

**OKLAHOMA CITY GUN CLUB**  
**SHOTGUN DIVISION**  
**STANDARD OPERATING PROCEDURES**

1. Badges are to be worn at all times
2. Know and obey all range rules
3. All shooters, or anyone going onto the skeet or trap fields, are required to wear eye and ear protection.
4. Always sign in before shooting and sign out – and pay – when finished.
5. Load machines when finished. Use only targets provided by the Shotgun Division. Do not bring your own.
6. Do not make any adjustments to the machines. If a machine malfunctions or is throwing an unusual amount of broken targets, please shut down the machine, close that field, and notify the Range Master or the Division Chairman.
7. Pick up your empty hulls and trash. Empty target boxes are to be flattened and put in the concrete incinerator.
8. Range Fees – One round of Skeet or Trap will consist of 25 targets.
  - a. If paying using a Purchased Skeet/Trap card, \$75 per card, the cost is \$3.75 per round.
  - b. If paying cash or check the cost is \$4.00 per round.
  - c. Guest/junior/family members will be the rate based on payment method.
9. All shotguns are to be kept in the racks.
10. **Always** keep the action open on your gun when getting it out of your vehicle and when carrying it to and from the field.
11. **Always** keep the muzzle of your gun pointed in a safe direction.
12. **Always** keep your finger off the trigger until ready to shoot.
13. Load and unload on shooting stations only.
14. Never load more than 2 shells at a time.
15. No shot larger than 7 ½ .
16. Do not walk out past the skeet houses. Stay clear of the target exit door.
17. Do not clean shotguns in the clubhouse.
18. Gate Policy – The gate is to be kept closed - except during operating hours, leagues, registered shoots, or other events. The last one to leave is responsible to shut the gate.
19. PAY FOR YOUR TARGETS.
20. IN CASE OF EMERGENCY – CALL 911.

Scott Parks  
Shotgun Division Chairmen