

Guidance as to the duties and responsibilities of the BSRC RCO

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Summary of BSRC Range Safety Issues and regulations

The National Rifle Association Bisley Range Safety Regulations apply to all ranges at Bisley which includes the Sporting Rifle Complex administered by the BSRC. These range regulations are displayed in the NRA Range Office and can also be accessed via the NRA website www.nra.org.uk. The Bisley Range Safety Regulations have been incorporated in, and are supplemented by the BSRC Range Safety Regulations contained in the BSRC Manual.

General

- Breaches of the Safety Regulations must be reported to the BSRC Chairman and will be treated as a disciplinary matter under the Constitution of the BSRC.
- All persons using the BSRC Ranges have an individual responsibility for safety. Range Officers appointed by the BSRC are responsible for ensuring that these Safety Regulations are adhered to.

Emergency Stop

- Anyone may order 'STOP, STOP, STOP, or activate the red safety lights at any time. A whistle blast or repeated blasts on the NRA Siren is the signal for an immediate CEASE FIRE.
- Emergency stop means put the rifle down, don't unload, and wait for the RO to tell you what to do.

Emergency procedures

- IN THE EVENT OF A MEDICAL EMERGENCY - There is a first aid kit above the sink in the kitchen and another in the Deer firing point. If the injury is more serious then radio the range office for a first aider or ambulance. If a participant is hospitalised you will have to arrange for the armoury to take charge of his rifle(s). You cannot leave the range until it is all locked away. If someone has been hospitalised and they are on their own it would be nice if, as a fellow Club member, you could get their information and let their family know. You will need to make detailed notes of any incident as soon as you are able to; time, names of those involved and details of the incident as this will need to be reported to the BSRC Committee and the NRA if there is an injury.
- If medical assistance or an ambulance is called, the NRA Range Superintendent must be informed either by radio (channel 16) by land line (lift any handset on the BSRC ranges and dial 9152), by mobile on 01483 797 777, or if necessary, a 'runner' should be sent.
- For all other emergencies, such as fire or security alert, assistance should be summoned through the NRA Range Office. However, should they be called direct from the range area (i.e. using a mobile telephone), the Chief Range Officer must ensure that the NRA Range Office is informed immediately.

Red flags/safety lights

- Unless the ranges are closed, a red flag must be placed immediately in front of the firing point if it is not safe to shoot. In addition, a red flag must be carried by any persons exposed forward of the firing point.
- Any red flag displayed on a range indicates that no shooting is permitted on that range. When a red flag is shown, all rifles must be unloaded, their bolts removed or actions opened and breech flags fitted, (unless cased), Rifles on the Firing Point (unattended or otherwise), must not be

handled. Rifles may not be removed from a Firing Point unless and until the RO or Line Officer has verified that they are safe

- A system of red warning lights is used on the BSRC ranges to supplement the red flags. A red light showing on any firing point has exactly the same meaning as a red flag.

Interaction between ranges

- Time Limit range may operate independently of all other BSRC ranges; the Running Deer, Mid Boar and Statics ranges are all interdependent.
- No shooting may take place on any range whilst marking or target changing is taking place on the Statics range (with the exception of "Time Limit". Access to the Running Deer motor room whilst shooting is taking place on any range must be made from behind the protection of the earth bank.
- When a target change is required on the "Statics" the CRO must ensure that all shooters on – deer – mid boar & 50m zero range are informed that a target change is required. This instruction can be given by the CRO or by one of his nominated assistants. It is a courtesy (although non mandatory) to allow shooters on the moving target disciplines to complete their series before stopping for the changeover. The moving target shooters would then inform the CRO when they had completed.

Misfire Drill

- **Continue to point the firearm at the target for at least 30 seconds**
- **Inform the RCO – *whilst continuing to point the firearm at the target!***
- **Clear behind and to the right (or left if is a left handed action)**
- **Unlock the action SAFELY and eject the cartridge**
- **Ensure that the barrel is clear**
- **Examine the cartridge. Do not reuse if the primer has been struck**
- **Dispose of the cartridge safely and legally (Range Office/Armoury)**
- **If the primer has not been struck, there is a possibility that the firearm has malfunctioned**
- **DO NOT USE UNTIL IT HAS BEEN CHECKED BY A SUITABLY QUALIFIED PERSON – I.E. A GUNSMITH OR ARMOURER**

Interaction between shooters

- On the Statics range, where shooters wish to fire from different positions simultaneously:
 - No shooter may fire from the prone position forward of the shooting benches (grass bank) unless there are at least two unused shooting lanes either side of his lane.
 - No shooter may fire from the sitting, kneeling or standing positions forward of the shooting benches (rubber strip) unless there is at least one unused shooting lane either side of his lane.

Moving target Motor Rooms

- Persons may remain in the Running Deer or Running Boar butts during shooting for the purpose of manual marking but must stay within the protected area.
- All persons present in the butts must be aware of the dangers associated with the mechanisms of the Moving Target ranges. The range may operate without warning. No-one may place a foot on the target frame or step inside or across the rails unless the power supply is isolated.

Rifles & ammunition

- All rifles must be made safe at all times when they are not on a firing point or if the range is not in a safe condition for shooting to take place. This means that rifles must be unloaded and either have their bolts removed, their actions opened and breech flags fitted, or be 'cased'.
- Rifles may only be loaded or fired on a firing point and under the command of the Range Officer. Rifles must not be handled on a firing point (including the dry firing area) if a red flag is showing or if the safety lights are operating, or if any person is exposed forward of a firing point. Rifles may not be removed from a firing point unless and until the Range Officer or Line Officer has verified that they are safe.
- Rifles that are demonstrably safe (i.e. as described above) may be placed in the racks in the firing areas or, if 'cased', may be placed on the shooting benches at any time. Rifles must not be handled away from the firing areas other than to carry them to/from the firing area, except in the dry firing area and with the express permission of the Range Officer.
- Rifles must be held horizontally and pointed down range in the general direction of the stop butt whilst the action is being closed (or opened after being closed) on a live round. Except where prescribed otherwise in the rules of a competition, a loaded rifle must at all times point towards the stop butt.
- Shooters are responsible for the security of their rifles and ammunition which must not be left unattended at any time.
- Should a misfire occur the correct procedure must be followed.

Targets

- Only paper targets attached to wood, hardboard, stiff card or similar penetrable target boards may be fired at. No target materials likely to cause ricochets may be used. Shooting at informal targets such as drink cans is prohibited.

Personal protective equipment

- Suitable hearing protection **must** be used by all persons on or near a firing area. Ear plugs alone are not adequate for Centre Fire shooting. Safety spectacles are recommended for all shooters.

Club Rifles.

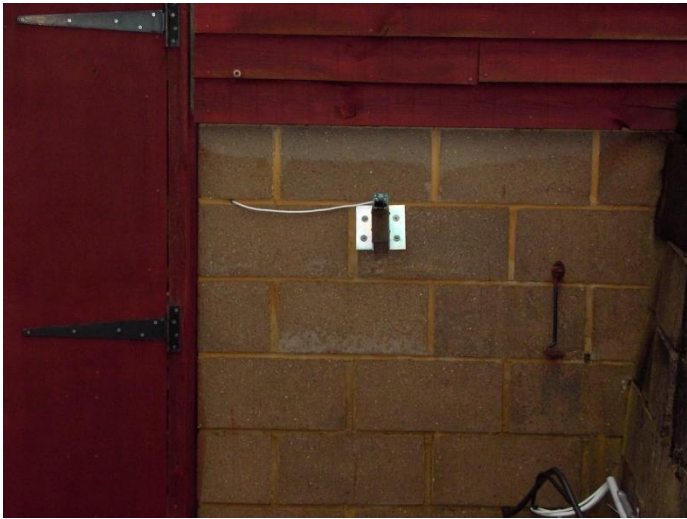
The Club is fortunate enough to own a good selection of rifles to suit all of the above disciplines which may be borrowed by provisional members. The rifles are stored in the NRA Armoury and can be collected by a Range Officer or a Full Club member. Ammunition may be purchased at the Club but **must** be consumed on the day and not removed from the range unless it has been entered on your FAC. If you need to borrow a Club rifle bear in mind that the Range Officer cannot leave the range and therefore you may have to wait until he can find another member willing to collect one.

Opening and Running the Range

1. Pick up keys from the Range Office – You will need 2 (or 3) sets. One on a silver tag which has the key for the padlocks and the mid-boar key and the one on the blue tag which is the office key. If Time Limit is needed you will need the 3rd set of keys. You need to take an NRA radio regardless of the fact that we have our own (Don't ask why – too complicated, so just do it). Sign for the Range in the book.
2. Open the Deer FP and take out the red flag and place it downrange in the hole to indicate that people are on the range. Set the red lights and sirens going if required. (You may avoid this, but it does test the system)
3. Move to the Deer Motor Room. **Do not turn anything on yet.**



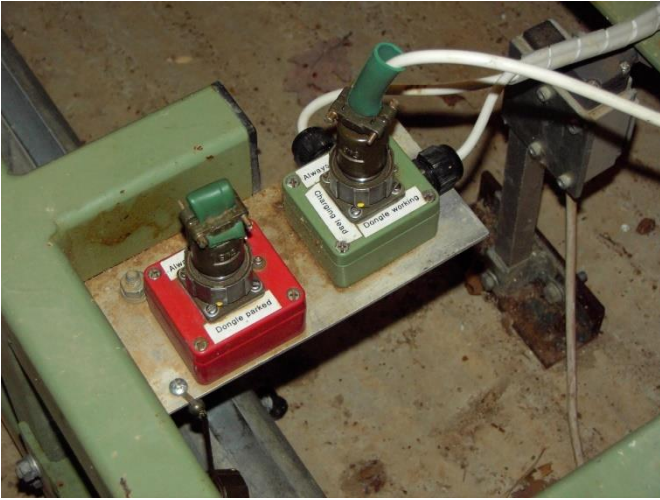
Figure A. Take the fox guard from the front doors and place it here



B. Open the double doors and lock them back on the hooks.



C. Walk down the track and ensure that the drive cable is in the 'Y' pieces and not outside.



D. Take the charging dongle (the one with cable attached) from the green box on the trolley and put it in the yellow box on the side.



E. Take the run dongle from the red box and put it in the green box. These plugs and dongles have a twist collar and will not engage unless the collar goes all the way home.

Place the dust cap on the open socket



F. Ensure that the skid on the trolley is resting on the limit switch

- Then and only then turn on the power at the white wall box and put the operating key to the 'Operate from here' position.
- Make sure everyone is clear of the track and run the target out and back to test it. If satisfactory, turn the operating key to the 'operate from FP' position.



G. This is how the switches should look for normal operation.



H. Turn on the electronic scoring switch on the wall.

- The deer target trolley and motor work on mains power, the target scoring system is run by the on board 12v battery.
4. Walk across to the static target shed and open the padlock. Members will erect their own static targets. See instructions below for setting up electronic statics.
 5. Move to the MB (and/or TL) motor room. The set-up and test process is the same as for Running Deer. (Only difference being that on Time Limit the back door also has a micro-switch, so the door needs to be shut)
 6. Move to Deer FP. Open and lock back doors. Unlock computer, screen and printer. Switch on Electronic scoring switch on wall. Boot up computer. If screen does not light up turn it on. Turn on Red emergency light switch if not done earlier.
 7. Move to Mid Boar FP (and /or TL) and repeat set up process as for RD.

8. Trouble-shooting.

Target Won't Run. If the deer or boar will not run then check that all of the control switches are pointing in the right direction. All of our moving targets have interlock circuits so that the target cannot be run when the MR doors are closed or the charging lead is still attached. Check that the doors are locked back and the hooks are in position. Also re-check all plugs and dongles as these also affect the interlock circuit. Also the target trolley needs to be in the correct position. There is a rocker switch at the side of the rails and a skid on the side of the trolley. These must be in contact for the target to start.

No Electronic Scoring. At the top left hand corner of the monitor screen there is a small ¼" circle. This will show black initially and then turn green when the electronic scoring is up and running. If it fails to turn green then the problem is likely to be a poorly fitted dongle. Take it out, put it back and ensure that the locking collar is fully engaged. Re-boot the electronic scoring switch on the MR wall, but remember that these switches need to be turned on in order MR first and then FP, so if you have re-booted at the MR end you will have to re-boot at the FP end afterwards. If still no green light in the top L/H corner of the monitor then you will have to change the battery on board the target trolley. Charged batteries are in the Deer MR. One will be attached to the charger, so fit this one on the trolley and move the charging leads along to the next one. Before fitting the battery remove the run dongle to break the circuit and replace it when the new battery is connected. It is unusual for the electronic scoring to fail completely; most problems are with the plugs and dongles and these can be a bit temperamental particularly in damp weather. Perseverance usually pays off, so refit all the plugs/dongles and re-boot the whole system again, but remember it is crucial to follow the MR power on first and the FP second.

Crashes/Go Slows. The targets run on electrical pulses powering the motor, there are no brakes; everything is controlled through the motor. There is a magic eye rev counter in the system, but sometimes it gets a bit lost and the trolley doesn't quite know where it is. This often happens when the target is operated too quickly. It is a sensitive piece of kit and should not be hurried. When this happens, it reverts to default speed and crawls along until it comes back into contact with the rocker switch on the rail and from then on it knows where it is again and should run normally. But sometimes it gets completely confused and crashes into the stops at the end. If this is just a minor bump, then it might sort itself out once it has been brought back into the MR and on to the rocker switch, but if it is a full-blooded crash at speed it is time to close it down, because any further use is likely to do further serious damage.

9. Move to the Office. Retrieve operating dongle from small safe in cupboard, plug it into computer and switch on. Key in your membership number or scan your card. Log in as RO. If needed get an additional radio from the office. If hooter has gone, radio to Control to seek permission to begin shooting. If given all clear remove red flag and allow shooting to begin. Remember to radio in at lunchtime after the hooter has gone and you have stopped shooting, and when you are ready to start again after lunch.

10. You can't be everywhere but members need to sign in and pay range fees, so don't be afraid to ask them. Provisional members might not have an SCC so will need to be supervised. You are the best judge, but on busy days you cannot give one-to-one supervision and run the range – time to delegate the supervision to a willing member. Provisionals might ask to borrow a Club rifle. You will not be able to leave the range and you cannot let a provisional collect a rifle. You will either have to ask a full member if he would accompany the provisional to the armoury or wait 'till lunchtime. Rifle cards are in the small safe in the grey cupboard in the kitchen. There is a list of rifles and their suitability in the safe. Choose the card for the most appropriate and take it to the range office and ask for it and the Club ready use ammo box and bolt box. The armoury staff will book the rifle out to whoever picks it up. Check that appropriate ammo is in the ready use box, otherwise top it up from the other two metal boxes in the armoury.

11. If members bring a guest with an FAC (which they must produce) they can shoot. You will need to ask if guest has a SCC, in any event member must be made aware that they are responsible for guests. The guest must write name address & FAC details on back of midweek signing in sheet (in the Deer Hut) and pay the range fee.

12. What you say goes, and you can never be wrong (even if you are wrong). Don't get drawn into arguments. If you get asked questions and don't know the answer use your common sense, but err on the side of caution (no-one expects you to know all the rules). Club Rules are in the office, but you will not be able to spend all your time wading through the rule book. But you can ask the enquirer to go and look it up and then bring it to show you.

13. If a provisional asks you to sign something off on his probation sheet, use your judgement. We are sadly in an era of paper trails. If you sign him off and he turns out to be an idiot there might be a comeback. An appearance on the range is not enough to get signed off; they must participate in club activity. If they have just plinked off a few on statics it's not enough, they need to do some constructive stuff, deer, boar, practice static comps and you need to have observed that they have done it safely.

14. HMEs must only be fired from a supported position, but not prone. If anyone turns up with an HME, then they must bore sight it using the large cross and the adjustable cradle to ensure

that it will shoot where it points. You must then confirm that you are happy that the rifle is accurately bore sighted before it is fired. Once you give the OK they may then continue to zero using the target frame above the cross. If you don't feel confident with this, then tell them they can't shoot and will have to go to the range office and use the NRA HME zeroing procedure. They cannot use an HME on Running Deer.

15. Apart from setting everything up, you are responsible for seeing that everyone on the range follows the accepted rules of etiquette and safety. Bolt out – flag in until set up ready to shoot. HME rules have been covered above and there are calibre limits on most of our ranges. .577 on Running Deer (or 8mm in competition) and statics, but read the rules about High M/V rifles eg 22-250 etc (same procedure as HME's). No pistol calibre or Rook rifles on Running Boar (reserved for special arrangements); only .22R/F high or low velocity allowed; nothing else and no air rifles or hollow point ammo.
16. Observe that people only close their bolt when the rifle is horizontal to the ground and pointing at the stop butt. Pay special attention to those using bipods in this context. Make sure that they clear their rifles properly with a third party when coming off any Firing Point. Ensure that the proper procedure is carried out in the event of misfire.
17. If you are using manual statics and people need to go forward to score and patch, make sure Deer & Boar shooters are stood down and always double check the .22 firing point as there is a potential hazard here. Use the red lights and siren and make sure everyone has put down their rifles and stood away before allowing people forward. Do not allow anybody to move a rifle from or to the firing point when people are forward.
18. At the close of play hooter, radio in and close down the range in reverse order. Remember to shut down computers by scrolling through options and selecting 'shut down computer'. Simply turning off the power is not good practice and causes a problem for the next RO. Turn off the power switch to the red lights as in the event of a power cut they will start going off. Take club rifles/ammunition back to the armoury and sign them back in and return with cards & put them back in safe. **It should be noted that the Range Office and Armoury shut half an hour after the cessation of PM shooting.**
19. Run 'end of day' print on the computer and reconcile (if possible) with cash box. Put all in an envelope with the date on and leave in the small safe for Dennis. Put dirty cups in dishwasher and start it running; check no office heating left on, lock everything and take keys back to Range office, and sign off in range book.

20. Don't forget to submit your expenses claim (home to club and back home mileage @ £0.45 a mile). You have the thanks of everybody in the Club, we could not run without you.

HARING STATIC TARGETS – SET UP PROCEDURE

1. Ensure that the target end is set up before starting the scoring computers.
 - a. As you will see target frames are now welded together in pairs and are mounted on wheels. The DJV targets are already fixed in position in the correct alignment.
 - b. You will also notice that there are 4 pieces of metal tube protruding from the concrete floor of the mantlet with wooden plugs in to keep the rubbish out.
 - c. These are to ensure the targets are located in the correct position. There are pins (coach bolts) stored on the wall underneath the LOMAH plug in points. These locate through holes in the base of the target frame into the holes in the concrete once the wooden plugs have been removed.
 - d. To enable correct alignment the target frames need to be almost touching the back wall of the mantlet.
 - e. Wheel out targets 3 & 4 and locate with pins. Take the lomah board leads from the hooks on the target and place in the correct plug in points inside the long shed.
 - f. Repeat same for targets 1 & 2.
 - g. Targets must be operated in the correct positions. You cannot put out 3 & 4 and operate in positions 1 & 2 for example as the calibration will not be accurate. If only 2 electronics are required then put out 3 & 4 in their correct positions; plug them in to 3 & 4 on the connector board. In the mid boar ante room switch on at the wall and then power up computer 1, then computers 3 & 4 and set up monitors 3 & 4.
 - h. Targets for forthcoming matches will be set up on Monday, but should the RO wish to change a target the procedure is as follows:
 - i. Targets are held on with long staples, but can be prised off the plywood backboard fairly easily. There is a staple extractor in the cupboard in the long shed and the key to this is available to range officers by the door into the long room.
 - ii. The new target will need to be offered up to the backboard with the target location template and the two pointed pins in the target location points as before. Once the target is in the correct position use the electric stapler in the cupboard to attach the target to the backboard. Not too many staples please as the targets have to come off and be re-used.

Move to MB to set up Statics FP

2. Switch on the two power switches located on the wall opposite the door labelled 'Static Targets'. These provide the power for the scoring computers, targets and monitors
3. The static target scoring computers, monitors and printer are located in the cupboards under the left hand work surface in the Mid Boar anti room. Unlock and open the cupboards.
4. Take the monitors to the firing point and attach the cables to the junction boxes fixed to the wall. The socket is protected by a yellow cover which needs to be removed before connecting the monitor cable. The monitors are not target number sensitive but use the monitor with the extra timing function labels on target 1.



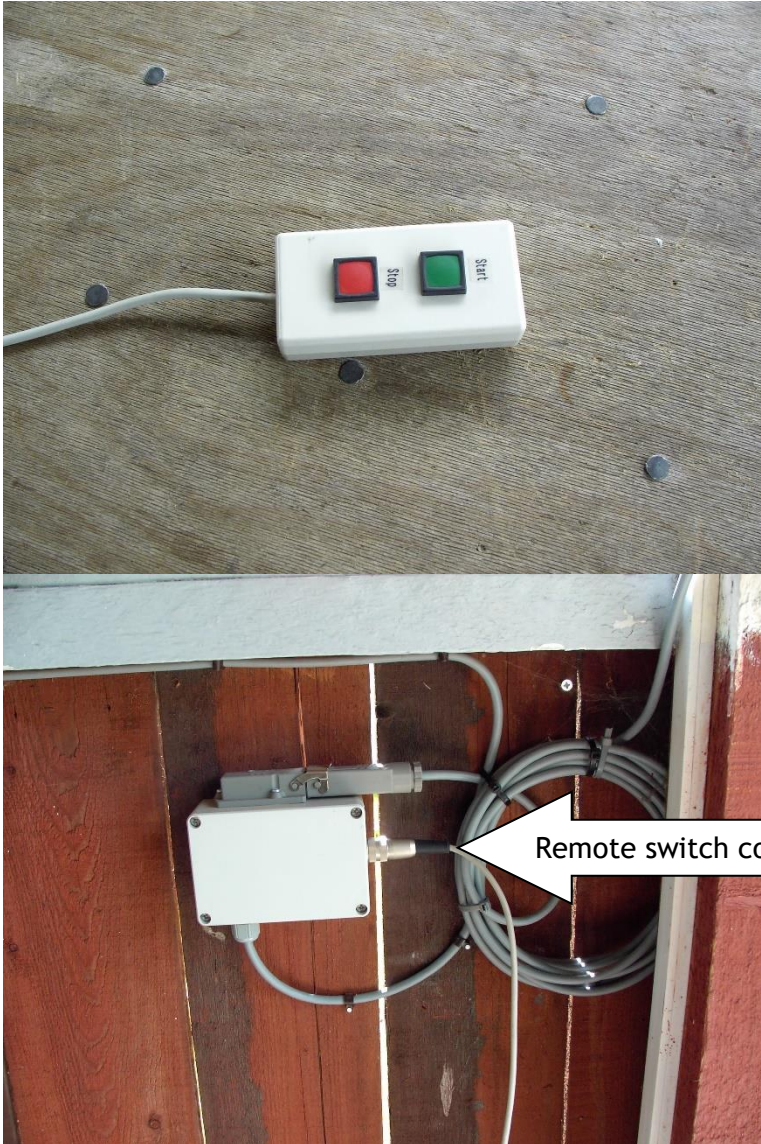
5. The computers are labelled 'Static 1' to 'Static 4' from left to right, and match the numbering on the targets. Start-up 'Static 1' first and wait for it to complete start up and display the Haring target SW on the monitor before starting any of the other computers.
6. Once 'Static 1' has completed start up, start 'static 2, 3, or 4' as required. Regardless of which targets are in use 'Static 1' must always be running as the printer and timing functions are hosted by this computer.
7. The Scoring Software is identical to all the other BSRC ranges and the 8 button box is replicated on the front of each monitor. Select the required target.



8. The printer, which services all 4 targets, is located in the cupboard to the left of 'Static 1'. This should power up automatically. If it does not start up check that the power switch towards the rear of the right hand side of the printer is on.
9. The Monitor connected to the Video switch box on the wall above the Static monitor storage is for maintenance use. It is not required when using the electronic targets.
10. On completion of shooting, shutdown the computers using the shutdown option from the menu on the monitor. Ensure that Target 1 (static 1) is shutdown last.
11. ONCE ALL COMPUTERS HAVE COMPLETED SHUTDOWN, turn off the two switches labelled 'Static Targets'.
12. Remove the monitors from the firing point and replace in the MB ante-room cupboard.
13. Lock the Cupboards
14. Repair to the Butts to pack away the targets.

HARING STATIC TARGETS – SET UP AND OPERATING PROCEDURE FOR TIMING FUNCTION

1. Take the remote switch lead from the cupboard in the MB anti room and connect it to the control box in the FP



2. Select the 'Roe Buck 100m – Timer' target option on the target 1 monitor and then press the 'Timer Select Button'. Selecting the target will automatically connect it to the timer function.

Note 1: The timer function is available on all 4 targets but, when using the timer, Target 1 must always be in timer mode.

Note 2: There is also a timer target option for the 'Standing Boar' Simply select that target instead of the 'Roe Buck 100m – Timer'

3. If you wish to use the timer on other targets also, go to the relevant monitor and select the 'Roe Buck 100m – Timer' target option. Selecting the target will automatically connect it to the timer function if target 1 is in timer mode.
4. To check that the setup is OK, operate the timer as shown below (without anyone shooting) and confirm that the timer count runs at the top of the screen on all the targets set for timed shooting. A zero score will also be recorded. Go through the new shooter sequence (Reset + OK) to clear the screen before anyone shoots.

The timer is operated using the buttons on the remote switch lead. As there are only 2 lights with this system the timer function has been set up to require 2 presses of the start button to start the timer. The first press brings on the red light. The second press switches the red light off, brings on the

green light and starts the timer. At the end of the 4 second period the green will go out and the red will light for 2 seconds.

5. Press and release the start button once. The red lights will illuminate.
6. Give the order to shoot and simultaneously press and release the start button again. The red lights will be extinguished and the green lights will illuminate. The timer digits at the top of the monitor screen will count down to zero. At the end of the 4s the green lights will be extinguished and the red lights illuminated for 2s.
7. Confirm that the shots have been recorded before initiating the next shot in the series because there may be a short delay in recording a zero score if the shot is taken after the allowed time.
8. Repeat instructions 5 to 7 for the rest of the 10 shot series.
9. To start a new series, go through the new shooter sequence (press reset then OK on the monitor buttons).
10. To disconnect a target from the Timer function simply select another target option e.g. 'Roe Buck 100m'
11. When packing away the monitors, unplug the timer remote switch lead and return it to the cupboard in the MB Anti room.

Notes

Operating the timer opens up the target to receive a shot during the defined 4.1 second window. A shot taken outside of this window (either before the timer starts or after the end of the time period) will be scored as a zero. Please ensure that the green light is illuminated after the start button is pressed – if the timer is not running the shot will not be recorded.

Range Officers Ammunition Procedure

There are 2 plastic boxes in the Armoury, when an RO signs for the range, they will need to collect the Ammo Box (A) and the BSRC Bolt Box.

If the RO requires a top up to the BSRC ammo box (A), they will need to take ammo from the top up metal boxes held in the armoury. If you are asked by the NRA to go to the A-CELL for Ammo you **MUST REFUSE** - **Only BSRC FAC holder has permission to enter the A-CELL to obtain BSRC ammo**. Any ammo you require to top up the plastic box will be in the armoury. If the quantity is running low, please ensure you notify secretary@bsrc.co.uk OR make an entry into the A5 book on the table next to the BSRC booking in computer please.

When a club member requests ammo from the RO to purchase and shoot on the day, it **MUST** be recorded on the BSRC booking in computer against the individual purchasing the ammo. This will then be documented in the RO's end of day report and the cash tin should tally.

If a club member requests ammo to purchase and take away from the range, there is **NO** change in this procedure, the individual must have the ammo quantity written onto their FAC by the club FAC Holder, no one else is permitted to do this, (normal practice is to contact BSRC FAC holder prior to requiring ammo and make arrangements for a convenient date/time for the ammo to be documented onto their FAC). The ammo sale must be recorded on the booking in computer. If a club member requires ammo but does not have an FAC they must use the ammo on the day and will be unable to take any ammo away from the range.

If you wish to pre-purchase ammo, please contact secretary@bsrc.co.uk and arrangements can be made to meet at the club at a convenient date/time for the ammo to be written onto your FAC.

Induction Day: Ammo Usage

Ammo used during the induction day is included in the induction day joining fee (no additional payment required), the ammo used must be recorded on the induction day sign in register please.

Operating the Attendance System

Starting up on opening the range

1. Retrieve a small red and black USB stick from the safe in the steel cupboard in the front office.

There is more than one and anyone will do. **This stick contains the software security key for the system and it will not work without it .**

2. Insert the USB stick into one of the sockets on top of the computer.

3. Switch on the power to the system at the wall socket.

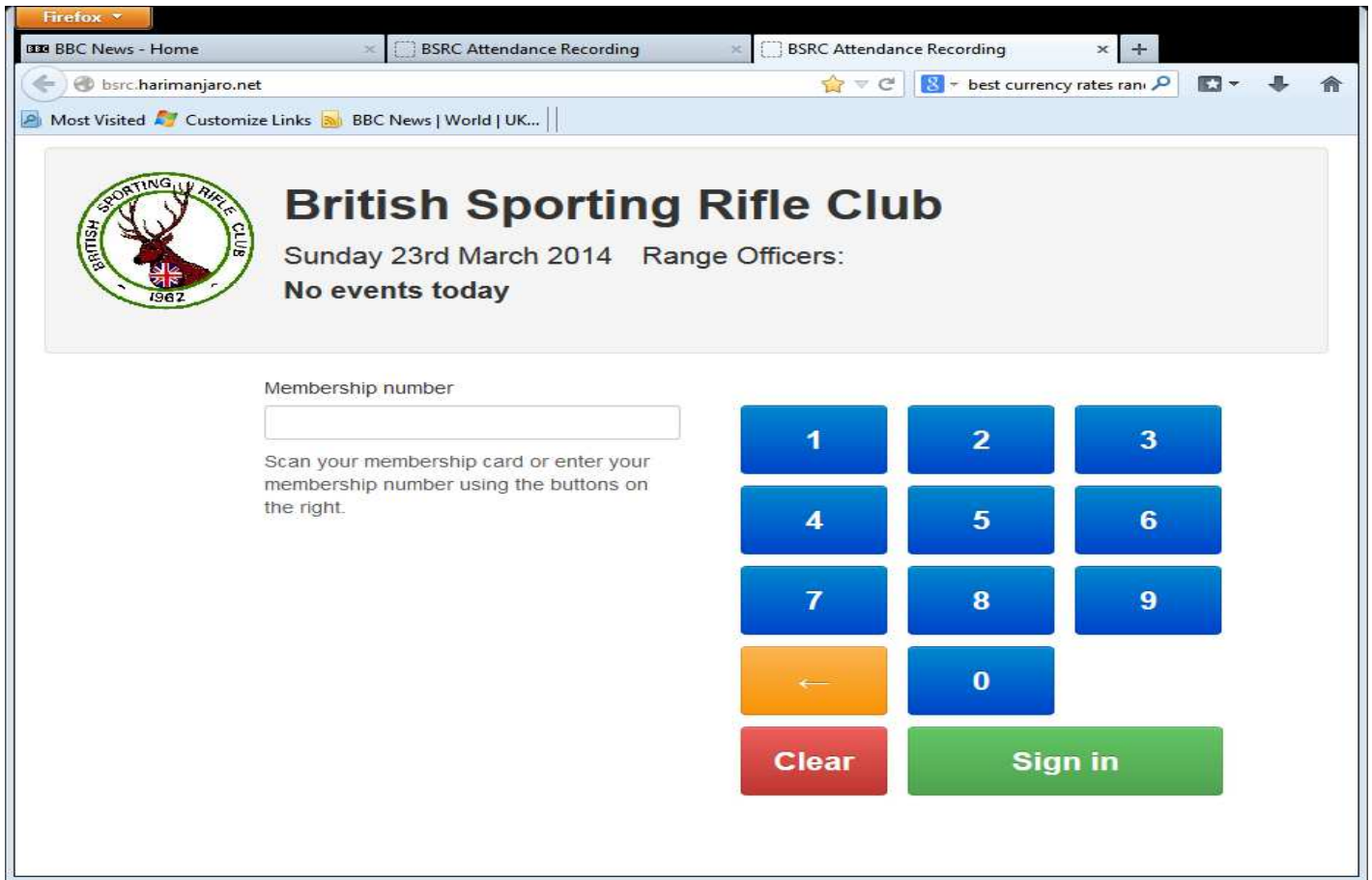
4. If the screen shows a small yellow light on the bottom bar then it is in standby mode.

It will go into full power mode once the computer is turned on and it gets a signal.

5. Turn on the mouse. This is a VERY small switch on the underside of the device.

6. Press the power switch on the computer (copper coloured on the front right) and wait whilst it loads the system. This can take up to 1 minute.

7. You will be presented with a screen as shown below. This is touch screen and you can choose whether to use this feature or use the mouse or the keyboard.



8. Enter your membership number either by:

- a) Scanning the barcode on your membership card
- b) Touching the appropriate numbers on the touch screen
- c) Entering on the computer keyboard

Please note when entering your number that leading zeros are not required. For example Membership no. 24 would be entered like this and not 024.

9. Press the green sign in box on the screen or left click it with the mouse

10. If you have signed in using anything other than the barcode reader you will be asked for further identification by inputting your NRA number – as in the screen shown below.

Firefox

BBC News - Home | BSRC Attendance Recording | BSRC Attendance Recording

bsrc.harimanjaro.net

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British Sporting Rifle Club

Sunday 23rd March 2014 Range Officers:
No events today

Membership number

23456

Scan your membership card or enter your membership number using the buttons on the right.

Please enter your NRA number as an additional security check.

1 2 3

4 5 6

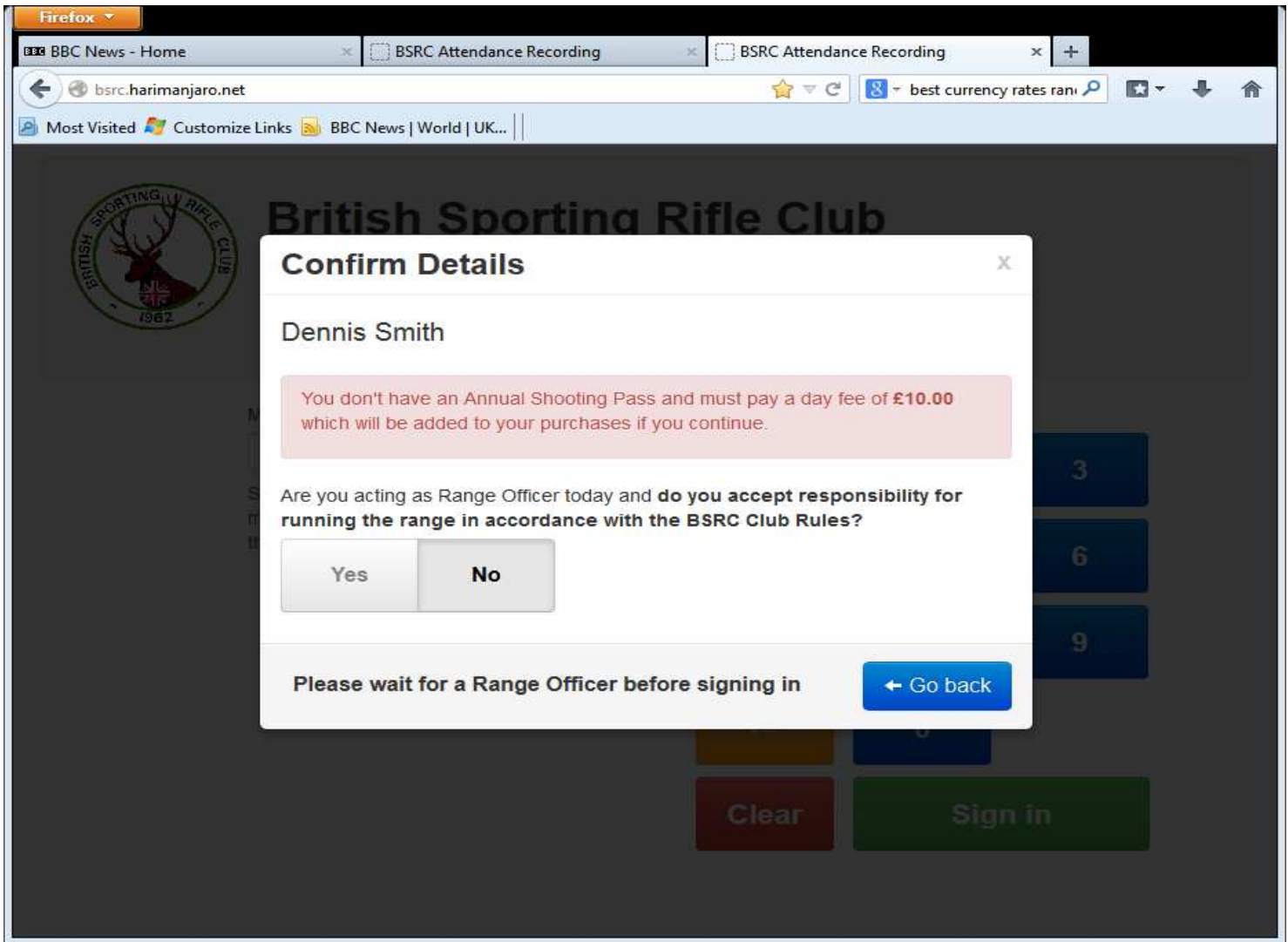
7 8 9

← 0

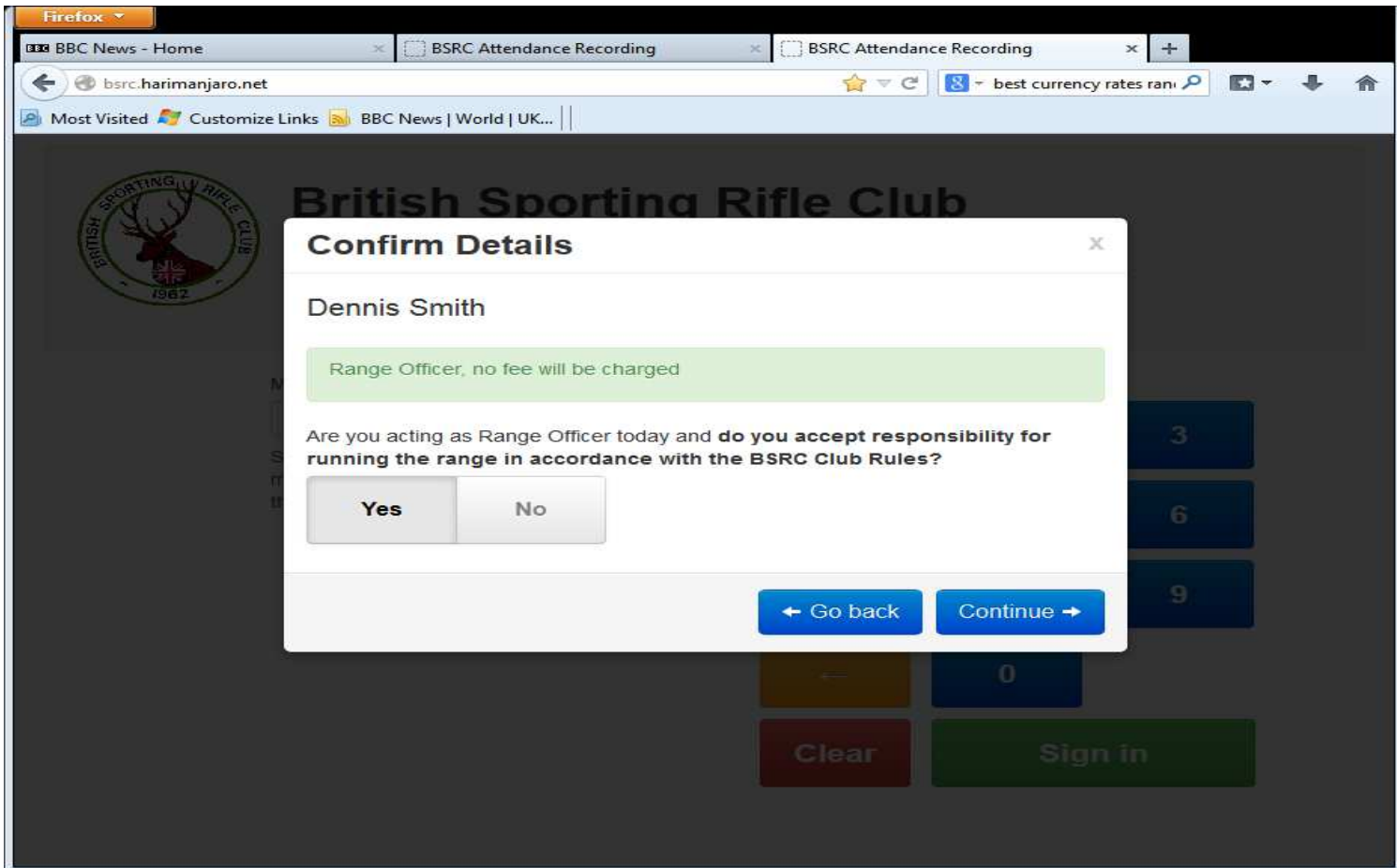
Clear Sign in

11. Press the green sign in box on the screen or left click it with the mouse

12. You will then be presented with the screen as shown below where you are asked if you are a Range Officer today. Please ensure that you press the “Yes” area of the screen (or left click it with the mouse). Please also note the acceptance of responsibility for running the Range according to Club Rules



13. You will now get the screen as shown below confirming you are a Range officer today and also confirming there will be no green fee charged.



14. Press the continue “button” on the screen (or left click it with the mouse)

15. You will then get the screen as shown below. This shows your rifles which are registered on the Database.

The screenshot shows a Firefox browser window with the URL `bsrc.harimanjaro.net/rifles.php`. The page header includes the club's logo (a stag with a British flag) and the text "British Sporting Rifle Club", "Sunday 23rd March 2014", "Range Officers: Dennis Smith", and "No events today".

On the left side, there is a vertical menu with the following items: "Select rifles" (highlighted in blue), "Record sales", "Register guests", "Reports", and "Backup".

The main content area contains a heading "Select the rifles you will be using today from the list below. Use the **Next** and **Previous** buttons to move between pages." Below this heading are seven "Rifle Boxes" arranged in a grid:

Browning T-... .22 LR Card # not rec... s/n 98349843y	Winchester ... 41450 Card # 1 s/n 891241287A	SAKO QUA... .22 LR Card # 2 s/n 2479027
Weatherb... .223 Rem Card # 4 s/n 258156	Winchester ... 41451 Card # 5 s/n 891241287A	CZ 550 Mont... .30-06 Card # 5 s/n 8329769823
H&H Royal 0.375 Card # 18 s/n 549		

16. If you are going to shoot later then touch each "Rifle Box" representing the rifle you will be using that day and a green tick (as shown below) will appear in the box. Please note that only active rifles will be shown. The old card no. of the previous system will be shown for continuity but this will gradually be phased out as new rifles are registered.

Firefox

BBC News - Home | BSRC Attendance Recording | BSRC Attendance Recording

bsrc.harimanjaro.net/rifles.php#

best currency rates rand

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British Sporting Rifle Club

Sunday 23rd March 2014 Range Officers: Dennis Smith

No events today

Select the rifles you will be using today from the list below. Use the **Next** and **Previous** buttons to move between pages.

Select rifles

Record sales

Register guests

Reports

Backup

Finished

← Previous page of rifles

Next page of rifles →

<p>Browning T-BOL... .22 LR</p> <p>Card # not recorded ✓</p> <p>s/n 98349843y</p>	<p>Winchester Mod 70 41450</p> <p>Card # 1</p> <p>s/n 891241287A</p>	<p>SAKO QUAD Hu... .22 LR</p> <p>Card # 2</p> <p>s/n 2479027</p>
<p>Weatherby Va... .223 Rem</p> <p>Card # 4 ✓</p> <p>s/n 258156</p>	<p>Winchester Mod 70 41451</p> <p>Card # 5</p> <p>s/n 891241287A</p>	<p>CZ 550 Monte C... .30-06</p> <p>Card # 5 ✓</p> <p>s/n 8329769823</p>
<p>H&H Royal 0.375</p> <p>Card # 18</p> <p>s/n 549</p>		

17. Touch the “Finished” box at the bottom LH side of the action list and the system will return to the sign in screen.

18. Ensure that the 2 registers:

- . Guest Register
- . Rifle Correction Register are available on the signing in desk.

Setup is now finished and the system can be used to record attendance and rifle usage by members.

Reporting and End of day Procedures

At any time during the day the RO can access the daily attendance sheet to check “the state of play” in the same way he could when operating the old paper system by following the procedure below.

1. Log into the system as at stage 7-11 above. The system knows you have already logged in so just follow the flow through.

2. When presented with the rifles page – as below – click or touch the word “Reports” on the Left side of the screen.

The screenshot shows a web browser window displaying the British Sporting Rifle Club website. The page title is "British Sporting Rifle Club" and the date is "Sunday 23rd March 2014". The range officers are listed as "Dennis Smith". The page indicates "No events today".

The main content area is titled "Select rifles" and contains a list of rifles. The rifles are displayed in a grid format, with each rifle card showing the model, caliber, card number, and serial number. The rifles listed are:

Rifle Model	Caliber	Card #	Serial #
Browning T-BOL...	.22 LR	Card # not recorded	s/n 98349843y
Winchester Mod 70	41450	Card # 1	s/n 891241287A
SAKO QUAD Hu...	.22 LR	Card # 2	s/n 2479027
Weatherby Va...	.223 Rem	Card # 4	s/n 258156
Winchester Mod 70	41451	Card # 5	s/n 891241287A
CZ 550 Monte C...	.30-06	Card # 5	s/n 8329769823
H&H Royal	0.375	Card # 18	s/n 549

The page also includes a sidebar with navigation options: "Select rifles", "Record sales", "Register guests", "Reports", "Backup", and "Finished". The "Reports" option is highlighted in blue. At the bottom of the page, there are buttons for "Previous page of rifles" and "Next page of rifles".

3. You will then be presented with the screen below. It defaults on to Daily Attendance report. This shows who has booked in up till now and also shows the totals of any sales and green fees for each attendee.

Firefox

BBC News - Home | BSRC Attendance Recording | BSRC Attendance Recording

bsrc.harimanjaro.net/report_attendance.php

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British Sporting Rifle Club
 Sunday 23rd March 2014 Range Officers: Dennis Smith
No events today

Select rifles | **Daily attendance** | Daily sales

Date: 2014-03-23 Print

Record sales

Register guests

Reports

Backup

Finished

Choose the report date (YYYY-MM-DD).

Daily Attendance Report 2014-03-23

Range Officers: Dennis Smith

Mem #	Name	ASP #	Guests	Green Fee	Ammo	Targets	Other	Total
12345	Paul Harrison	12345	0	£0.00	£7.00	£1.00	£15.00	£23.00
23456	Dennis Smith		2	£30.00	£85.00	£0.00	£5.00	£120.00
		Total:	2	£30.00	£92.00	£1.00	£20.00	£143.00

4. If required you can also see a detailed Daily Sales Report which itemises the sales for each attendee. You get this report by clicking on Daily Sales in the reports section. Results are as below.

Firefox

BBC News - Home | BSRC Attendance Recording | BSRC Attendance Recording

bsrc.harimanjaro.net/report_sales.php

Most Visited | Customize Links | BBC News | World | UK...

British Sporting Rifle Club
 Sunday 23rd March 2014 Range Officers: Dennis Smith
 No events today

Select rifles | **Daily attendance** | Daily sales

Date: 2014-03-23 Print

Record sales

Choose the report date (YYYY-MM-DD).

Daily Sales Report 2014-03-23

Member	Category	Description	Quantity	Amount
12345 Paul Harrison	Ammo	.222 REM @ £0.70 each	10	£7.00
	Other	Baseball Cap	1	£15.00
	Targets	Zero Targets @ £0.50 each	2	£1.00
	Subtotal			
23456 Dennis Smith	Ammo	.224" Sierra HPBT Bullets @ £85.00 per 500	1	£85.00
	Green Fee	Guests	2	£30.00
	Other	Re-entry Fee	1	£5.00
	Subtotal			
Total				£143.00

Register guests

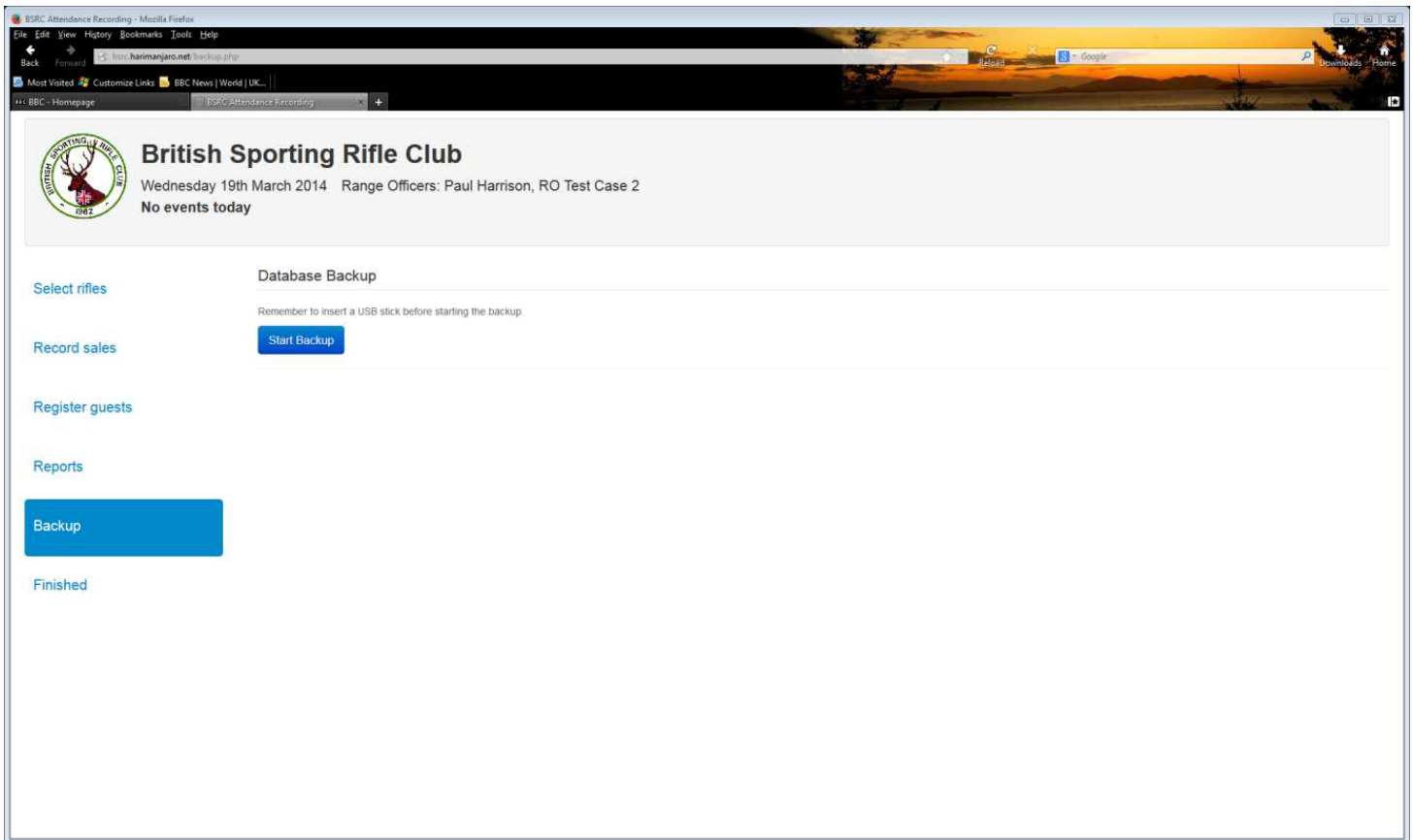
Reports

Backup

Finished

5. You can print this at any time – remember to switch the printer on!!

6. At the end of the day repeat steps 1 -5 immediately above then click Backup and you will get a screen as below. Click start backup.

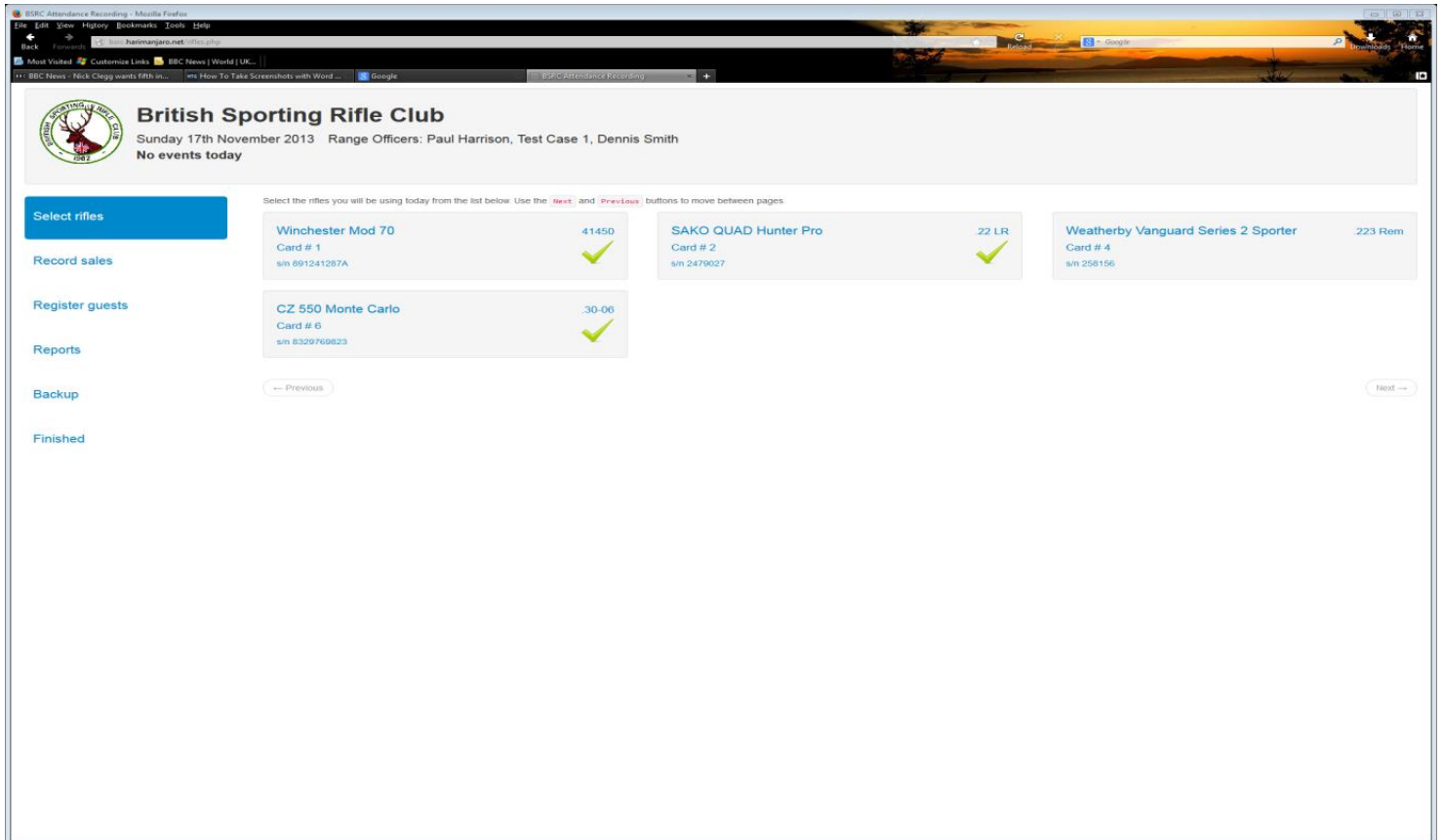


7. After the backup is finished (you will get a message to say it has completed) the click on the “Finished” button on the left of the screen which will take you back to the login screen.

8. **Simply switch the machine off.** I know this is anathema to IT trained people but there is a programmed intervention in here which does actually take the machine down in an orderly fashion

Closing the System down at end of day

1. Sign in again (as at 7 above) confirming you are a Range Officer as before (9 & 10 above)
2. You will now be taken to your Rifles Page (as at 11 above) showing the screen below



The screenshot shows a web browser window displaying the British Sporting Rifle Club website. The page title is "British Sporting Rifle Club" and the date is "Sunday 17th November 2013". The range officers listed are Paul Harrison, Test Case 1, and Dennis Smith. The page indicates "No events today".

The main content area is titled "Select rifles" and contains a list of rifles with their respective card numbers and status. The rifles listed are:

Rifle Model	Card #	Status
Winchester Mod 70	Card # 1	41450 ✓
SAKO QUAD Hunter Pro	Card # 2	22 LR ✓
Weatherby Vanguard Series 2 Sporter	Card # 4	223 Rem ✓
CZ 550 Monte Carlo	Card # 6	30-06 ✓

Navigation buttons for "Previous" and "Next" are visible at the bottom of the list.

4. Touch the word "Reports" shown down the Left side of the screen (or left click with the mouse) and you will taken to a screen as shown below

British Sporting Rifle Club
 Sunday 17th November 2013 Range Officers: Paul Harrison, Test Case 1, Dennis Smith
 No events today

Daily attendance

Date: 2013-11-17 Print

Choose the report date (YYYY-MM-DD)

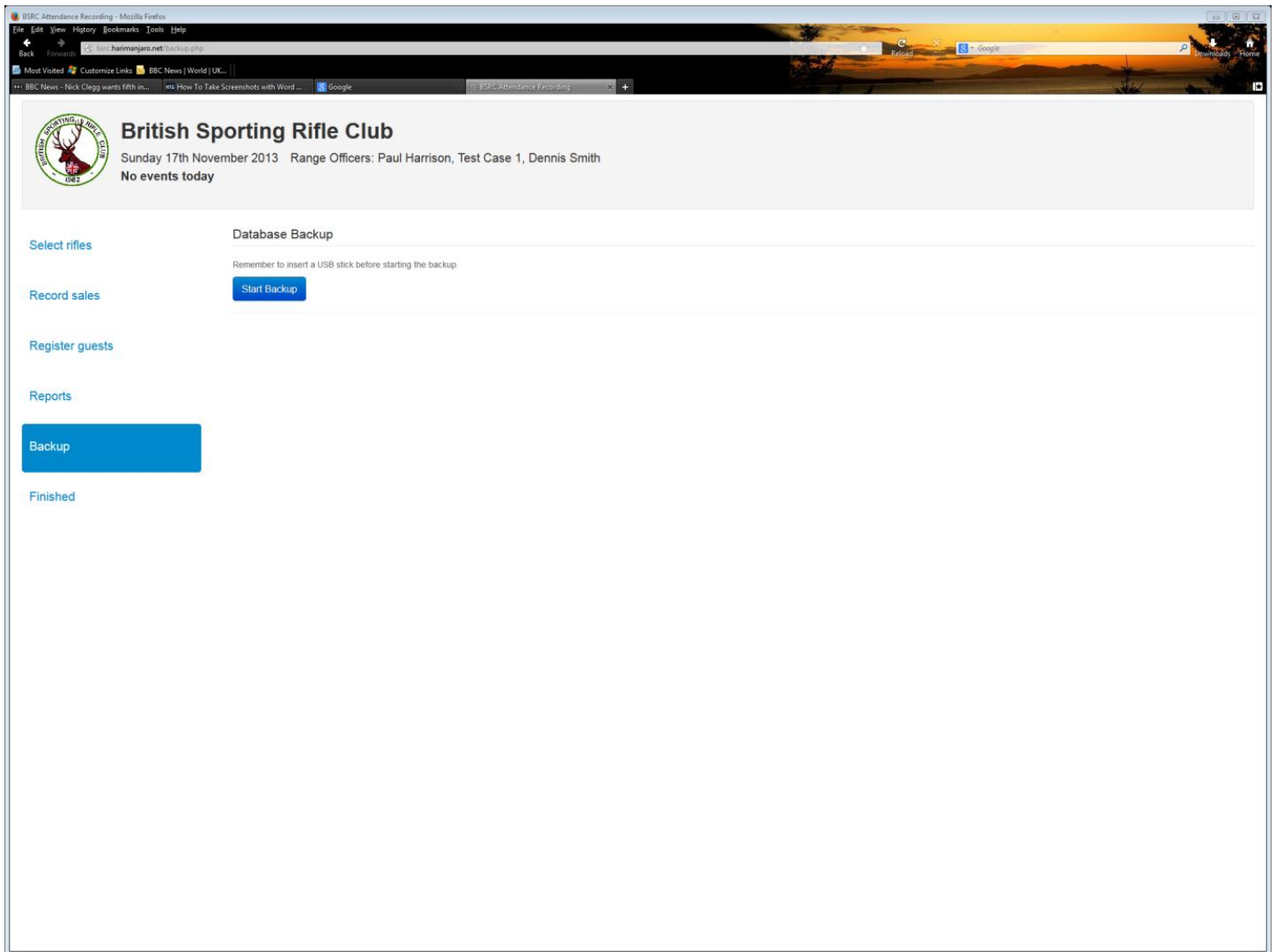
Daily Attendance Report 2013-11-17

Range Officers: Paul Harrison, Test Case 1, Dennis Smith

Mem #	Name	ASP #	Guests	Green Fee	Ammo	Targets	Other	Total
192	Test Case 1		0	£10.00	£0.00	£0.00	£0.00	£10.00
12345	Paul Harrison	12345	0	£0.00	£0.00	£0.00	£0.00	£0.00
23456	Dennis Smith		0	£0.00	£0.00	£0.00	£0.00	£0.00
	Total:		0	£10.00	£0.00	£0.00	£0.00	£10.00

Navigation: Select rifles, Record sales, Register guests, **Reports**, Backup, Finished

5. This will give you a visual report of attendance and what should have been taken in terms of Green Fees, Guest Fees and Purchases split over Ammo, Targets and Other.
6. When you are ready either touch or Left Click with the mouse the Print Button at the top RH side of the screen.
7. After printing the sheet it would be useful if you could write onto it what items are covered in the “other” category of Purchases (if known)
8. Still on the same screen press or click the “Backup Button” on the screen and you will get a screen as shown below.

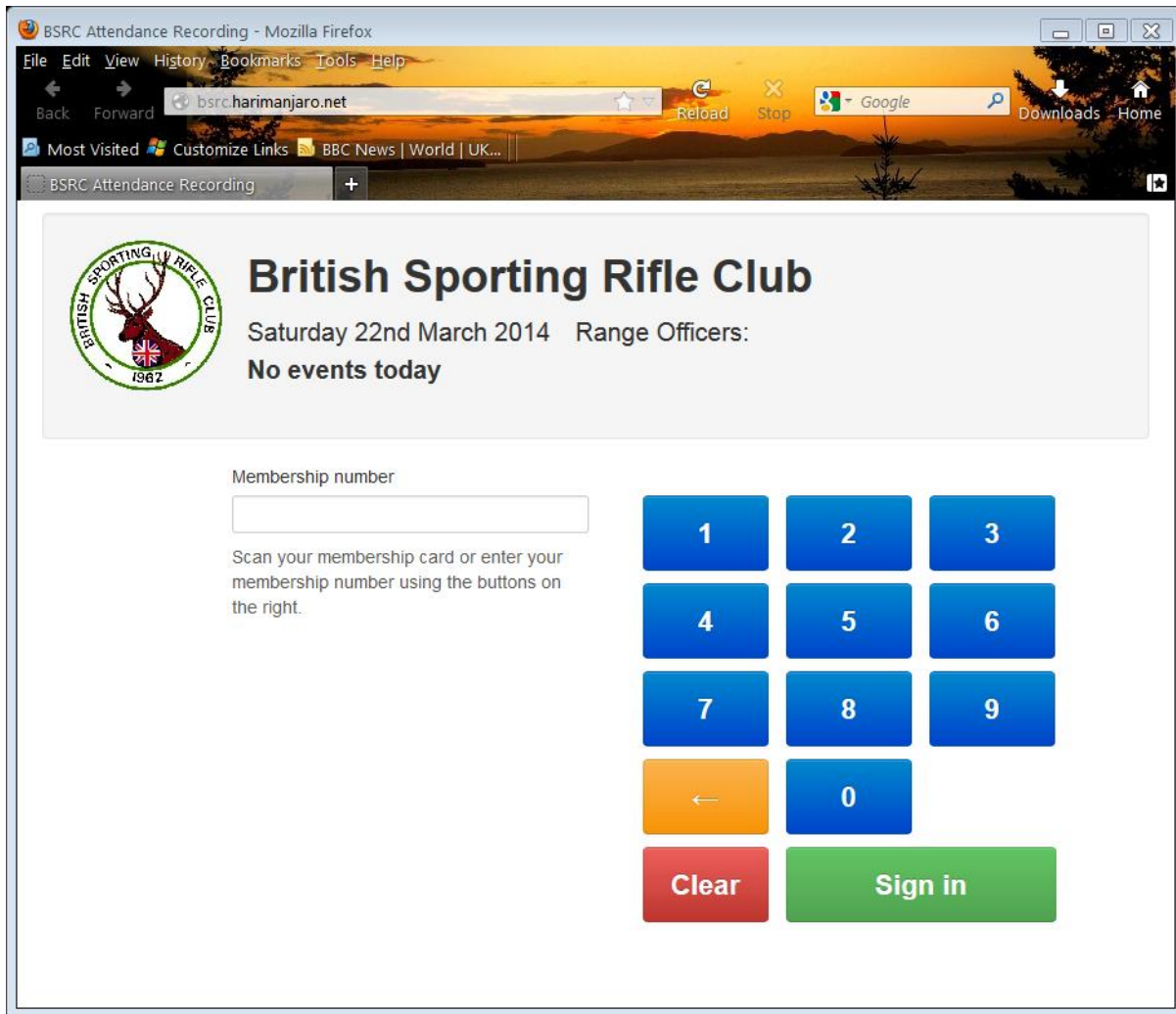


9. Press or click on the “Start Backup” button and wait till you see the individual file names being backed up and a message saying that the Backup is complete and successful
10. Close the system down by simply pressing the power switch on the computer (copper coloured on the front right)
11. Switch off the power at the wall socket.
12. **Remove the USB stick from the Computer and replace it in the brown envelope in the safe in the front office cupboard. This is most important as without this stick no-one can get access to the enciphered data on the computer.**
13. Put the 2 Registers (Guests and Rifle Corrections) away in the front office cupboard.

Go Home - Thank you

Members Using the Attendance System

1. You will be presented with a screen as shown below. This is touch screen and you can choose whether to use this feature or use the mouse or the keyboard.



2. Enter your membership number either by:
 - a) Scanning the barcode on your membership card
 - b) Touching the appropriate numbers on the touch screen
 - c) Entering on the computer keyboard

Please note when entering your number that leading zeros are not required. For example Membership no. 24 would be entered like this and not 024.

3. Press the green sign in box on the screen or left click it with the mouse

4. If you have signed in using anything other than the barcode reader you will be asked for further identification by inputting your NRA number – as in the screen shown below.

If you are a Provisional Member who has not yet joined the NRA then enter your NRA number as 1234


BSRC Attendance Recording - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Back Forward bsrc.harimanjaro.net Reload Stop Google Downloads Home

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BSRC Attendance Recording

 **British Sporting Rifle Club**

Saturday 22nd March 2014 Range Officers:
No events today

Membership number
23456

Scan your membership card or enter your membership number using the buttons on the right.

Please enter your NRA number as an additional security check.

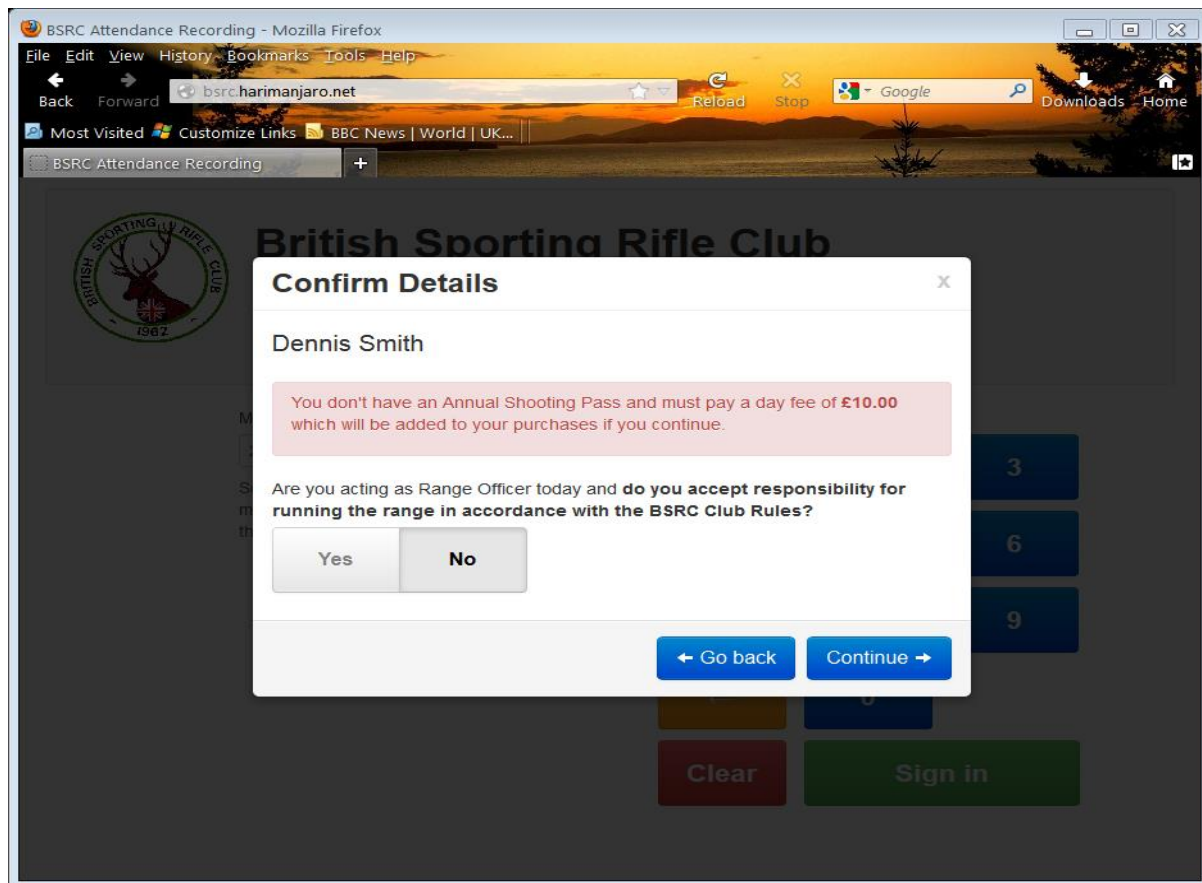
1 2 3
4 5 6
7 8 9
← 0
Clear Sign in

5. You will then be presented with the screen as shown below where you are asked if you are a Range Officer today. Please ensure that you press the “No” area of the screen (or left click it with the mouse) – although No is the default. If you try to sign in before a Range Officer has signed in you will be asked to go back. Wait for an RO to sign in then start again as from 1. Above.

6. You will also note that the screen indicates whether you have an ASP or need to pay the appropriate Green Fee. If you do have an ASP the box is green and will show your ASP number.

6. Press the confirm “button” on the screen (or left click it with the mouse)

NOTE: You will not be able to Login unless a Range Officer has previously logged in.



7. You will then get the screen as shown below. This shows your rifles which are registered on the Database.

BSRC Attendance Recording - Mozilla Firefox

bsrc.charimanjaro.net/rifles.php

British Sporting Rifle Club
 Saturday 22nd March 2014 Range Officers: Paul Harrison
 No events today

Select the rifles you will be using today from the list below. Use the **Next** and **Previous** buttons to move between pages.

Select rifles

Browning T-BOLT22 LR Card # not recorded s/n 98349843y	Winchester Mod 70 41450 Card # 1 s/n 891241287A	SAKO QUAD Hunt... .22 LR Card # 2 s/n 2479027
Weatherby Van... .223 Rem Card # 4 s/n 258156	Winchester Mod 70 41451 Card # 5 s/n 891241287A	CZ 550 Monte Carlo .30-06 Card # 5 s/n 8329769823
H&H Royal 0.375 Card # 18 s/n 549		

← Previous page of rifles Next page of rifles →

8. Touch each “Rifle Box” representing each rifle you will be using that day and a green tick (as shown below) will appear in the box. Please note that only active rifles will be shown. The old card no. of the previous system will be shown for continuity but this will gradually be phased out as new rifles are registered. If the rifles shown are incorrect then please enter details of corrections required (additions or deletions) in the Rifles Details Corrections book which should be available on the desk

BSRC Attendance Recording - Mozilla Firefox

bsrc.harimanjaro.net/rifles.php#

British Sporting Rifle Club

Saturday 22nd March 2014 Range Officers: Paul Harrison

No events today

Select rifles

Record sales

Register guests

Finished

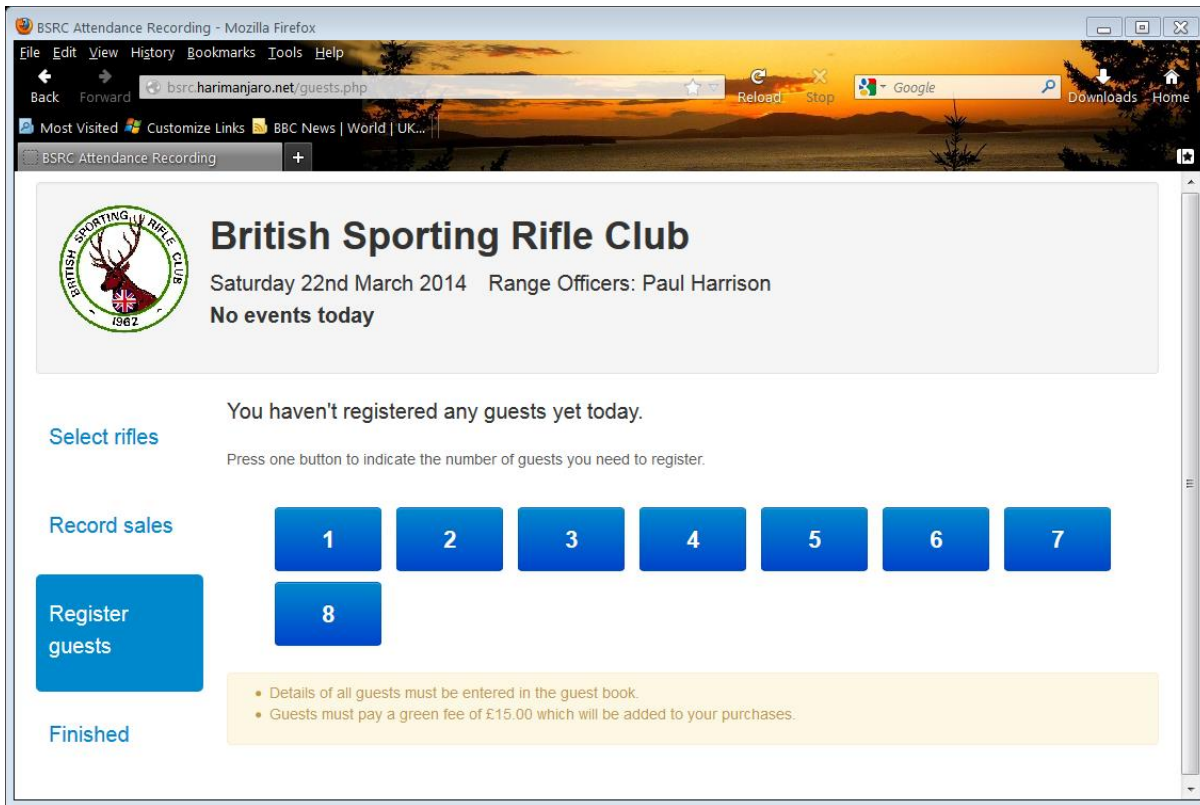
Select the rifles you will be using today from the list below. Use the [Next](#) and [Previous](#) buttons to move between pages.

Browning T-BOLT22 LR Card # not recorded s/n 98349843y	Winchester Mod 70 41450 Card # 1 s/n 891241287A	SAKO QUAD Hunt... .22 LR Card # 2 s/n 2479027
Weatherby Van... .223 Rem Card # 4 s/n 258156	Winchester Mod 70 41451 Card # 5 s/n 891241287A	CZ 550 Monte Carlo .30-06 Card # 5 s/n 8329769823
H&H Royal 0.375 Card # 18 s/n 549		

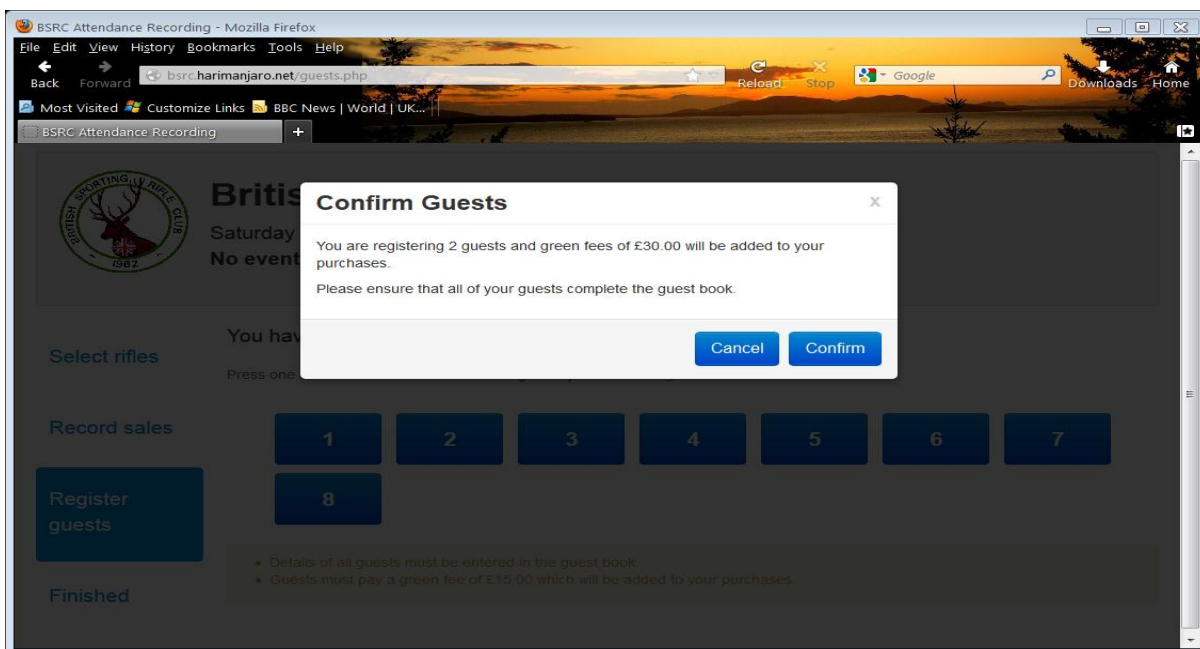
← Previous page of rifles

Next page of rifles →

9. If you are introducing Guests then please touch (or Left Click with the mouse) the “Register Guests” button on the screen. You will get a screen as shown below. If no guests then go to 12 below to Record Sales otherwise touch (Click) the “Finished” button

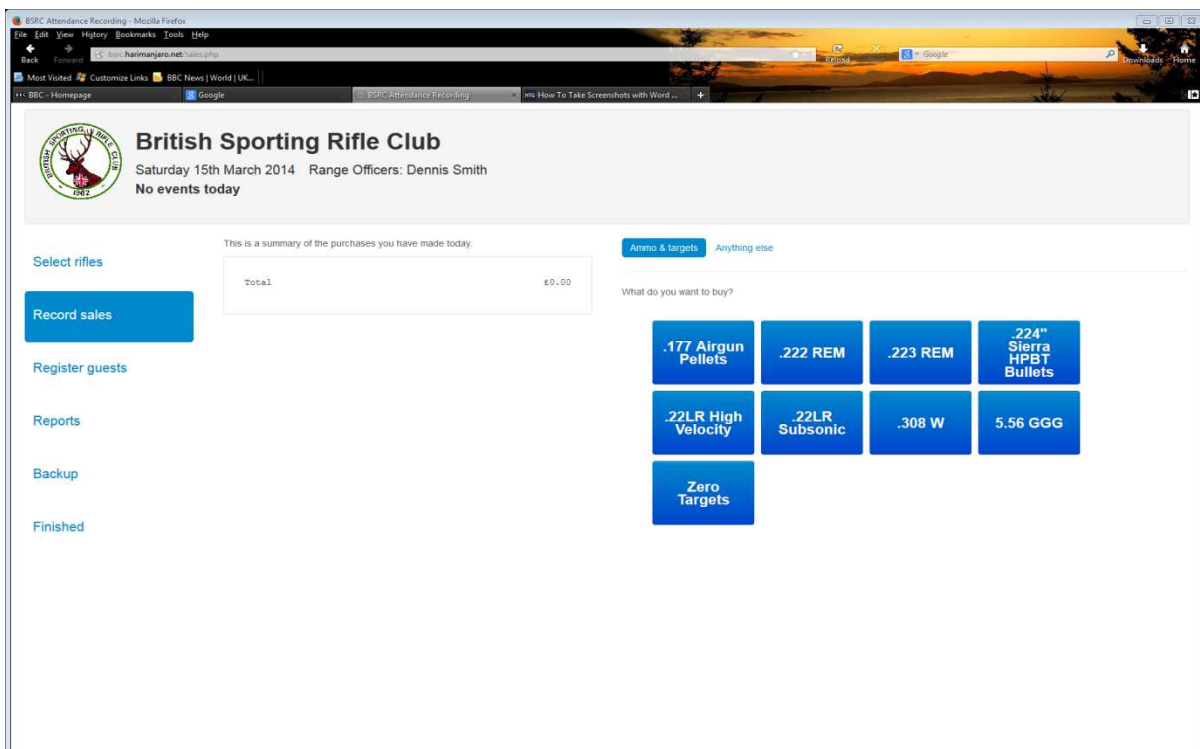


10. Touch or click on the number of Guests you are introducing and you will get the following screen (example shows 2 guests). **Make sure you enter all guest details in the Guest Book available on the desk**



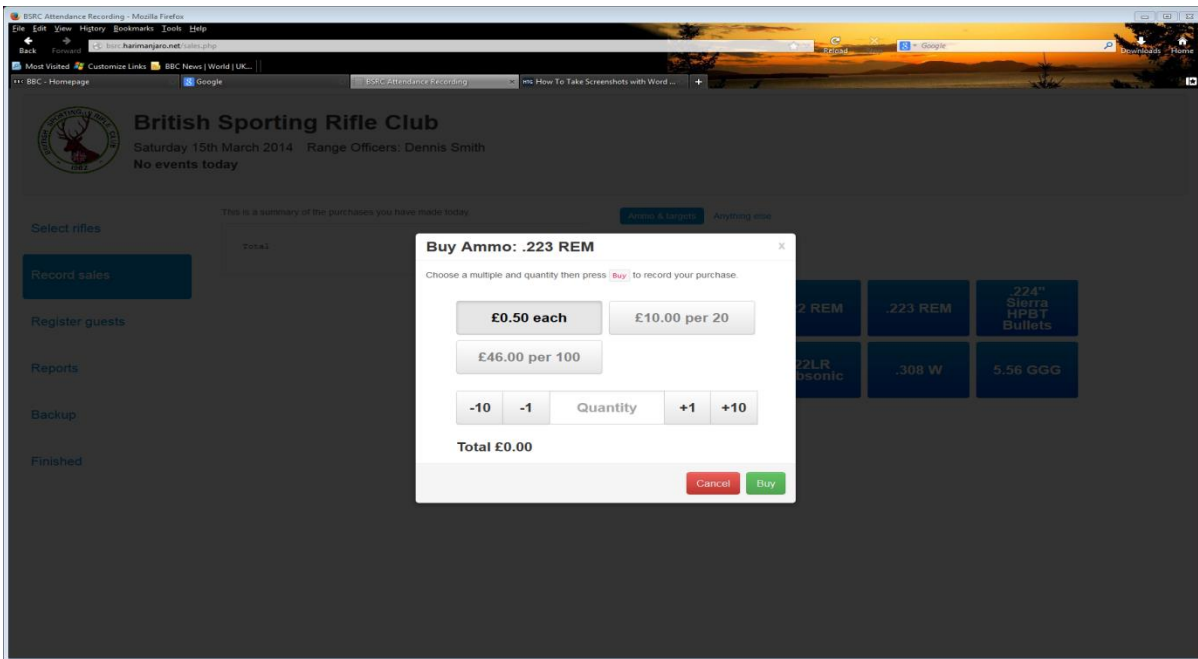
11. Confirm your acceptance of the guest fee by pressing or clicking the “Confirm “ button on the Screen. This will take you back to the previous page where you can either press or click the “Finished Button” or press (click) the “Record Sales” button.

12. If you press the “Record Sales “ Button then you will get the screen shown below

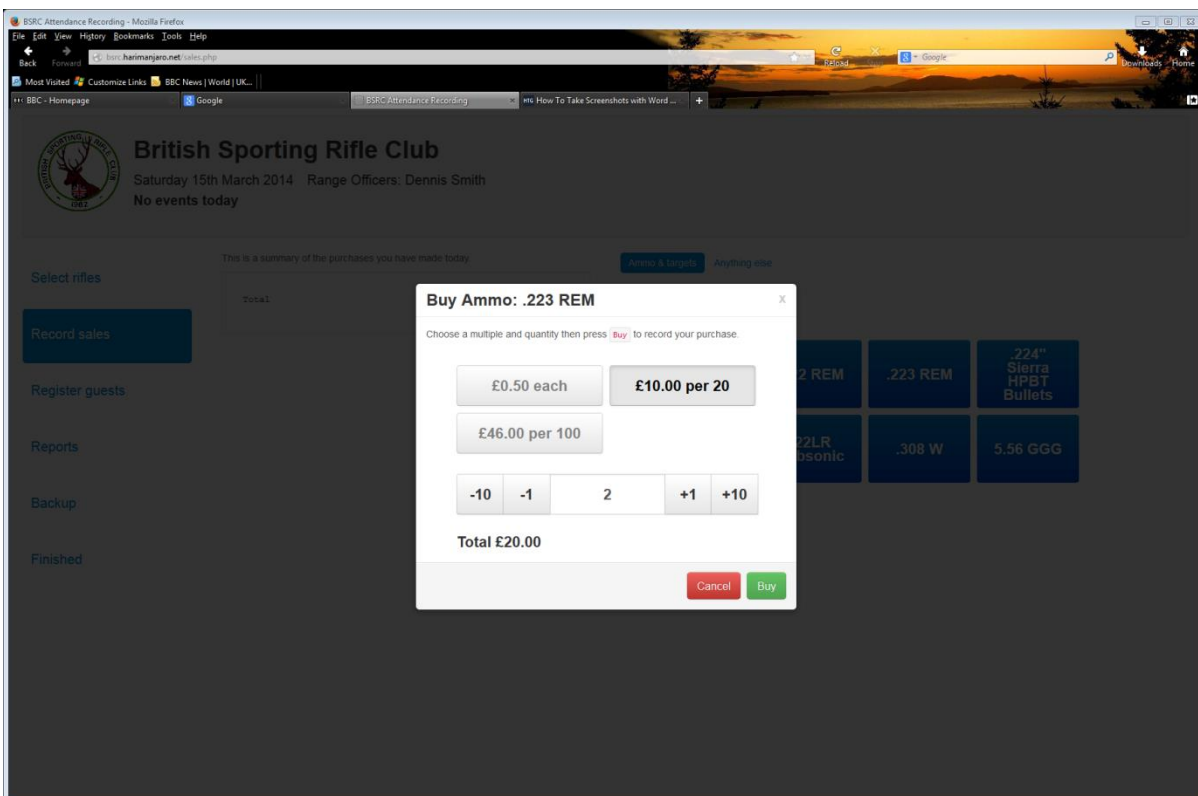


13. If you have paid a Green Fee or Guest Fee then this will be shown in the list of purchases on the Screen. The system will default to purchasing ammunition. If you are buying anything else then touch or click on the “anything else” box.

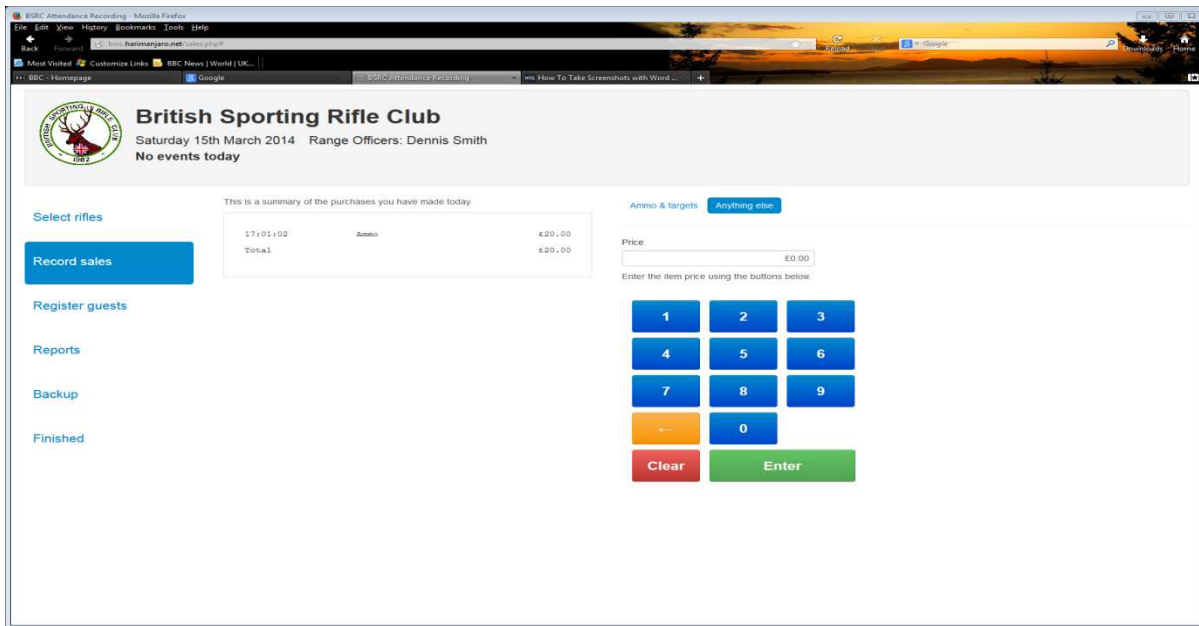
14. If buying ammo then click or touch the box representing the calibre/type you wish to buy and you will get a similar screen to that shown below



15. Touch or click the particular unit you wish to buy – for example in the screen shown below we have opted to purchase 40 rounds of .223 so we have selected the unit of £10 per 20 and we have clicked the +1 button twice to give us 2 units (2x20). Click to buy or cancel the transaction. Your purchases will be shown in the return screen.

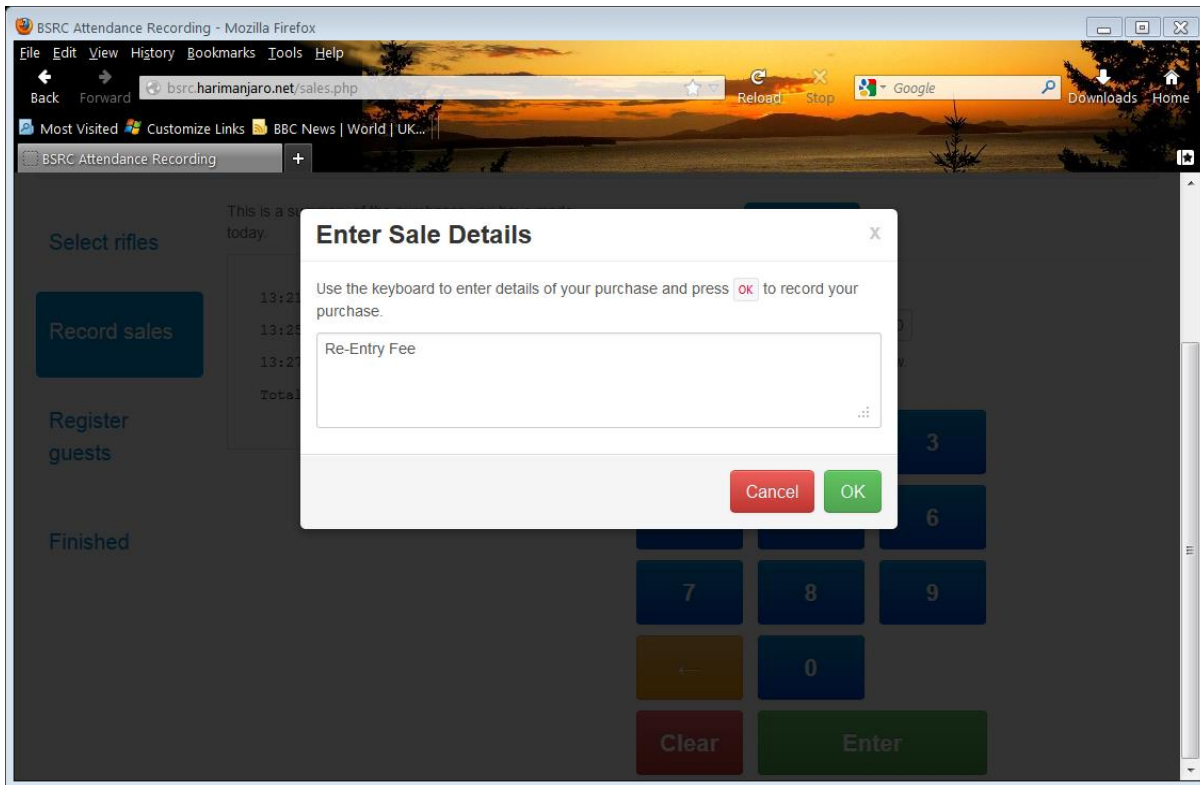


16. If you wish to purchase anything else then click or touch the “anything else” button and you will get a screen as shown below.



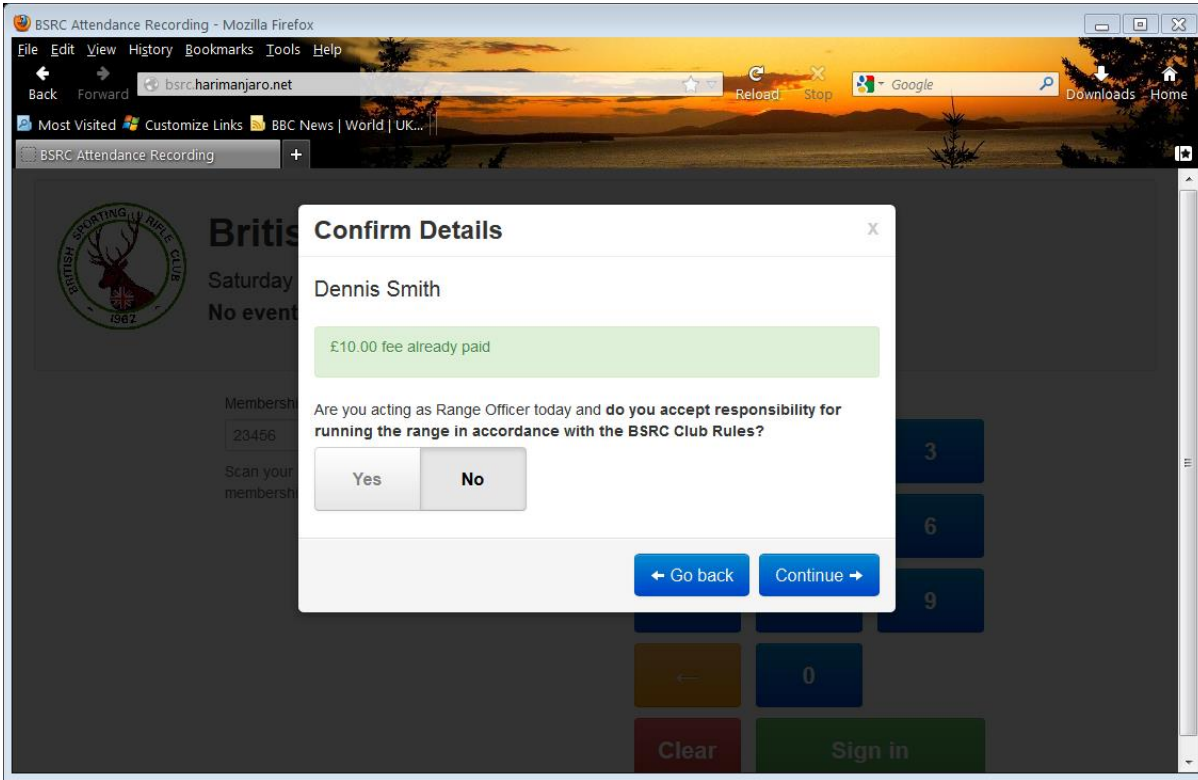
17. Enter the price of the item you are buying. BEWARE THAT YOU NEED TO ENTER ALL DIGITS SO £5 WOULD BE ENTERED AS 500. The value MUST be entered from the screen via touch or mouse. This cannot enter via the keyboard.

18. After entering the price you will then get a screen as below asking you to enter what you are paying for – for example a re-entry fee or ammunition which is not listed in the Ammo section. Please fill this in a via the keyboard and then click or touch OK or Cancel



19. You will now be back in the Record Sales screen. You can record more sales or touch the “Finished” box at the bottom LH side of the action list and the system will return to the sign in screen for the next member to register.

20. If you wish to make more purchases after you have initially registered attendance then just sign in again and navigate through to the “Record Sales” area and enter as in 12 above. The system will remember you have already signed in and will not ask you for another Green Fee. See screen shot below



Key contacts

RCO issues - Ian Millward - 07831 644838

Range & Equipment technical issues - John Rossiter – 07799 646326

Range & Equipment technical issues - David Lamb – 07740 440165

Safety issues - David Lamb – 07740 440165

Computer booking system and Finance – Dennis Smith - 01252 851 060

Ammunition – Heather Hall – contact via the Chairman (David Lamb 07740 440165) or via the NRA

NRA – Radio: Channel 16 - Tel 01483 797 777