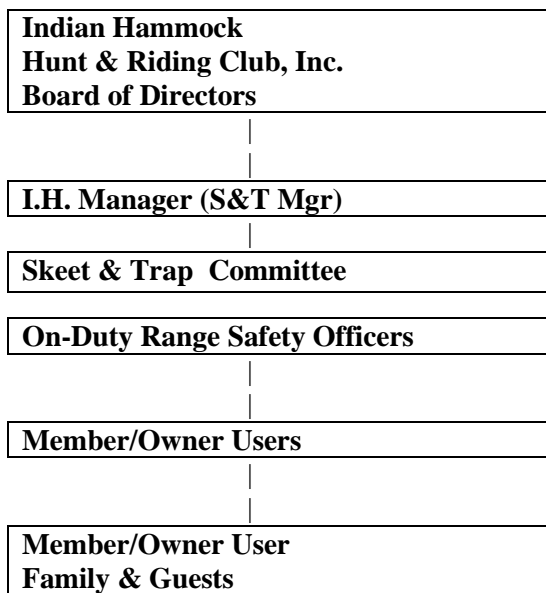
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Chapter 1 Preamble

The George Arata Shotgun Sports Complex (Skeet and Trap) has been an integral part of the Indian Hammock Hunt and Riding Club since the inception of the community. Over the years the range has evolved from a single Skeet and Trap range into a multi faceted facility with diverse functionality. This Standard Operating Procedure (SOP) has been established in order to formalize operational procedures and enhance range safety and comfort of both shooters and spectators. The Board of Directors voted and approved this document.

Chapter 2 Organizational Chart:



Chapter 3 Range Use:

The George Arata Shotgun Sports Complex offers the following shooting activities:

- American Skeet
- International Skeet
- Modern Skeet
- Doubles Trap
- American Trap
- Wobble Trap
- Five Stand
- Fun Shoots: various configurations of Rabbit, Battue, Midi and Mini targets.
- 4ft. X 8ft. X 1/4in. Stainless Steel Patterning board (use only #7½ or smaller shot)
- Indian Hammock Members in good standing who are National Rifle Association (NRA) certified Range Safety Officers (RSO) may use their own personal target launching devices after orientation and approval by the Skeet and Trap Committee. Gate must be notified by telephone with RSOs name and lot number.
- Minor Shooters. (under 18 years). **A parent or legal guardian must accompany all minor shooters and the hold harmless waver for minors must be signed.** If a person other than a parent or legal guardian brings a

minor shooter to the range, that person must have in their possession, or on file, the release signed by **both parents** or legal guardian and be notarized.

(See Appendix 3 Hold Harmless Form, Minor Shooter.)

Hours of Operation:

- Sundays 9AM-12PM
- Any Skeet and Trap Committee member can open the Range any day between dawn and dusk. The gate must be notified when range is open during off-hours.

Permitted Fire arms:

- Only 12 gauge or smaller Shotguns are allowed
- Shot size must be #7 ½ or smaller

Restrictions:

- No homemade firearms.
- No illegal firearms.
- No firearm requiring a special permit for use in the United States or the State of Florida.
- Always keep the muzzle pointed in a safe direction.
- Keep your finger off the trigger until ready to shoot.
- All Guns must be carried unloaded with the breach/action open.
- Everyone must wear eye and hearing protection on the range at all times (this includes spectators).
- Always keep cartridges of different bores separated.
- The firearm is only to be loaded at the shooting station with the gun pointing downrange.
- Only one round is to be loaded unless permitted by the duty RSO
- In the event of a misfire wait 30 seconds with your finger off the trigger and the muzzle pointing downrange. Before continuing, clear barrel obstruction. Dispose of defective ammunition into a metal garbage can. **Do not** return the cartridge to your ammo pouch.
- No alcohol or drugs are to be consumed prior to or while shooting.
- Smoking is **NOT** permitted in the Skeet buildings or while shooting or waiting to shoot.
- While not required, the wearing of a hat with a brim is strongly recommended.

Chapter 4 Range Procedures:

BEOMAT SKEET RANGE OPENING PROCEDURES- FIELD 1

- Unlock Low House
- Check that the machine is uncocked
- Open target window
- Fill target holder to top - NOTE if machine is empty, fill all stacks except the stack over the target elevator.
- Turn power disconnect to “ON”
- Turn toggle switch on wall to “ON” - target holder will rotate placing target on throwing arm.
- Fill empty stack.
- Sign in on Log Sheet and read “Lost Privileges List”.
- Remove target release cord and forms bucket to pavilion.
- Plug in target release cord next to station 4.
- Unlock High House
- Check that the machine is un-cocked
- Open target window
- Fill target holder on top- refer to “NOTE” above if machine is empty
- Turn power disconnect to “ON”
- Turn toggle switch on wall to “ON”
- Fill empty stack, if necessary
- Read the Ten Commandments of shooting to all shooters.
- Record shooters last name and first initial on score pad. Indicate if guest. Also, record gauge shot and date.

CAUTION: Should mechanical difficulties occur during round, close the range following Closing Procedures and notify committee chairman.

DO NOT ATTEMPT ANY REPAIRS OR ADJUSTMENTS!

BEOMAT SKEET RANGE CLOSING PROCEDURES - FIELD 1

- DO NOT pick up hulls until Low House is closed

Low House

- Unplug target release cord and return to Low House
- Turn Machine toggle switch to center position “OFF” without discharging target
- Release throwing arm being certain range is clear
- Close Target Window
- Fill Machine
- Remove target shards from target platform and machine base

High House

- Turn machine toggle switch to center position “OFF” without discharging target
- Release throwing arm being certain range is clear
- Close target window
- Turn power disconnect to “OFF”
- Fill Machine
- Remove target shards from target platform and machine base
- Pick up spent hulls
- Review and initial amenity tickets
- Return forms bucket to Low House
- Sign out on Log Sheet
- Secure lock

SKEET RANGE OPENING PROCEDURES - FIELD 2

- Unlock High House upstairs
- Check that the machine is un-cocked
- Open target window
- Load targets on machine only half full in LaPorte machines
- Plug in oscillator and Turn “ON”
- Plug in machine power cord
- Turn machine “ON” by moving toggle switch up
- Unlock High House downstairs
- Check that “On-Off” switch is in the “Off” position on the machine
- Open target window
- Load targets on machine
- Check target stop finger for target chips
- Check rubber arm for nicks
- Plug in oscillator and turn “ON”
- Plug in machines power cord
- Turn machine “ON”
- Remove target release cords
- Plug target release cords into power outlet at Station 8
- Unlock Low House downstairs
- Check that the machine is uncocked
- Open target window
- Load targets on machine (half full in LaPorte machines)
- Plug in oscillator and Turn “ON”
- Plug in machine power cord
- Turn machine “ON” by moving toggle switch up
- Unlock Low House upstairs
- Check that “On-Off” switch is in the “Off” position on the machine
- Open target window
- Load targets on machine

- Check target stop finger for target chips
- Check rubber arm for nicks
- Plug in oscillator and turn “ON”
- Plug in machine power cord
- Turn machine “ON”
- Unlock Low House downstairs on Field 1 and sign in on the log sheet.
- Turn power disconnect to “ON”
- Remove score pad and amenity ticket holder.
- Read the Ten Commandments of shooting to all shooters.

CAUTION: Should mechanical difficulties occur during round, close the range following Closing Procedures and notify committee chairman.

DO NOT ATTEMPT ANY REPAIRS OR ADJUSTMENTS!

SKEET RANGE CLOSING PROCEDURES - FIELD 2

- Review and initial amenity tickets for proper billing
- Return score pad and amenity ticket holder to Low House downstairs, Field 1, sign out on log sheet.
- Turn power disconnect to “OFF”
- Secure lock.
- Turn downstairs Low House Machine “OFF” by moving toggle switch to center position
- Be certain range is clear then discharge target by pressing throwing arm solenoid release button.
- Unplug power cord
- Turn oscillator “OFF” with machine in extreme elevated position
- Unplug oscillator cord
- Close target window
- Secure lock
- Turn upstairs Low House machine “OFF”
- Unplug power cord
- Discharge target - being certain the range is clear
- Turn oscillator “OFF” with machine in extreme elevated position
- Unplug oscillator cord
- Remove all targets from machine
- Close target window
- Secure lock
- Unplug target release cords from power outlet at Station 8
- Coil target release cords and store in High House downstairs
- Turn downstairs High House machine “OFF”
- Unplug power cord
- Discharge target - being certain the range is clear
- Turn oscillator “OFF” with machine in extreme elevated position
- Unplug oscillator cord
- Remove all targets from machine
- Close target window
- Secure lock
- Turn upstairs High House Machine “OFF” by moving toggle switch to center position

- Be certain range is clear then discharge target by pressing throwing arm solenoid release button.
- Unplug machine power cord
- Turn oscillator “OFF” with machine in extreme elevated position
- Unplug oscillator cord
- Close target window
- Secure lock
- Pick up spent shells from field and place on bench in skeet range shelter

DOUBLES TRAP RANGE OPENING PROCEDURES

- Unlock Low House downstairs in Field #1 and sign in on log sheet
- Remove score pad and amenity ticket holder
- Unlock Trap House
- Unlock Rolling Roof
- Release turnbuckles on east and west rails
- Roll roof back to rail stop
- Open doors and secure with metal stakes
- Check that launcher arm is visible at front of Machine
- Fill target holder to top
- Plug in power cord
- Push Main Switch to “ON” on panel at east side of Machine
- Remove target release cord
- Move Launcher toggle switch up to load launcher
- Roll roof to closed position
- Record shooter’s last name and first initial on score pad. Indicate if guest. Also record date

CAUTION: Should mechanical difficulties occur during round, close the range following Closing Procedures and notify Committee Chairman

DO NOT ATTEMPT ANY REPAIRS OR ADJUSTMENTS!

DOUBLES TRAP RANGE CLOSING PROCEDURES

- Review and initial amenity tickets for proper billing
- Return score pad and amenity ticket holder to Low House downstairs on Field #1, sign out on log sheet and secure lock
- Roll roof back to rail stop
- From outside the trap house move launcher toggle switch to center position to turn launcher off
- From outside the trap house move launcher toggle switch down to clear targets from machine
- Disconnect power cord
- Push main switch to “OFF” on panel at east side of machine
- Remove target shards from target platform and machine base
- Coil target release cord and place on wall hanger
- Remove metal stakes and close doors
- Roll roof to closed position
- Secure rolling roof lock
- Secure Trap House locks
- Reset turnbuckles (finger tight)
- Pick up spend shells from field and place them on bench in range shelter

WOBBLE TRAP RANGE OPENING PROCEDURES

- Unlock Low House downstairs on Field #1 and sign in on log sheet
- Remove score pad and amenity ticket holder
- Unlock Trap House
- Unlock rolling roof
- Release turnbuckles on east and west rails
- Roll roof back to rail stop
- Check that launcher arm is visible at front of machine
- Fill target holders to top except the one over the target elevator.
- **NOTE:** To fill the empty stack directly over the target elevator. Plug in the power cord. Turn Launcher switch “ON” - target holder will rotate placing target on throwing arm. Turn Launcher switch “OFF” and release target, unplug cord, then fill empty stack.
- Plug in power cord.
- Turn horizontal switch on, and use stick to rotate the horizontal oscillator flywheel to start it spinning.
- Remove target release cord from holder, exit trap house, plug it in from outside the trap house.
- From outside the Trap House, turn launcher switch “ON”, and turn vertical switch “ON”
- Record shooters last name and first initial on score pad. Indicate if guest. Also, record date.

CAUTION: Should mechanical difficulties occur during round, close the range following Closing Procedures and notify Committee Chairman.

DO NOT ATTEMPT ANY REPAIRS OR ADJUSTMENTS!

WOBBLE TRAP RANGE CLOSING PROCEDURES

- Review and initial amenity tickets for proper billing
- Return score pad and amenity ticket holder to Low House downstairs on Field #1, sign out on log sheet and secure lock
- From outside the Trap House: Turn vertical switch “OFF”, turn horizontal switch “OFF”, turn launcher switch “OFF” and release launcher arm using the metal spring release rod. (Be certain the range is clear)
- Unplug power cord from outside the trap house.
- Empty first stack counterclockwise from the target elevator. Plug in power cord. Turn launcher switch “ON” – target holder will rotate empty stack above elevator. Turn launcher switch “OFF” and release the throwing arm using the metal spring release rod. (Stack above elevator should be empty, launcher arm should be visible at front of machine)
- Disconnect power cord
- Remove target shards from target platform and machine base
- Coil Target release cord and place on wall hanger
- Roll roof to closed position
- Reset turnbuckles (finger tight)
- Secure rolling roof lock
- Secure Trap House lock
- Pick up spent shells from field and place them on bench in range shelter

FIVE STAND FIELD

(Any Trap and Skeet RSO Committee member will be required to complete a Five Stand training by the Trap and Skeet Committed to open and close the field)

- SAFETY INSTRUCTION

- 1) Never approach the machine from the front or sides. Approach only from behind.
- 2) Always deactivate/disarm the machine before carrying out reloading or adjustment.
- 3) Reloading clays should be carried out from the rear of the machine.
- 4) Reactivate/re-arm/cock the machine only when all personnel are either behind or at a safe distance away.
- 5) Ensure that the machine is stable and cannot fall over.
- 6) Ensure that the machine is sited in a way that will prevent people from being struck by either the clay in flight, or broken bits of clay being ejected sideways from the machine.
- 7) Never allow non-RSO members or untrained personnel to approach or touch the machine without your supervision.
- 8) Never move a cocked/loaded machine.
- 9) Never place yourself or any bodily part into the path of the casting arm or the clay when the machine is operating.

- PROCEDURES TO ACTIVATE AND DEACTIVATE TRAP MACHINES

ACTIVATING TRAP MACHINES

- * Ensure that the clays about to be thrown are going into a safe area.
- * Ensure no person is in the throwing path.
- * Ensure that nothing will restrict the further motion of the arm.
- * Connect the battery terminals.
- * Press the toggle switch to “ON”. The machine will load a clay and come to the cocked position and is now ready to fire. **MUST BE TREATED WITH EXTREME CAUTION.**
- * To check for clay flight and direction, fire the trap using the “NUDGE” toggle switch exactly as before so that the machine fires ONCE but does not re-arm until the switch is

returned to the “ON” position. MUST VERBALLY ANNOUNCE THE RELEASING OF THE CLAY PRIOR TO RELEASING ANY CLAYS.

DEACTIVATING TRAP MACHINES

- * Push the toggle switch to the “OFF” position.
- * It is now necessary to fire the trap but NOT allow it to re-cock so that clays can be loaded.
- * This is done by pushing the toggle to the “NUDGE” position for about half a second and release it so that it returns to the “OFF” position as before.
- * The trap will immediately fire but not re-arm. The casting arm will be visible and stationary on the left hand side of the machine.
- * The machine is now in the disarmed or SAFE state.
- * Disconnect the battery terminal 12volt machine.

FIVE STAND FIELD OPENING PROCEDURES

- Unlock Low House downstairs on Field #1 and sign in on log sheet.
- Unlock storage shed and remove the Five Stand RSO box. The RSO box contains the Five Stand wireless controller and a socket wrench to adjust trajectory of the trap machines.
- The Five Stand Field currently features seven trap machines, (A) Scissor Lift - Standard Trap Machine, (B) Battue Trap Machine - Stand, (C) Incoming Target - Standard Trap Machine - Stand, (D) Covered Field Box - Standard Trap Machine, (E) Trap House - Roof of the Five Stand - Standard Trap Machine, (F) Chondel Trap Machine - Mobile Unit - Storage Shed, (G) Standard Trap Machine - Mobile Unit - Storage Shed.

(A) Scissor Lift - Standard Trap Machine

- * Uncover Machine
- * Check that the trap machine is uncocked. If machine is cocked please refer to the section above "Deactivating Trap Machine"
- * Activate the Trap Machine - Please refer to section above "Activating Trap Machine"
- * Raising the Scissor lift
 - 1) Insert key into switch located near control switches at front of unit.
 - 2) Hold momentary switch up and lift switch up simultaneously to raise platform.
 - 3) Raise platform until it stops at upper limit and release both switches.

(B) Battue Trap Machine

- * Uncover Machine
- * Check that the trap machine is uncocked. If machine is cocked please refer to the section above "Deactivating Trap Machine"
- * Activate the Trap Machine - Please refer to above section "Activating Trap Machine"

(C) Incoming Target - Standard Trap Machine

- * Uncover Machine
- * Check that the trap machine is uncocked. If machine is cocked please refer to the section above "Deactivating Trap Machine"
- * Activate the Trap Machine - Please refer to above section "Activating Trap Machine"

(D) Covered Field House - Standard Trap Machine

- * Uncover Machine
- * Check that the trap machine is uncocked. If machine is cocked please refer to the section above "Deactivating Trap Machine"
- * Activate the Trap Machine - Please refer to above section "Activating Trap Machine"

(E) Trap House - Roof of Five Stand - Standard Trap Machine

- * Pull down attic ladder
- * Check that the trap machine is uncocked. If machine is cocked please refer to the section above "Deactivating Trap Machine"
- * Open and secure open trap house doors.
- * Activate the Trap Machine - Please refer to above section "Activating Trap Machine"

(F) Chondel Trap Machine - Mobile Unit - Storage Shed

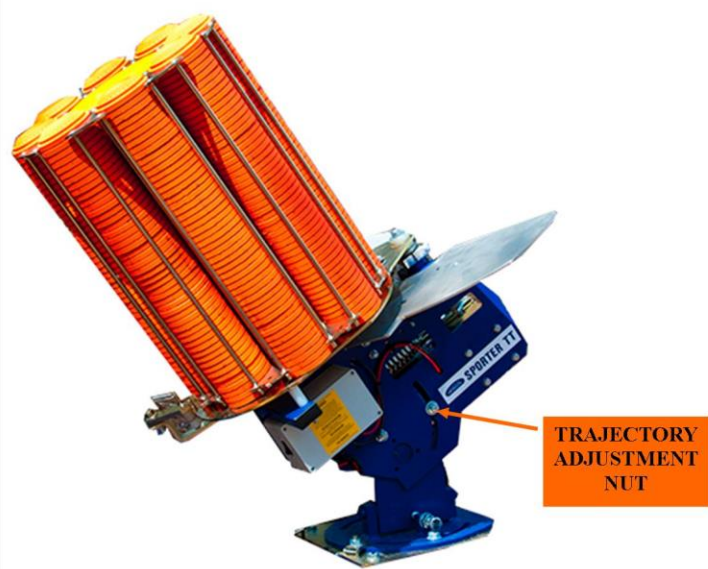
- * Check that the trap machine is uncocked. If machine is cocked please refer to the section above "Deactivating Trap Machine"
- * Remove trap machine and locate on Five Stand Field
- * Activate the Trap Machine - Please refer to above section "Activating Trap Machine"

(F) Standard Trap Machine - Mobile Unit - Storage Shed

- * Check that the trap machine is uncocked. If machine is cocked please refer to the section above "Deactivating Trap Machine"
- * Remove trap machine and locate on Five Stand Field
- * Activate the Trap Machine - Please refer to above section "Activating Trap Machine"

ADJUSTING THE FLIGHT OF THE CLAYS

Machines must be deactivated/uncocked. By using the socket wrench located in the Five Stand RSO box, loosen the nut located on the side of the trap machine, (see picture below for location). Adjust the trajectory level of the machine and re-tighten the nut. Re-activate the trap machine by following the instruction above.



- Read the Ten Commandments of shooting to all shooters.
- Record shooters last name and first initial on score pad. Indicate if guest. Also, record gauge shot and date.
- Only one shooter at a time is permitted in each of the Five Stand stations.

CAUTION: Should mechanical difficulties occur during round, close the range following Closing Procedures and notify committee chairman.

FIVE STAND FIELD CLOSING PROCEDURES

- Procedures to deactivate trap machines.

(A) Scissor Lift - Standard Trap Machine

- * Lowering the Scissor lift - Stand behind the lift
 - 1) Insert key into switch located near control switches at front of unit.
 - 2) Hold momentary switch up and lift switch down simultaneously to lower platform.
 - 3) Lower platform until it stops at bottom limit and release both switches.

- * Stand behind the machine and DEACTIVATE the machine.
- * Disconnect the battery terminals.
- * Fill targets.
- * Cover Machine

(B) Battue Trap Machine

- * Stand behind the machine and DEACTIVATE the machine.
- * Disconnect the battery terminals.
- * Fill targets.
- * Cover Machine

(C) Incoming Target - Standard Trap Machine

- * Stand behind the machine and DEACTIVATE the machine.
- * Disconnect the battery terminals.
- * Fill targets.
- * Cover Machine

(D) Covered Field House - Standard Trap Machine

- * Stand behind the machine and DEACTIVATE the machine.
- * Disconnect the battery terminals.
- * Fill target.
- * Pull house cover over Machine and lock doors.

(E) Trap House - Roof of Five Stand - Standard Trap Machine

- * Disconnect the battery terminals.
- * Stand behind the machine and use the wired controller DEACTIVATE the machine.
- * Fill targets.

- * Close and lock trap house doors.
- * Raise attic ladder and secure.

(F) Chondel Trap Machine - Mobile Unit - Storage Shed

- * Stand behind the machine and DEACTIVATE the machine.
- * Disconnect the battery terminals.
- * Return machine to the storage shed.
- * Fill targets.

(G) Standard Trap Machine - Mobile Unit - Storage Shed

- * Stand behind the machine and DEACTIVATE the machine.
- * Disconnect the battery terminals.
- * Return machine to the storage shed.
- * Fill targets.

- Pick up spent hulls
- Review and initial amenity tickets
- Return forms bucket to Low House
- Sign out on Log Sheet
- Secure lock

**DO NOT ATTEMPT ANY REPAIRS OR ADJUSTMENTS OTHER THAN ADJUSTING FOR THE
TRAJECTORY OF THE CLAYS!**

Chapter 5 Chairperson's Monthly Activity Schedule

Monthly

- Agenda for Meeting
- Financials for Meeting
- Mail Minutes of Meeting and Range Officer Schedule
- Send Notice for Shoot 'N Eat Menu
- Write Article for Hammock Herald and Announce Shoot Dates
- Approve Layout for Scheduled Shoot
- Order Targets and Ammo if needed
- Post Monthly Shoot Volume
- Update Handicaps (November through April)
- Prepare Duty Schedule for assigned RSOs

To order Target and Ammo:

Parks and Sons, Advance, N.C.
1-800-992-6504

January

- Write Annual Report for Annual Meeting and for Publication in the Hammock Herald
- Call Howell Shooting Supplies for Annual Maintenance Visit
- Update information for Chairperson's Handbook
- Update Environmental Stewardship Memo (if needed)
- Reserve Bird's Nest for Shoot 'N Eat dates and for New Year's Eve
- Review and bring up to date the Member Sign Up Safety Rules and Indemnification Notebook
- Check Supply of Score Sheets and Amenity Tickets

February

- Take Foster Memorial Wall Plaque from the Lodge for Engraving at Advanced Engraving, 620 S. Parrott Ave. Okeechobee, 863-763-8707
- Review Range Operating Procedures change where necessary and circulate to Committee Members. Retain a copy and post it in the low house for field #1.

March

- Check transmission fluid in Winchester Skeet Machine and American Trap
- Lubricate LaPorte machines with PB Blaster
- Run and clear sump pumps

May

- Prepare Budget Projections for the coming year
- Take trophies and blank plates for wall plaque for engraving to:
Mikes Trophies & gifts, Inc.
929 Lincoln Avenue
Stuart, FL 772-286-5688

June

- Check Transmission Fluid in Winchester Skeet Machines and American Trap
- Lubricate LaPorte machines with PB Blaster
- Check Tire Pressure on Rabbit Machine and American Trap Trailer

- Check Supply of Scoring Sheets and Amenity Tickets
- Run and Clear Sump Pumps

September

- Discuss Shoot Options for October and November
- Check Transmission Fluid in Winchester Skeet Machine and American Trap
- Lubricate LaPorte machines with PB Blaster
- Run and Clear Sump Pumps

October

- Inventory Supplies 10/31 turn in to IH office

November

- Discuss Proposed Shoot Schedule for the coming year
- Begin recording all scores for American Skeet in order to establish handicaps

December

- Write rough draft of remarks for the Annual Meeting
- Check Transmission Fluid in Winchester Skeet Machine and American Trap
- Lubricate LaPorte machines with PB Blaster
- Check Tire Pressure on Rabbit Machine and American Trap Trailer
- Run and Clear Sump Pumps

Chapter 6 General NRA Firearms Safety Rules & General IH Range Safety Rules

NRA Gun Handling Rules:

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 AMMUNITIONS FOR YOUR GUN
8. WEAR EYE AND EAR PROTECTION
9. NEVER USE ALCOHOL OR DRUGS BEFORE OR WHILE SHOOTING
10. STORE GUNS SO THEY ARE NOT ACCESSIBLE TO UNAUTHORIZED PERSONS

Indian Hammock General Range Safety Rules:

1. Know and Obey all range commands
2. Know where others are at all times
3. Shoot only at authorized targets
4. Range Safety Officer must be present
5. Cease-Fire: Unload, open action.
6. Always keep the muzzle pointed downrange or in a safe direction.
7. All persons in the Range area are required to have hearing protection and eye protection.
8. Smoking is not allowed while shooting or waiting to shoot or in the skeet houses.
9. The general rules for the range are "Load One Shoot One" except as allowed by the RSO.

Indian Hammock Administrative Rules:

1. All firearms transported into the Range area are to be unloaded.
2. All vehicles are to be parked in the designated areas.
3. All persons in the Range area are required to have hearing protection and eye protection.

Chapter 7 Range Safety Plan and Range Rules

RANGE SAFETY PLAN “Safety is no Accident”

This range safety plan has been established to ensure the health and safety of those individuals who use or frequent the Indian Hammock Shotgun Sports Facility and for the safety of those around the facility.

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

NRA Gun Handling Rules: SEE SOP CHAPTER 6

Indian Hammock General Range Safety Rules: SEE SOP CHAPTER 6

George Arata Shotgun Sports Facility Rules: SEE SOP Page 3

Enforcement: SEE SOP Page 17

Range Commands:

“As you were” Disregard the command just given.

“Carry On” Proceed with the command just given.

“Cease firing” Notifies shooters to stop firing immediately and await further instructions. This order can be given by anyone on the range.

“Misfire!” Called by shooter, to inform others that 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.

Range Rules

The primary control for safe range operation is the responsibility for the on duty Range Safety Office. A RSO is required to be present for any and all shooting activity. A Committee Member is permitted to shoot unsupervised with proper equipment (rev. 10/20/09). The RSO is responsible to report any and all incidents that may impact the safe operation of the range.

- In the event of a problem or a violation the RSO is responsible to take action immediately. Minor issues are to be resolved by the RSO providing guidance and directions.
- For serious problems or rule violations the RSO is authorized to instruct the member and/or guest to leave the range area.
- In the event of a serious problem/violation where the RSO has instructed a member /guest to leave and the member/guest does not leave the RSO is responsible to call the Indian Hammock Manager or Duty Manager to request assistance from local law enforcement. (*The RSO may elect to call for assistance from local law enforcement himself if the RSO finds this to be necessary.*)

Any violations will be evaluated by the committee chairperson(s); the matter will then be referred to the IH Skeet and Trap Committee for review. If appropriate the committee will forward the matter to the (1) Indian Hammock Manager and or (2) Board of Directors for additional actions as may be necessary.

Safety demands that shooting sports activities have strict rules. Shooters who violate Skeet and Trap Range rules are subject to being banned from use of the facility by the vote of the Skeet and Trap committee or by an order from the Manager.

The on duty 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 range.

Rules

Permitted Fire arms:

- Only 12 gauge or smaller Shotguns are allowed
- Shot size must be #7 ½ or smaller

Restrictions:

- No homemade firearms.
- No illegal firearms.
- No firearm requiring a special permit for use in the United States or the State of Florida.
- Always keep the muzzle pointed in a safe direction.
- Keep your finger off the trigger until ready to shoot.
- All Guns must be carried unloaded with the breach/action open.
- Everyone must wear eye and hearing protection on the range at all times (this includes spectators).
- Always keep cartridges of different bores separated.
- The firearm is only to be loaded at the shooting station with the gun pointing downrange.
- Only one round is to be loaded unless permitted by the duty RSO
- In the event of a misfire wait 30 seconds with your finger off the trigger and the muzzle pointing downrange. Before continuing, clear barrel obstruction. Dispose of defective ammunition into a metal garbage can. **Do not** return the cartridge to your ammo pouch.
- No alcohol or drugs are to be consumed prior to or while shooting.
- Smoking is **NOT** permitted in the Skeet buildings or while shooting.
- While not required, the wearing of a hat with a brim is strongly recommended.

ENFORCEMENT

Enforcement of the George Arata Shotgun Sports Complex Rules, Safety Plan, the Range Rules and Standard Operating Procedure for the range facility are necessary to solidify the safety plan for the range. The Manager and the Skeet and Trap Committee certify all Indian Hammock Range Safety Officers eligible for range duty. The Indian Hammock Range Safety Officers serve under the direction of the Committee Chair(s), who serves under the direction of the Manager. The Committee Chair(s) and/or the Manager are authorized to temporarily suspend the eligibility and/or Shotgun Sports Complex privileges of any Committee Member, RSO or Resident, at any time for any reason they deem fit. In the event that the Committee Chair(s) and/or the Manager suspends the eligibility of an RSO or Committee Member, the matter will be referred to the Skeet & Trap Committee for a review at the next scheduled meeting. If a meeting is not currently scheduled within 30 days, one will be scheduled specifically for the review, so that the suspension shall not continue more than 30 days without a review. If deemed appropriate by the Committee, it will forward the matter to the Indian Hammock Manager and/or Board of Directors for additional actions as may be necessary.

Chapter 8 Medical Support; Emergency Action Plans.

- I. In the event of any emergency call a “CEASE FIRE” immediately and notify the RSO.
- II. RSO will take charge (unless the RSO is the injured person).
- III. Ensure that all firearms are unloaded and clear.
- IV. Evaluate the situation.
If appropriate:
 - Delegate someone to call 911(Also call management and the gate)
 - Delegate someone to go to the gate to escort emergency services
 - Identify self to the injured person.
 - Inform the injured of First Aid Training.
 - Receive verbal permission from injured (if adult), or parent/ guardian (if minor) prior to giving care.
 - Do not render care to a conscious person whom objects.
 - Assumed implied permission if the injured is unconscious or unable to respond.
 - Assumed implied permission if the injured is a minor with a serious injury and a parent or guardian is not present.
 - Move an injured person only if life is endangered
 - Check injured for life threatening conditions before rendering care. Provide care only within level of training.
 - Never dispense medications unless directed by EMS or the Poison Control Center.
- V. Delegate someone to retrieve the First Aid Kit from the low house on the American Field.
- VI. If the accident involves chemical burns delegate someone to retrieve water from the Birds Nest.
- VII. If the accident involves a gun shot injury, the police **must** be notified. Preserve the scene as it was at the time of the accident.

Emergency contact data:

- Emergency calls 911
- H.H. Raulerson Hospital, Okeechobee 863-763-2151
- Lawnwood Hospital, Ft Pierce 561-461-4000 & 800-433-2673
- Indian Hammock Gate 863-763-8807
- Indian Hammock Office 863-763-9401
- Indian Hammock Duty Officer 863-447-1234
- Indian Hammock, 32801 Highway 441 North, Okeechobee, FL 34972
- Airport Coordinates = 27-32.27N 80-50.50 W Airport GPS = FL75 (Mile from Runway)

Coordination

- Get names of witnesses and take statements.
- Complete injury reports
- Evaluate Emergency plan for possible revisions.

Appendix 1 Shooter & ROS Hold Harmless Form

**RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS AND ASSUMPTION OF
THE RISK AGREEMENT
GEORGE ARATA SHOTGUN SPORTS COMPLEX**

In consideration of being allowed to attend a course of instructions in firearms use or for the use of the Range facilities at the George Arata Shotgun Sports Complex and other good and valuable considerations, receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to all of the following: Undersigned agrees to indemnify, hold harmless, and defend the Indian Hammock Hunt & Riding Club, Inc. and the Indian Hammock Range Safety Officers, (Hereinafter referred to as the "Club"), from any and all fault, liabilities, costs, expenses, claims demands or lawsuits arising out of, related to or connected with Undersigned present at, and/or participation in the course of instructions; the discharge of firearms by Undersigned, the Undersigned's family, guest and others; Undersigned, or Undersigned's family and guests presence on or use of the ranges, building, land and premises, (Hereinafter referred to as "Premises"); including but not limited to liability in connections with the Club's OWN NEGLIGENCE, and any and all acts or omissions by the Undersigned or the Undersigned's guest or any other person by himself, his family, his guest or any other persons. Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against club (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses related to or be connected with the course of instructions; the Premises; Undersigned property (whether or not entrusted to Club); and, the discharge of firearms. Club shall not be liable for, and undersigned, on Behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin hereby expressly releases the Club from any and all such claims and liabilities. Undersigned hereby expressly assumes risk of taking part in the course of instructions in firearms and taking part in the activities on the Premise, which may include but not limited to instructions in the use of firearms, the discharge of firearms and the firing of live ammunition. Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all time abide by all range rules and procedures and any other order stated by the Range Safety Officer. Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provisions of this instrument are held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the club shall not constitute any wavier of the club's right to pursue other available remedies. This instrument binds the Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

Undersigned: _____ Undersigned(Print) _____ Lot# _____ Date _____

Undersigned: _____ Undersigned(Print) _____ Lot# _____ Date _____

Undersigned: _____ Undersigned(Print) _____ Lot# _____ Date _____

Undersigned: _____ Undersigned(Print) _____ Lot# _____ Date _____

Undersigned: _____ Undersigned(Print) _____ Lot# _____ Date _____

Appendix 2 Hold Harmless Form Minor

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS AND ASSUMPTION OF
THE RISK AGREEMENT (MINOR).

GEORGE ARATA SHOTGUN SPORTS COMPLEX

In consideration of being allowed to attend a course of instructions in firearms use or for the use of the range facilities at the George Arata Shotgun Sports Complex and other good and valuable considerations, receipt and sufficiency of which is hereby acknowledged, Undersigned, being the legal guardian or parent of a minor child do hereby, on behalf of the minor child, agree to all of the following: Undersigned, on behalf of the minor child, agrees to indemnify, hold harmless, and defend the Indian Hammock Hunt & Riding Club, Inc. and the Indian Hammock Range Safety Officers, (Hereinafter referred to as the "Club"), from any and all fault, liabilities, costs, expenses, claims demands or lawsuits arising out of, related to or connected with the child's present at, and/or participation in the course of instructions; the discharge of firearms by the child; the child's presence on or use of the ranges, building, land and remises, (Hereinafter referred to as "Premises"); including but not limited to liability in connections with the Club's OWN NEGLIGENCE, and any and all acts or omissions by the child. Undersigned furthermore, on behalf of the minor child, waives for the child and himself/herself and for their executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against club (including but not limited to the death of the child and/or any and all injuries, damages or illnesses related to or be connected with the course of instructions; the Premises; the child's property (whether or not entrusted to Club); and , the discharge of firearms. Undersigned furthermore, on behalf of the minor child, and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin hereby expressly releases the Club from any and all such claims and liabilities. Undersigned, on behalf of the minor child, hereby expressly assumes risk of the child taking part in the course of instructions in firearms and taking part in the activities on the Premise, which may include but not limited to instructions in the use of firearms, the discharge of firearms and the firing of live ammunition. Undersigned, on behalf of the minor child, hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and has explained to the minor child all range rules and procedures and the minor child will at all time abide by all range rules and procedures and any other order stated by the Range Safety Officer. Undersigned, on behalf of the minor child, expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provisions of this instrument are held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the club shall not constitute any wavier of the club's right to pursue other available remedies. This instrument binds the Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

I the Undersigned am the: (___ Legal Guardian) (___ Father) (___ Mother) of: _____
(a minor child _____ years old).

Undersigned: _____ Undersigned(Print) _____ Lot# ___ Date _____

Undersigned: _____ Undersigned(Print) _____ Lot# ___ Date _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20_____

Signature _____ (Notary as to Legal Guardian or Parent)

_____ Personally Known or _____ Produced Identification NOTARY STAMP:

Type of Identification Produced _____

This agreement is valid until rescinded in writing.

Appendix 4 Injury Report Form

Injured Name: _____ Date of Injury _____

Injured Address: _____ Time of Injury _____

Describe nature and extend of injury(specify parts of body): _____

Describe how the injury occurred: _____

Describe first aid given: _____

First aid given by: _____

Disposition (Hospital, phone #s time of transport): _____

Notification of next of kin (time, who, how?): _____

Location of incident & conditions of the area _____

Was protective equipment worn? (If applicable): _____

Describe steps taken to preserve the scene. (equipment, photos and etc.): _____

Witness Statements: Interview witnesses separate. Use attachments as necessary.

Witness Name _____ Statement Attached __ Yes __ No

Witness Address _____

Witness Phone numbers: _____

Witness Name _____ Statement Attached __ Yes __ No

Witness Address _____

Witness Phone numbers: _____

Notes and Comments: (Add attachments) _____

Injury Report completed by Name: _____ Date _____

Title: _____ Signature _____

DISPOSITION AND FOLLOW UP: _____
