

**Canberra Rifle Club Incorporated
t/a Australian Capital Territory Full Bore Target Rifle
(ACTFBTR)**

Manual for Target Marking Services



Introduction

The *Manual for Target Marking Services* is an important reference for both Butts Officers and target markers who are working in the full bore target rifle butts area of the ACTFBTR's premises, the McIntosh Rifle Range.

This manual is directly relevant to the ACTFBTR's obligations arising from the *Workplace Health and Safety Act 2011* as enacted in the Australian Capital Territory. The reader is advised to take note of *Standard Shooting Rules* as issued by the National Rifle Association of Australia Limited and the following other ACTFBTR documents:

- *Workplace Health and Safety Policy*
- *Butts Area Hazard Register and Worker Induction Record*
- *Marker Competency Test with Model Answers*

The ACTFBTR expresses its many thanks to the Queensland Rifle Association Incorporated (QRA) for providing access to the 2010 version of their *Rules for Target Markers*. Much of the QRA document survives here and saved the ACTFBTR a significant amount of reinvention effort.

It is understood that Ms Sherrie Fox, once an active member of the ACTFBTR, was the original author of the QRA document and the ACTFBTR thanks her as well.

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Good marking is appreciated by shooters on the firing mound and shoot organisers. Markers should ensure they give their full attention to being fast and accurate. If you have any questions about procedure, please ask the Chief Butts Officer or Butts Officer at any time.

Section 1 - Compliance

The Chief Range Officer (CRO) or Range Officer (RO) has overall control of the range and has delegated the control of the target gallery and butts area to the Chief Butts Officer (CBO) or Butts Officer (BO).

Many of the expectations expressed in this manual exist to protect you and others from harm. Therefore, failure to comply with these rules or instructions issued by the CBO or BO can be dangerous and will result in an immediate verbal warning. Further or continued breaches must result in the immediate termination of your services as a marker and your removal from the McIntosh Rifle Range for safety reasons.

Mandatory integrity requirements during competitions

Mobile telephones and other communication devices

Under NO circumstances are you to communicate with shooters or any other person outside of the Butts Area whilst shooting is in progress.

Standard Shooting Rule 5.1.9 states: "The only means of communication between the Butts and the Firing Point is to be that formally used by the Range and Butts Officer. No person in the Butts is to use any other means of communication that could be contacted by any person in sight of the Firing Point. In particular, mobile cell phones must be switched off by all personnel in the Butts and anyone within 20m of the Firing Point."

If you have an urgent need to use your mobile whilst in the Butts, you are required to seek permission from the CBO and one might query why you are working at all?

What target number you or others work on is NOT to be discussed

Under NO circumstances are you to inform any shooter or another person of what target number you, or any other marker, have been working on. This includes during lunch time, or during any other breaks, or at the end of the day when shooting has ceased. If you are approached requesting such information, you are to tell that person to see the CBO.

During major competitions, you may be randomly shuffled each morning or during the day as required. There is no guarantee you will be working on the same target throughout the entire competition.

Section 2 - Attendance

- Report to the target shed well before starting time.
 - As a rule, you are required to report to the target shed in the butts to start setting up a minimum of 30-45 minutes prior to the commencement of the shoot.
 - You must be physically clean, drug free and sober to perform the tasks required.
- Saturday afternoon club shoots ó be present at 1.00pm, as shooting starts at 1.30pm.
- Major competitions or other shoots ó 45 minutes prior to commencement of the shoot, unless given another time by the organisers or Butts Officer.
- Only the people required to work in the Butts Area are to remain there ó friends in attendance who are not working will inevitably distract you and will be asked to leave.
- If you are running late, you are to contact the Marking Coordinator by mobile telephone. Failing that you can try the CRC clubhouse telephone 6241 5527 or the mobile of a CRC Official who may be on the range.
- **Late attendance causes significant disruption, and can be dangerous for yourself and others, and therefore repeat occurrences will not be tolerated.**

Section 3 - Clothing and personal equipment

- Please be mindful that you are working in an open air environment. You will be exposed to the weather and so you **MUST** bring and wear suitable clothing for all weather conditions, hot and cold. Furthermore, you will be working with machinery and other items that have the potential to cause you injury if not respected.
- Minimum dress standard is shirt and shorts. Dresses and skirts are **NOT** permitted for machinery safety reasons.
- You **MUST** wear sneakers or work boots. Thongs, open toe shoes or high heels are **NOT** permitted for machinery safety reasons.
- Alcohol and drugs are **NOT** permitted.
- It is your responsibility and definitely in your interests to **BRING**:
 - Your own sunscreen, and to use it.
 - A hat and sunglasses, and to use them.
 - A wet weather jacket (all year), trousers optional.
 - Sufficient water for the period required, and to drink it, and
 - Your own lunch and other food items to snack on.
- Sunburn and/or exhaustion will limit your income earning days in the Butts, and although the ACTFBTR may hold special reserves of some of the above items, the consequences of not looking after yourself will be borne by yourself.
- The use of mobile telephones is generally **NOT** permitted ó refer to Section 1 above ó the CBO may have a mobile telephone switched on for emergencies and for calls from clubs and range officials related specifically to the competition in progress.

- The general airing of radio broadcasts or music by whatever means inhibits good and clear communication among people in the Butts Area, which is a safety risk to all. Also, one person's taste in regard to content is unlikely to suit all. Ear pieces alone do not represent hearing protection whilst shooting is in progress.
- Therefore, radios, iPods, computer games and other such devices or gadgets may **ONLY** be used via a personal ear piece during significant breaks **when no shooting is in progress anywhere on the range and there are no other tasks required of you, whether you are a marker or a BO.**
- If in the opinion of the CBO the mere presence of these items represents a distraction from the good performance of your work then you will be asked to not bring them again ó please treat the limited access to such devices in the Butts Area as a privilege, not a right.

Safety requirements – clothing and personal equipment

If you do not wear appropriate shoes, you will NOT be permitted in the target gallery or butts area.

Ensure you have suitable clothing available for all weather conditions, extreme hot and cold. Wet weather clothing is required at all times.

Under NO circumstances, are knives (including pocket knives), rifles or other weapons to be brought into the target gallery or butts area. The Butts Officer may have a knife for use on targets when required.

Section 4 - Target gallery or butts work area

4.1 Setting up

- Targets require two (2) people to carry and install, so please help your neighbour.
 - Use the target carrying hooks provided. Do not drag the targets along the ground.
 - Ensure the target frame is chained before installing your target.
 - Ensure the target has been secured both top and bottom within the recessed sections of the target carrier.
 - Once you have installed your target, **please help other markers.**
 - Working together as a team allows us to work more quickly and efficiently. **Every member of the butts party is expected to help set up the entire target gallery for each match and to pack up the entire target gallery at the end of each day.**
- Ensure that the target has the correct face for the range being fired. If not, bring it immediately to the Butts Officer's attention.
- Ensure the centre of the target and the centre of the target carrier are aligned. Be aware that targets may shift left or right during a shoot and you should check for this and correct it as necessary.
- Obtain the following items from the Butts Officer.
 - Black and white patches, a minimum of two (2) value discs and several spotters of the size specified for the distance being shot.
 - The Butts Officer will issue other patches and equipment as required.
 - If your stock of consumable items is running low, inform the Butts Officer, who will supply more. At no stage is the Butts Officer's supply to be raided.
 - **The wastage of consumable items will NOT be tolerated.**

4.2 Packing away

- Ensure the target frame is chained before removing your target.
- Remove target and initially rest the target upright on the target gallery floor.
- Use the target carrying hooks provided. Do not drag targets along the ground. Please help your neighbour to carry targets.
- Excess weights are to be removed from the target frame at the end of each day and placed neatly in a place convenient for the next user of the range.
- Return all reusable consumable items to the table in the shed. Ensure you patch off your rolls and have removed the sticks from the spotters. No rubbish is to be left in the shed.
- Ensure your area in the target gallery is clean of all scraps and rubbish, including around the target frame. Place all rubbish in the big bins provided near the shed.
- Check with the Butts Officer if there are any other tasks required to be carried out prior to leaving the butts.

Safety requirement – mantlet and stop butt area – DANGER areas

DO NOT under any circumstances climb up onto the mantlet, place your head, arms or any other part of your body above the mantlet, or leave the concrete area around your target towards the stop butt whilst shooting is in progress. If you do, you may be injured.

Entry into areas with no concrete floor is only permitted when setting up or packing away, and only at the command of the Butts Officer. If you need to enter these areas, you MUST get permission from the Butts Officer.

To ensure you remain safe, DO NOT move off the concrete floor of the target gallery when shooting is in progress.

You are NOT permitted to leave your target without the permission of the Butts Officer.

It will be deemed a dangerous act if you go or wander outside of the target gallery or target shed areas at any time.

4.3 Weighting your target

- The pulley wheels of the target frame should be lubricated and the target weighted so that you can pull it down and hoist it without too much difficulty.
- The target MUST remain hoisted and not move down when up in the air.
- Check the target carrier wires for misplacement or fraying before each marking session.

Safety requirement – get assistance to add or remove weights for your target

If you are unsure or think there are too many or too few weights on your target frame, you MUST do the following.

- Get the assistance of another person to take a firm hold of the target frame whilst you secure or remove the chain, or whilst you adjust the weights.
- Go to the back of the target frame to remove or add weights to the back carrier, that is, only weight the carrier closest to the stop butt.
- Ensure that weights once loaded will not foul the target pit when the target is raised or lowered.

DO NOT at any time put your head or any part of your body through or between the target frame when performing this task. If you do, and the target comes down hard and quickly, you may hurt yourself and others around you.

4.4 Hearing protection

- Hearing protection in the form of ear plugs is supplied free of charge from a stock held in each target shed, and **MUST** be worn at all times whilst shooting is in progress.
- Roll and compress the earplug between the fingers into a smooth crease free cylinder.
- To ensure proper fitting, reach hand over head and gently pull ear upwards and outwards.
- Insert compressed rounded end well into the ear canal.
- Hold for a few seconds while plug expands.
- To remove earplugs, gently twist and slowly pull the earplug out of the ear canal to prevent any possible damage to the eardrum.

Safety requirement – hearing protection

Hearing protection **MUST** be worn at all times whilst shooting is in progress.

If you refuse to wear hearing protection then you will be unable to continue in your role as a member of the butts party.

4.5 Code Messages – instructions to markers

- Messages may be called by the Butts Officer on a frequent basis. This may be in Code Number, e.g. Target 1 Message 1, or verbal instruction, e.g. Examine Target 1.
- When your target number is called, you are to respond to the message/instruction immediately and carry out the required action.
- If you require the assistance of the Butts Officer, raise your hand and call for him/her in a loud voice.
- Whenever a Butts Officer is examining a target a yellow flag is to be raised above the mantlet at the relevant target position for the information of those at the firing point.

Message ‘Rest’

- Pull down your target.
- Remove spotter and patch shot hole.
- Remove value disc.
- Hoist target.
- You may now rest.
- If you wish to leave the target gallery to go to the toilet or for a cigarette, you must inform the Butts Officer. Do not spend too long away from your target.
- You are to remain with your target at all other times.

Message ‘Down and hold’ or ‘Reface’

- Pull down your target.
- Wait for the Butts Officer to reface your target.

Message 1 – ‘Examine target’

- You did not see evidence of a shot and the Range Officer calls the Butts Officer for the target to be marked.
- Pull down your target.
- DO NOT patch out the previous shot until you find a new hole.
- Thoroughly examine the entire target, including under the spotter and value disc.
- If a shot IS found, mark and score the target.
- If a shot is NOT found, raise your hand and call for the Butts Officer.

Message 2 – ‘Check spotter’

- No spotting disc is visible.
- Pull down your target.
- Ensure that you have the spotting disc colour facing the correct way.

Message 3 – ‘Check value’

- Spotting disc disagrees with value signalled.
- Pull down your target.
- Wait for Butts Officer to attend.

Message 4 – ‘Disclaim’

- Competitor disclaims hit marked and challenges for another hit.
- Pull down your target.
- Wait for Butts Officer to attend.

Message 5 – ‘Challenge for hit’

- Competitor has challenged and claims a hit although none has been marked.
- Pull down your target.
- Wait for Butts Officer to attend.

Message 6 – ‘Challenge value’

- Competitor has challenged and claims a value other than that which has been marked.
- Pull down your target.
- Wait for Butts Officer to attend.

Message 7 – ‘Clean target’

- Competitor requires target to be examined and returned clean before firing.
- Pull down your target.
- If a shot hole is found, patch out without being signalled.

Message 8 – ‘Too slow’

- Marking is too slow ó hasten.

Message 9 – not relevant to the McIntosh Rifle Range

Message 10 – ‘Target low’

- Target too low.
- Push target up to full extent of target frame.

Message 11 – ‘Value disc missing’

- Pull down your target.
- Place value disc on target indicating correct score.

Message ‘Down and away’

- Means your target is no longer required.
- Pull down your target and ensure the frame is chained.
- Remove target from frame and put away target, other equipment and consumable items.

Safety requirement – chain your target

You **MUST** chain your target into position prior to removing the straps.

If you don't, the target frame will come down hard and quickly when the target is removed from the frame, damaging the mechanism and you may injure yourself.

DO NOT at any time put your head or any part of your body through or between the target frame when performing this task.

4.6 Value line – when the fall of shot is close to touching

- If the shot touches the outside edge of a scoring line, the higher value is scored.
- If you are unsure, shooters expect that you will seek immediate help from the Butts Officer, who will gauge and value the shot.
- Take special care in assessing scores for 5.56mm or .223in ammunition (small calibre). It is a local rule that all shots are to be gauged with a .308in gauge.
- Patching out shot holes in a way that preserves as much as possible the outside edge of a scoring line will assist you to correctly mark the next shot in that area of the target.

4.7 Shot cannot be found

- **The spotter must not be removed from the previous shot hole until the new shot hole is located.** Thoroughly examine entire target, including under the spotter and value disc for a new shot hole. Look carefully as you use your finger to trace each scoring line as that will often reveal the new shot hole.
- If a new shot can not be found, raise your hand and call for the Butts Officer.
 - The shooter will expect a scoring shot if you have pulled the target after an obvious hit, and will be understandably critical if a miss is subsequently recorded. Where possible, the Butts Officer will stand by and watch with you for the next shot.
 - If the spotter has a fresh hole, then the marker or Butts Officer must find the new bullet hole or evidence that the bullet has gone through the old hole.
 - Even if you can not find an obvious hole, the shot must be there somewhere if you saw a hit on your part of the stop butt or if the spotter is holed.
 - **To ensure that holes are easier to find, the spotter MUST be patched out or replaced every time a shot passes through it.**

- **The Butts Officer must view the previous shot before a miss is indicated on a target by showing no value disc.** A yellow flag should also be used to indicate the presence of the Butts Officer when the decision has been made to award a miss.
 - Under NO circumstances is the old shot to be patched out before the new shot is found, except at the Butts Officer's express instruction.
 - If the original shot is patched out when the Butts Officer attends the target, the Butts Officer has been instructed to report the matter to the organisers and you will be warned not to repeat this error.

4.8 Some do and don'ts

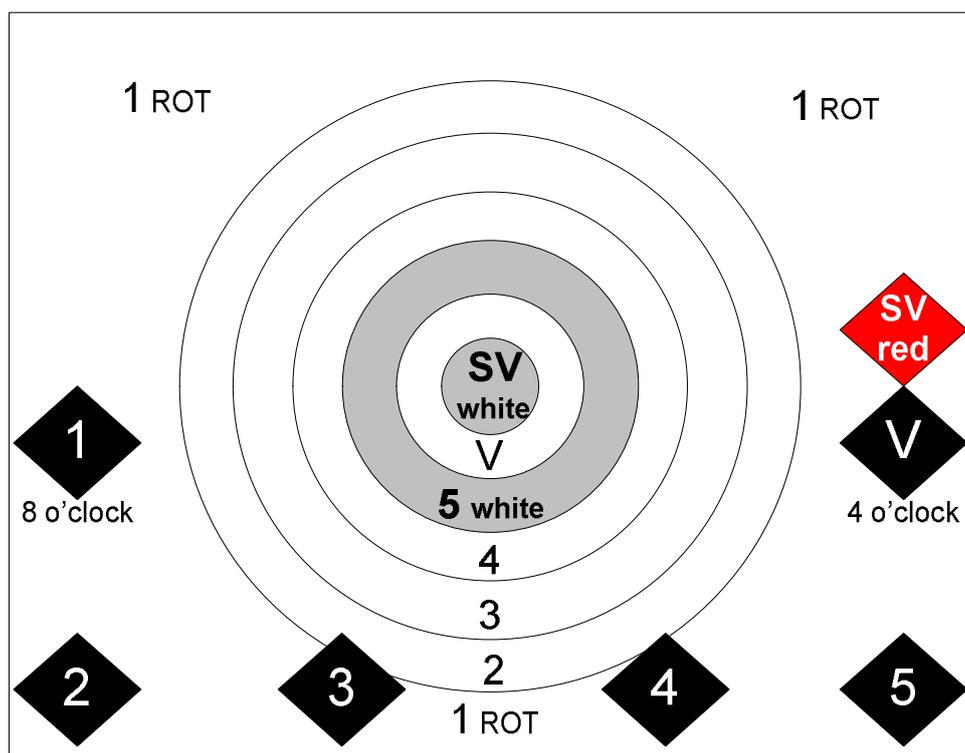
Do the following

- During the shoot, stand in the middle of your target to observe the fall of shot behind the target in the stop butt area (strike zone), pull the target down as quickly as possible.
- Stand ready, with a single black or white patch on the end of your finger. This saves time and will allow you to mark and score the target quicker.
- Thoroughly rub the outside edge of each patch onto the target face to prevent the patch later peeling off, which would lead to confusion and extra work.
- The spotter must be patched out or replaced every time a shot passes through it.
 - If the spotter has a shot hole in it, use a new spotter the next time you pull it down.
 - Patch damaged spotter, using an orange patch on one side and white on the other, as soon as practicable for further use.
- A hand on the target frame will enable you to feel the impact of the bullet (round) on the target.
- If a shot is close to the line, particularly if a small calibre is used, call the Butts Officer, who will gauge the shot and advise you of the correct marking.
- If two or more new shot holes are found then put a spotter in each one and indicate the highest value.
- If you realise a mistake has occurred, or if your target was in motion when a shot has been fired at it, then tell the Butts Officer so the matter can be sorted out correctly.
 - You will be praised by all for taking action to correct an honest mistake.
- If you can not find the shot, or you are in doubt about the right thing to do then ask the Butts Officer to assist.

Don't do the following

- Do not slam the target hard against the top and bottom limits of the target frame. Such action will cause the weights to jump off the frame, and damage the target frame.
- Do not pull your target if the shot goes between two targets and you can not see a shot on the target.
- Do not spend your time looking at the target waiting to see a strike. Observe the stop butt area (strike zone).
- Deliberate poor marking or inappropriate behaviour will not be tolerated and will be passed onto the organisers of the shoot.
 - If you are warned by the Butts Officer to cease inappropriate behaviour, and you continue to be disruptive, use bad language or misbehave, or breach these rules you will be asked to leave the target gallery and butts area at the first available opportunity.
- Do not patch out a hole until you find the new hole.
- Do not remove more than one patch at a time from their backing paper strips.
- Do not ask another marker (especially a club shooter marking as a volunteer) to perform a gauge. This can only be done by the Butts Officer.
- Do not distract other markers.
- Do not use bad language.

Scoring and position of value discs



Position of value discs

The value of each shot will be shown by a value disc displayed against the target itself. Value discs are displayed along the bottom of the target, or elevated to 4 o'clock or 8 o'clock (avoiding the sight picture) as follows:

Elevated	Miss (no disc and BO's yellow flag)	Hit 1 (black) Rest of target			Super V (red) V-Bull (black)
Bottom		Outer 2 (black)	Magpie 3 (black)	Inner 4 (black)	Bull 5 (black)

Colour of spotting discs (spotters)

Score	Super V	V-Bull	Bull 5	Inner 4	Magpie 3	Outer 2	Hit 1	Miss
Colour	White	Red	White	Red	Red	Red	Red	Red (if possible)

- **PATCHING** - Do not patch out the previous shot hole until you find the new hole.
- **SHOT CAN NOT BE FOUND** - If a new shot can not be found, raise your hand as soon as possible and call the Butts Officer to attend your target. Under NO circumstances is the old shot to be patched out, except at the Butts Officer's instructions.
- **SHOT IN NON-SCORING AREA** - A shot in a non-scoring area will be signalled as for a miss and by a spotting disc, if possible. If the shot is on the target but a spotting disc cannot be inserted it is permissible for the Butts Officer to inform the Range Officer of its position and for the competitor to be informed thereof.
- **SPOTTING DISC HIT** - A spotting disc that has been hit must be patched before it is re-used.
- **RICOCHET** - Signalled as a miss. No spotting disc will be shown. A shot will not be deemed as a ricochet unless it gives evidence, by throwing sand or dirt against the target or into the gallery, that it has previously struck the ground. An elongated hole is not, by itself, evidence of a ricochet. In all cases where a ricochet is suspected, the Butts Officer is to be called to adjudicate.
- **ELONGATED HOLE** - In the event of an elongated hole the point closest to the centre of the target will determine the point of impact for scoring and marking purposes. If unsure, call the Butts Officer.
- **LINE SHOTS** - If the shot touches the line, the higher value is scored. If you are unsure, **immediately** call the Butts Officer who will gauge and value the shot.

Section 5 - Butts Officers

Introduction

The Chief Butts Officer (CBO) and any supporting Butts Officer (BO) are responsible:

- First and foremost, for the safety of everyone in the butts area;
- For ensuring that all workers in the butts area, including themselves, are aware of the *Butts Area Hazard Register* and have signed off the *Induction Record* associated with that register;
- For the instruction of markers in the target marking practices as set out in this manual, which is to be demonstrated by the passing of the *Marker Competency Test*; and
- Finally, but not least, for the integrity and efficacy of the marking services being provided to members and visitors participating in target rifle shooting matches and practices on the McIntosh Rifle Range.

Qualification

Every CBO and every BO should be qualified as an Accredited Range Officer under the scheme defined and administered by the National Rifle Association of Australia Limited. They need to understand and be able to apply *Standard Shooting Rules (SSRs)* to the same extent as the Chief Range Officer (CRO) and any supporting Range Officer (RO).

The following SSRs provisions must be thoroughly understood by a CBO and a BO:

- Chapter 1 ó Introduction;
- Chapter 2 ó Safety Rules and Control of Competition;
- Chapter 4 ó Shooting Procedures, in particular Section 4.5 ó Marking;
- Chapter 5 ó Instructions for Range Officers, Butts Officers and Staff; and
- Chapter 13 ó Targets.

Regular Butts Officers of the day at Club Shoots are encouraged to undertake formal first aid training as offered by the St John's Ambulance Brigade or equivalent course provider. Given prior application the Committee would look favourably on authorising the payment of the course fees involved.

Safety requirement – maintenance of first aid kits

The Chief Butts Officer, as appointed annually by the Committee is to arrange for the completeness and currency of all of the first aid kits of the ACTFBTR, in particular those taken to the Butts Area, in time for any major multiple day competition that is to be conducted on the McIntosh Rifle Range.

The Butts Officer of the day for a Club Shoot is to bring any apparent shortage of first aid kit items to the attention of the Captain at the conclusion of that Club Shoot and to do so again on each occasion until the matter is resolved.

Safety requirement – incident or communication breakdown procedure

Maintaining communications with the CRO and ROs at the firing point is vital. When marking is of a very high standard the need to communicate will be minimal, while an incident at the firing point may cause the range to go quiet. In these circumstances a periodic radio check is advised to ensure there has been no communication breakdown in fact.

If there is any incident in the butts area that threatens the safety of anyone, OR if there has been a communication breakdown which can not be quickly resolved by means of a mobile telephone call for example, then the CBO will:

- First, order and ensure all targets are lowered to half-mast;
- Second, instruct all people in the butts area to remain in the safety of the concrete floor of the target gallery, and ensure that no one disobeys this instruction;
- Third, ensure a red danger flag is raised above the mantlet in each gallery; and
- Fourth, report the incident to the CRO and have him call a cease fire, OR wait for the CRO to re-establish normal communications.

Then and only then may consideration be given to resuming shooting or packing away the butts area or releasing people from the butts area.

Club Shoot Routines

Before a club shoot, the Butts Officer of the day is expected to:

- Collect the first aid kit and their two-way radio from the Office;
- Check that the two-way radio is functioning well and tuned to the standard channel;
- Be in the Butts Area in sufficient time before the scheduled start time to check that
 - the target frames to be used are going to work well ó oil as necessary
 - sufficient black and white patches are in place
 - sufficient spotting disks and value disks of the correct size for the distance being fired are in place;
 - sufficient stick on super centres are in place;
 - sufficient complete centres and glue are in place;
- Marshall the markers to install the correct targets, to balance the target frames with correctly positioned weights that will not foul the pit on operation, and to oil the target frames so that they operate as smoothly as possible;
- Encourage all present to use hearing and eye protection; and
- Contact the RO of the day 15 minutes before the scheduled start time to ensure the communication link is still functioning well, and to advise the status of marker numbers and readiness to start.

When shooting has ceased for the day, the Butts Officer of the day is expected to:

- Ensure that target frames are correctly chained;
- Ensure the targets are correctly stored away in the target shed;
- Organise the collection and correct storage of the danger flags, the eye protectors; and the wind flags;
- Return the two way radios to the Office and place it in the correct recharging rack;
- Return the first aid kit to the Office; and
- Inform the Captain and/or the Chief Custodian of any shortage in pertinent stores, first aid kit items, or of any repairs that may be needed.

Management of Markers

This is a matter of give and take, but no compromise is acceptable where behaviour leads to or has the potential to lead to: any increase in safety risk; or any unwarranted damage to ACTFBTR property; or any falsification of the marking of shots.

It is important that everyone working in the Butts Area feel that they are part of an effective and appreciated team. This will raise the quality of marking and ensure good behaviour generally.

The Chief Butts Officer, as appointed annually by the Committee and the regular Butts Officers of the day for Club Shoots are expected to provide the leadership required to foster good team work. They are expected to reinforce the good marking practices as set out in this manual, and to closely supervise and actually train novice markers on the job to understand and apply these practices.

There may be times when apparently experienced markers require closer supervision. It is up to BOs to recognise this requirement. Do not wait for the shooters to become upset with bad or inattentive marking as this will tarnish the reputation of the entire team. BOs may take reasonable steps, such as reallocating targets among the markers, to ease an immediate problem.

While a CBO and a BO should defend the performance of their markers against unjustified criticism, they are not expected to cover up poor marking or poor behaviour.

The hiring and firing of all members of the butts party is usually delegated by the Committee to a person other than a CBO or a BO, and they are expected to report poor marking or poor behaviour to that delegate or the most senior Committee member in attendance. It is reasonable to then expect the Committee to back up the CBO or the BO by looking into and acting on such reports.