

GENERAL DUTIES OF ALL MARSHALS

Safety

Your first responsibility is range safety. All shooters must use eye and ear protection. Eye and ear protection is available at the clubhouse. All guns should have actions open at all times until the shooter calls for a target. Shot size should be no larger than 7½. Muzzles should be pointed in a safe direction. Autos and pumps should never be loaded with more than two shells. Safety enforcement should be polite but firm.

Smoking should not occur when fire danger is high.

No alcohol use until guns are cased.

Marshal Chores

- * Collect money or punches for each round. Each punch should have the member's name written legibly on the face of the card. Keep a record of each punch card or round sold.
- * Verify that all members have paid their annual dues. Make sure each shooter, including nonmembers, has signed the liability waiver. The three-ring binder labeled "Marshal Book" has two lists showing members who have signed liability waivers and paid dues. Those who have signed liability waivers have their names highlighted in pink. If the member's name is not highlighted, then have them sign a waiver and mark their name in pink. If a member's name is on the accounts receivable list, then they have not paid their dues. Collect the amount due and mark "paid" by their name.
- * Sell punch card books, ammo, ear plugs, etc. Prices will be posted in the clubhouse. Enter all sales on the Daily Shoot Report. A sample copy of the Daily Shoot Report is enclosed. If inventory needs to be replenished, contact me or a board member.
- * Keep trappers busy--stocking targets, picking up trash, doing chores in Fix It Log. The Fix It Log is a three-ring binder in which anyone can write down chores that need to be done. If you cannot get to it, write it in the Fix It Log. If you or the trapper has time, look in the Fix It Log for things to do.
- * Inspect course. Fix things you can fix. If you cannot fix it, write it in the Fix It Log.
- * Keep targets and tools organized.
- * Keep clubhouse organized.

- * Make new shooters feel welcome. Give them as much of an orientation as time permits. Make sure they sign a liability waiver. Try to squad them with experienced shooters who will make a positive impression.

Trappers

Labor in the form of trappers is being provided by LC Staffing Services of Bozeman. Wages, payroll taxes and workmen's comp is included in this service. We are starting with one trapper, and may move to two later in the season.

Trap Maintenance

Sam Robinson and Ed Seth are in charge of trap maintenance. Under no circumstances should a marshal, a trapper, or a club member attempt to repair a malfunctioning trap. If a trap breaks, leave it, make a note in the Fix It Log, and notify Sam or Ed. Do not try to fix the trap. Last year, several machines were damaged by well intentioned, but inexperienced members who converted simple malfunctions into complex repairs by trying to fix traps. More importantly, these machines are dangerous, and serious injuries can occur to a person who is not schooled in trap maintenance.

Loss of a station for a week is nothing compared to loss of an eye or a finger.

Loading of traps by course marshals and trappers is part of the job. Fixing traps is not. Nuff said.

Paperwork

We need to track revenues, costs, expenses, and other financial data. All of the materials necessary for this effort are in a box inside the clubhouse labeled "Marshal Box." The Marshal Box contains the following:

- (1) A bank of \$100.
- (2) Enough Daily Shoot Report forms for the year.
- (3) Extra punch card books for sale.
- (4) Manila envelopes for the Daily Shoot Reports, cash, checks, punch cards, and deposit slips.
- (5) Liability waivers.
- (6) Pens, pencils, etc.
- (7) Marshall Book containing lists of members who have signed liability waivers and paid dues. The Marshall Book also contains extra liability waivers.

Please help us maintain accurate records.

Mr. Murphy Likes Sporting Clays

Mr. Murphy will pay us all a visit sometime during the season. Use your best judgment and ask for help if you need it. Being a marshal is fun, and it's a great way to meet people. It can also be a lot of responsibility. During your shift, you are the ultimate authority on the range. If tough decisions arise, try to be fair, objective, and put the interests of the club first. The rest of us will back you up.

If any of the procedures outlined in this letter seem impractical, or simply do not work, then let me or a Board member know, and we'll change them. In addition, there are probably a lot of tasks I forgot to put into this job description. By the end of the season, we'll all know a lot more than we do now.

Good luck and have fun.

--Frank Stewart
4/02/06

TASKS FOR MARSHAL OPENING THE RANGE

- (1) Unlock all doors and equipment. The combination to the front gate and tool shed is 1776. The combination to the drop box on the clubhouse is 1230. Please note the differences in these combinations, and write them down on a card in your wallet or shooting bag. Keys to remaining equipment are in the Marshal Box in the clubhouse.
- (2) Check and replenish fuel levels in the four-wheeler and carts. Always leave keys in vehicles.
- (3) The course should have been left ready to go by the marshal who closed the course the previous day. Ask the starting squad to inform you of any problems as they shoot the course.
- (4) Organize score cards and paperwork.
- (5) Check the trapper's time card and initial if needed.
- (6) Get the trapper working on chores.
- (7) In general, any task necessary to get the range open and operational is your job.
- (8) On Tuesdays, the range opens at 4:00 p.m. Openers should arrive at the range no later than 3:50 p.m. On Saturdays, the range opens at 10:00 a.m. Openers should arrive by 9:50 a.m.

TASKS FOR MARSHALL CLOSING THE RANGE

- (1) Marshals closing the range should be ready for duty by 6:00 p.m. on Tuesdays, and by 1:00 p.m. on Saturdays.
- (2) Upon arrival, check in with the opening marshal and get up to speed on the Daily Shoot Report, chores that need doing, and other relevant information.
- (3) Shooters should not be allowed to start the course after 3:00 p.m. on Saturdays and 6:30 p.m. on Tuesdays. Be firm on start times or you will end up working longer hours than you expect.
- (4) Pick up all trash and empty all garbage cans and buckets.
- (5) Make sure targets are stocked as needed. All machines should be completely reloaded at day's end, and enough extra targets should be staged at each machine to operate for an entire day.
- (6) Make note of any repairs in the Fix It Log. If possible, bring any broken parts to town for repair. Immediately notify Sam or Ed regarding broken traps. Sam's home phone is 388-1346; Ed's home phone is 763-5038.
- (7) Complete the Daily Shoot Report and deposit slip for the day. Place \$100 in change into the bank. Place all cash, checks, Daily Shoot Report, signed liability waivers, and punch cards into the 8½x11 manila folder, date the folder, and sign your name. This folder should be delivered to Ken Eiden at Galusha, Higgins & Galusha the next business day.
- (8) Sign the trapper's time card if needed.
- (9) Make sure all shooters, trappers, and all other people are off the course and out of the parking lot. You should be the last person to leave the facility.
- (10) Lock all doors and gates.