

The Target Shotgun Training and Reference Manual of the National Rifle Association of the United Kingdom



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Version History

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Introduction

Target Shotgun includes any event that involves the use of a shotgun for the purposes of competition, specifically excluding quarry shooting and clay shooting which is well served by the CPSA etc.

The governing body for Target Shotgun shooting in the UK is the National Rifle Association (NRA).

This training manual is intended to assist instructors and students in understanding the procedures and protocols that need to be adhered to in order to facilitate safe shooting. Its purpose is to provide a standardised training program that will provide the student with the basic knowledge required to take part in Target Shotgun events either at the NSC Bisley, on MoD controlled ranges, or at their home clubs. The information contained within this manual includes all that is needed for the basic level of knowledge required to obtain a Certificate of Competence (CoC) also known as a Safe Shooter Certificate (SSC).

This manual, produced under the auspices of the NRA, contains four sections:

- D – Background information on shotguns, ammunition and range procedures
- E – Instructors Guide
- F – Details of the NRA Target Shotgun CoC practical test
- G – Questions for the NRA Target Shotgun CoC theory test

All Target Shotgun (TS) instructors, range officers, and participants should be familiar with the contents of this manual, copies of which should be readily available to members of the NRA and affiliated clubs.

Any questions or comments on the Handbook should be directed to the NRA:

via James Harris by e-mail (targetshotgun@nra.org.uk),

or by post through the NRA offices (Bisley, Brookwood, Surrey, GU24 0PB)

How to use this manual

While a vast amount of knowledge can be gained from reading around the subject, hands-on experience with firearms is the only way to develop proficiency and competence. This manual is designed for novice shooters as a source of information, experienced shooters as an aid to learning and Instructors as a guide to how and what to present.

All instructors must be fully conversant with the contents of this manual and preferably be able to conduct any training without reference to it, other than to clarify or check any questions posed by the students.

Section D is designed for all levels of shooter and forms the basis of the classroom elements of the CoC.

It is suggested that all students read Section D of this manual before attending any on range training course so that they have a basic understanding of the terms and details of the firearms and ammunition types to be used. This will save valuable range time and enhance the training experience for all concerned.

Items with a title highlighted in yellow are mandatory core knowledge and the full contents of that section are to be made clear and impressed upon the students, as are safety warnings in red text. It is permitted to expand further on these subjects if required BUT it is not permitted to skip over them or change the content.

Items that are not highlighted are for general interest and an enhanced training experience. The instructor may vary the method of presentation and content as they see fit. While the student is required to be aware of the general details of those items in depth and precise knowledge of does not enhance safety.

Section E is designed to assist instructors and those students who wish to practice on their own.

Note that some students will not be able to complete the exercises as shown and allowances must be made for this and alternative solutions developed. If a student cannot complete any of the on-range test exercises due to permanent disability or infirmity then there is no requirement for them to pass that exercise.

It is understood that some clubs may wish to develop their own training materials and programs; this section is intended to assist them and act as an aide memoire for Instructors. The method and duration of presentation can be varied to suit the circumstances and students.

Section F contains the NRA CoC on range test exercises and is included for use by NRA instructors or clubs adhering to the NRA SSC system of training.

The individual tests are to be carried out in any sequence however, the arrangement they are in is laid out in a logical order. The test standards and criteria CANNOT be changed.

The test criteria are not negotiable or subject to interpretation, any requests for clarification on them should be made to the NRA.

Section G contains the NRA CoC theory test questions and is to accompany Section F.

All questions in Table 8 must be answered correctly.

15 out of 20 questions from Table 9 must also be answered correctly; these are a mixture of behavioural and technical questions. The Assessor may exercise their discretion if they feel the candidate does not properly understand the question and may ask another.

Presentation of information

It is up to the individual instructor to determine how they present the contents of this manual however the information is in a logical sequence and starts with the simplest principles or exercises

D – Technical Details for Students (sections highlighted are mandatory core knowledge)

Background information

It is the shooter's responsibility to ensure that the firearm they are using is fit for use, can be used safely in the location that they intend to do so, and that they are familiar with its operation.

The use of shotguns on ranges is tightly regulated and subject to the constraints imposed by the Range Orders which take precedence over all other rules and procedures. The Range Orders will be written and issued by the party responsible for the safe operation of the range facility; be this a private range or an MoD controlled one.

It is the Range Conducting Officers responsibility to ensure that live firing is carried out only in accordance with the Range Orders and that those using the range are competent to do so, unless being supervised by a competent person on an individual basis.

Target Shotguns - Background

Shotguns are the most common of all cartridge firearms and they have the widest spectrum of action types currently allowed under UK legislation. There are 3 designations for shotguns under the various firearms acts:

- Section 1 – generally any magazine fed shotgun with a capacity of more than 2 rounds or a detachable magazine.
- Section 2 – generally any shotgun with a fixed magazine of no more than 2 round capacity or a classic type shotgun with 2 barrels etc.
- Section 5 – generally any fully automatic shotgun, any short barreled shotgun (less than 12”) or a pump or semi auto shotgun with a barrel less than 24”.



Section 1, or Firearm Certificate (FAC) shotguns are the most competitive type available for Target Shotgun shooting and may only be used by a person with the relevant conditions on their FAC. It is not permitted to borrow or loan a shotgun to which Section 1 of the Firearms act applies.

Section 2, or Shotgun Certificate (SGC), shotguns are the most prevalent type available however their use in TS is severely limited and, although useful for training beginners, are not suitable to be used in most TS competitions.

Sections 5 shotguns are not available to the shooting community for competitive shooting.

There are varying levels of security required for the possession of shotguns and your local Firearms Enquiry Team will be able to provide you with detailed guidance.

Action types

Target Shotgun generally makes use of magazine fed shotguns which are normally manually cycled (pump lever or bolt action), or use some type of automatic mechanism based on gas bleed off or inertia. However for reasons of inclusivity the traditional break barrel shotgun commonly associated with quarry or clay shooting (defined as “Classic” in the TS rules) will be included as many shooters will also possess one and may on occasion wish to use it for ad hoc competitions.

“Classic” Shotgun

This subdivision includes all non-magazine fed shotguns such as: Side by Side (S-S), Under and Over (U&O) and Single Shot Martini action. These designs are the oldest and some may not be proofed for modern nitrocellulose based propellants, particularly martini actions. The Proof House stamp will indicate whether the gun has been tested with modern nitro powders and will also indicate the nominal chamber length of the gun. If the Proof House stamp cannot be found then it may be concealed under the furniture, seek further advice from a reputable gunsmith or dealer who may be able to send the gun to be re-proofed if required.



A typical under and over pattern shotgun. The action release has been pushed to the right to “break” the gun and the ejector has pushed the spent cartridges out. The safety catch is visible behind the action release.

©GMK

The S-S and O&U consist of 4 main parts: barrel, action, stock and fore-grip.

- The barrels will generally have a fixed choke but some more modern types will have variable or screw in chokes. Older guns may have “Damascus” barrels made by forging strips of metal over a mandrel, the use of solid slug and steel shot is to be avoided in them. Both types may have “rib” along the barrel on which will sit a bead sight at the muzzle end; some will be fitted with flip-up leaf sights for using slugs. The bead sight may be either a metal ball painted or anodized, or could be of a more modern plastic fibre optic type that is much easier to acquire in poor lighting conditions.
- The “action” will consist of the trigger mechanism, the hammers and the barrel hinge. Most double barrelled guns will have 2 triggers, one for each hammer, though single trigger units are common. The “Lock” is the historic name for the action however, it more accurately refers to the mechanism that holds the action closed. The most common location for the lock release is above the action and the barrels are normally unlocked by pushing the lever to one side with the thumb. On opening the action fully, the hammers are sometimes re-cocked automatically and in the case of an “ejector” type gun the spent cases are forced from the chambers.
- Stock – normally a fixed wooden stock is fitted, though some clay shooting guns will be fitted with an adjustable comb and/or butt pad.
- Fore-grip – normally made of wood or plastic, this provides an ergonomic place to support the gun under the barrels.

Safety Warning: Non ejector types guns and those with faulty mechanisms will not extract cartridges from the gun. Always make sure that the gun is unloaded by visually inspecting the chambers before retiring from the firing point.

The hammers on older models of gun may be external to the receiver/lock and such guns are normally described as being "Hammer Action". The sear may have a half cock position. It is imperative that if the half cock position is to be used as an alternative to a safety catch, that it is in good order and cannot be overridden by spring pressure or forces exerted on the hammer spurs.



Typical Hammer Gun

image via Myles Robertson

On a Standard action gun the hammer is internal to the receiver/lock and is reset by either the operation of the gun after firing or when the action is opened to eject spent cartridges.

Manual action shotguns



A typical "pump action" shotgun. The fore-end grip is forward and therefore the action is closed.

©GMK

The most common of these is the "Pump Action" shotgun which consists of 5 main parts: barrel, receiver, stock, magazine, fore-grip.

- Barrel – normally this has a rib along the top to aid sighting and may be fitted with a bead foresight.
- Receiver – (also known as the action) which encloses the working parts (trigger mechanism, shell lifter, breech block).
- Stock – normally fixed but sometimes telescopic or folding.
- Magazine – which is normally tubular and below the barrel.
- The fore-grip is manipulated by the shooter after firing to open the action, eject the spent case, cock the hammer and chamber a fresh cartridge. Since this operation is a linear movement from front to back and then forwards again this gives rise to the nomenclature "pump action".

Lever action shotguns are also encountered and are usually based on the Winchester design. Operating the lever below the receiver cycles the action. It should be noted that the original Winchester design is not fitted with a safety catch.



Lever action shotgun fitted with partridge sights for slug shooting

Bolt action shotguns are produced for some specialist purposes and are effectively rifles with no rifling. Many ex service rifles have been converted to .410 calibre and are useful for quarry shooting, training and target shooting purposes.

Semi-automatic shotguns

As early versions of these were developed from pump actions by the addition of a gas bleed port on the barrel and a cycling piston, they are very similar in layout to them. Some modern semi-autos have also been derived from service rifles and are aesthetically similar to them.



A typical semi automatic shotgun, this version works on an inertia system and has fixed tubular magazine. ©GMK



A typical box magazine shotgun – this version works on a gas bleed system image via Myles Robertson

There are 2 main action types: gas bleed and inertia action.

- Gas operated shotguns are cycled by a piston normally enclosed within the fore-grip, driven by a small proportion of the gas that propels the shot being allowed to exit the barrel part of the way down the bore. This bleeding of gas leads to fouling of the mechanism and if not cleaned and maintained, lead and powder residue can build up which may cause stoppages and malfunctions.
- Inertia mechanisms work on the principle of differential recoil between the action and the breech block. On firing, the gun recoils in the shoulder until such time as the resistance from the shooters body slows this motion. As the action slows the breech block continues to move rearwards, unlocking the mechanism and opening the breech to extract the spent case and also compress the return spring housed in the stock. Once the breech block reaches the rearmost point of travel it is propelled forwards by the return spring decompressing. Since this system is dependant on recoil it sometimes requires the use of ammunition that is more powerful than is needed to cycle a gas operated gun. The upside is that the mechanism is simpler and requires less cleaning and maintenance.

Though the majority of semi auto shotguns have tubular magazines under the barrel, a significant number have a detachable box magazine but operate in the same manner in all other respects.

Safety Warning: Springs in tubular magazines can sometimes fail or the follower can get stuck. In these cases, cartridges may be left in the magazine even though they cannot be seen. It is vital that when clearing a shotgun the chamber is checked AND that the magazine follower is visible. If you cannot see the follower then the gun CANNOT be proved clear.

Esoteric shotguns

As with all small arms, inventors and tinkerers the world over are perpetually trying to make a better gun, however, their creations are beyond the scope of this handbook. In the event of a query over something that does not “fit” in the above descriptions please contact the author for more information.

Common parts

The exact mechanism and controls on each model/type of shotgun are beyond the scope of this manual however, the following are normally present:

Safety catch

There are various types of these and they operate in a different fashion:

- Cross bolt/hammer – this type physically blocks the path of the hammer or firing pin and prevents it from falling or striking the primer.
- Trigger block – this type prevents the trigger from being manipulated and releasing the hammer/firing pin.

The safety catch is normally found either at the front or rear edge of the trigger guard or on top of the receiver. Such “top tang” safeties can be readily manipulated by the thumb with the finger on the trigger and users of such types are warned to make sure that their fingers are clear of the trigger guard when releasing the catch.

Action hold open

On some types of shotgun this also doubles as the cartridge release catch and it is normally found protruding from the lower receiver, either in front of the trigger guard, or on the right hand side of the action. In most cases this will need to be held in place as the action is cycled to eject live cartridges from the magazine and the action will not lock back until the last round is extracted from the magazine.

Action release

This is normally a button on the side of the receiver which, when depressed, releases the hold open catch. On some models the action is released by pushing the shell lifter or carrier plate upwards into the receiver.

Shell lifter/carrier plate

This is the part of the mechanism in repeating shotguns that raises the cartridge that has been released from the magazine up to the level of the chamber and holds it there until the breech block moves forwards and loads it.

Breech block

The moving part of the mechanism in a repeating shotgun that will move to the rear after firing and re-cock the hammer, on moving forwards it will strip/push the next cartridge from the magazine into the chamber. It is normally where the locking lugs and firing pin are mounted/carried.

Locking lugs

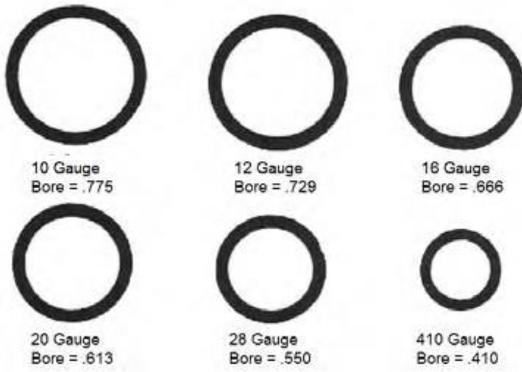
These are the parts of a repeating shotgun that are either forced outward when the action is closed into recesses in the receiver, or turn and lock into grooves in the chamber to form the mechanical support to the breech block to stop it being forced open by the chamber pressure on firing.

Calibre or Bore

The size of a shotgun barrel is normally expressed as being a 12bore or 12 gauge. This numerical expression is based on the number of lead balls of the same diameter as the barrel required to make up 1 pound of lead. As an example, a 12 bore shotgun has a nominal barrel diameter of 0.729 inches and 12 pure lead balls of that diameter weigh 1 pound.

Smaller diameter barrels are sometimes referred to by the actual diameter of the barrel in inches, such as .410.

Safety Warning: Never mix cartridge types in your ammunition carriers! A smaller bore cartridge may well be loaded into the chamber of the gun and then a correct size cartridge can be loaded behind it. This will result in a breech explosion!!!!



Gauge	Bore diameter		Weight of single ball		
	inch	mm	grains	oz	grams
8	0.835	21.210	874	2.00	56.70
10	0.775	19.690	699	1.60	45.36
12	0.729	18.516	581	1.33	37.80
14	0.693	16.230	500	1.14	32.40
16	0.663	16.830	437	1.00	28.34
20	0.615	15.630	350	0.80	22.67
24	0.579	14.710	292	0.67	18.90
28	0.550	13.970	250	0.57	16.20
67 1/2	0.410	10.410	104	0.24	6.71

The table lists the gauge and bore size for the most commonly used shotguns. Note that weights are for single lead balls of the same diameter as the barrel and are included for interest rather than reloading purposes. Always check that the projectile you intend to shoot are suitable.

Chamber length

This is the nominal length of the chamber and is normally expressed in inches, 2”1/2, 2”3/4 and 3” being the most prevalent. The actual length will vary according to manufacturer however, cartridges exceeding the nominal chamber length for the gun must never be fired, doing so may result in higher breech pressures than can be contained and a catastrophic failure of the mechanism. The chamber length is normally stamped on the barrel, but if it is not present guidance should be sought from a competent person before using the gun.

While black powder shotguns can provide a great deal of enjoyment, the use of gunpowder as a propellant brings additional factors that need to be addressed such as misfires, smoke nuisance to other competitors and carriage/storage of ammunition problems. For those reasons their use is not permitted in NRA competitions at the NSC Bisley without specific permission.

Choke

A constriction at the muzzle of the barrel that reduces the diameter of the shot column as it exits the gun and tightens the pattern of shot.

Chokes can be:

- Fixed – where the barrel is made with a taper at the muzzle and cannot be altered.
- Screw in – where the choked section can be removed and replaced to alter the pattern size to suit the use.
- Variable – where a collet or locking ring is adjusted by the user to tighten or loosen the constriction by bending vanes within the barrel.

Chokes sizes are generally expressed as follows:

	Nomenclature	Nominal constriction for English guns in inches	European marking	Nominal constriction for European guns in mm	Comment
0	True Cylinder	none	CL		Least amount of constriction therefore shot patterns are largest when used
	Skeet		*****	0.5-0.15	A very light choke
	Improved Cylinder	0.005	****	0.2-0.3	A light choke that tightens the pattern marginally but does not present much resistance to solid slug or larger Buckshot sizes
¼	Quarter	0.010			A minor constriction
½	Modified	0.020	***	0.4-0.6	The most commonly used choke for Buckshot and Slug shooting
¾	Improved Modified	0.030	**	0.7-0.8	
4/4	Full	0.040	*	0.9-1.0	The greatest amount of constriction for a normal choke. The use of slug through such a choke is not advised, see notes
	Extra full or "Turkey"				A specialist choke originally made for hunting use only although sometimes used as a training aid. NOT to be used with slug

Shot Pattern

This is the name given to the spread of shot after firing at known distances. The size of the shot pattern is affected by:

1. choke
2. pellet size
3. velocity
4. wad type
5. barrel length

Given that the number of permutations in the factors affecting the pattern size is very high, there is little benefit in covering this in depth. The individual shooter is advised to find an ammunition type that: can be used at their club, cycles their gun reliably, is cheap enough to purchase and easily obtainable. Once these criteria are met it is then possible to carry out pattern testing of their own gun with the various chokes available to see which suits their purposes best. To do this a pattern board or screen should be used. This can be no more than a roll of wall paper hung from a string line though proprietary pattern boards are available. Some clubs provide a steel plate and a bucket of whitewash instead, though this should only be used with lead shot and while wearing glasses at a safe distance. There is a pattern board available for use at the National Clay Shooting Centre, Bisley.

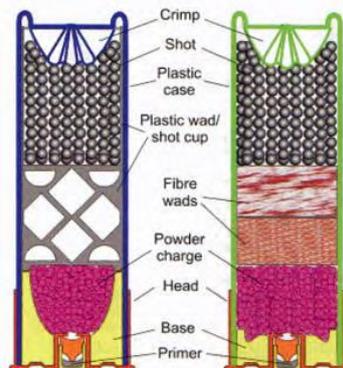
Safety Warning: Ensure that the gun is unloaded before changing chokes!!

Cartridges

Most cartridges will have their nominal case length printed on the side in inches or mm, this will indicate if they can be used in your gun or not. In the event that this is not present and the provenance of the ammunition is not known, then they should not be used. Also present may be the shot size and weight of shot, in most cases this will be expressed in metric units though imperial measures are sometimes found on old cartridges.

Typically a shotgun cartridge will be marked on the side with the chamber length for which it has been designed, the weight of shot loaded and the size of the pellets.

All ammunition must be within the limits set out in the range safety certificate for the venue in use; this will be defined in the range orders, or by the party responsible for the safe operation of the venue.



Shotgun cartridges consist of 4 main parts:

- Case or “hull” – normally made from plastic with a brass or coated steel base or rim that holds the primer in place.
- Powder – normally a nitrocellulose based propellant though ‘black’ or gun powder charged ammunition is available.
- Wad – this forms the gas seal between the shot column and the expanding gases formed after the ignition of the powder. Wads can be made from a variety of materials; natural fibre wads are preferred on rural shoots though bio or photo degradable plastic wads are sometimes accepted.
- Shot column – this is normally comprised of lead pellets though a multitude of projectiles can be loaded.

Also present in some cartridges is a “shot cup” which can be either an integral part of the wad or a separate part. Its purpose is to constrain the shot column after it has left the barrel and thereby reduce the size of the shot pattern.

Safety Distances

The safety distances vary according to projectile type and size however for the standard types permitted in NRA competitions the following are the minimum distances where no backstop is used:

- Birdshot – max size 4 – range 300m
- Buckshot – max size SG – range 750m
- Slug – range 1300m

(references: JSP 403 Change 6, Vol 2 Fig 19, March 2010
CPSA Safety Guide “booklet 41” page 2
United States Department of the Army PAM 385_63 Table 4-1 page 30 , Jan 2012
United States Department of Energy Range Design Criteria 2012, Table 1 , page 7
Journé’s theorem – the range of a spherical projectile is equal to its diameter in inches multiplied by 2200, this assumes that the material is pure lead however it is an approximation)

Solid Slug ammunition

In addition to shot, single projectiles or solid slug are also used with shotguns.

The most common are comprised of “Brenneke” style slugs with a screwed on or friction fitted base wads that act as gas seals and give the projectile a more aerodynamic shape when in flight. “Foster” type slugs do not have a fixed base wad to aid their flight characteristics and instead rely on the fact that they have the majority of their weight close to the nose, this causes them to act like a shuttlecock and return to the most stable position if they destabilise in flight. Other types include brass cored slugs with a plastic encasement that remains in place after firing, and sabot slugs that comprise a metal slug or bullet surrounded by a plastic jacket that drops away from the core after firing.

Solid slug ammunition is normally only used on certified ranges where it can be safely contained within the Range Danger Area. The maximum range of Solid Slug is approximately 1100 metres however a safety margin will need to be added taking the danger area length to 1300metres

Safety Warning: The use of slugs in home loaded cartridges needs to be carried out with great care as if the nose of the projectile projects beyond the case it could cause premature ignition of other cartridges in tubular magazines by striking the primer of them.

To prevent inadvertent loading of the wrong ammunition type clubs are strongly advised to require that shooters do not come to the firing point with ammunition types that would if fired breach the RDA set up for that event.

Sights

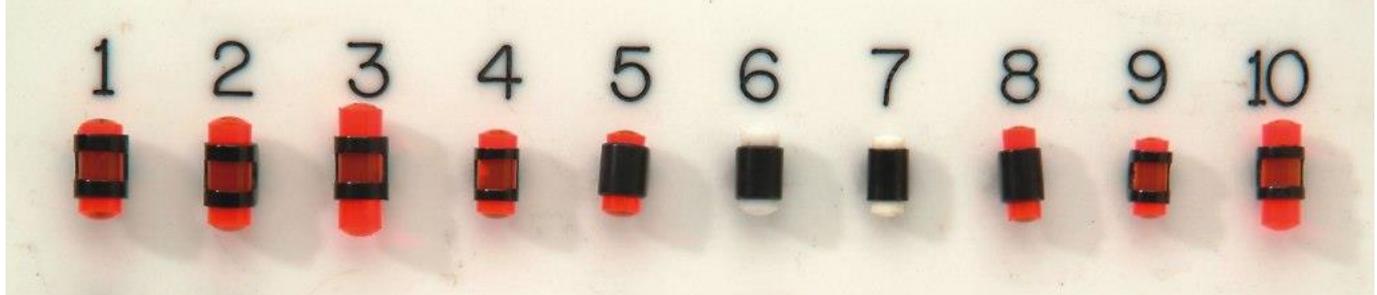
Modern sporting shotguns are normally fitted with a barrel rib and bead foresight which will suffice for the majority of the purposes that they will be used for. Some may be fitted with iron sights more akin to those found on a rifle and can be particularly useful for precision or long range shooting with slugs. In addition telescopic and holographic projection (red dot) sights can also be fitted. Each has its own merits and drawbacks and it is for the individual to determine which type they prefer.

Table 3 – Sight types	Pro's	Con's
Bead and rib	Fast acquisition Cheap Simple Best for clay shooting and high speed shooting at short range	Not precise for long range shooting Hard to see in low light unless of a fibre optic type or luminescent type
Iron sights (rifle type)	Cheap Simple Good for slug shooting	Slow acquisition
Telescopic	Best for long range and precision shooting	Add weight to the gun Very slow target acquisition at short ranges Expensive Susceptible to damage from recoil
Red dot	Fast acquisition Good for short and medium range slug shooting	



Different types of foresight bead, these all screw into the top of the rib/barrel and are interchangeable

©GMK



Top view of various sized fibre optic types foresight beads

©GMK



A dual action (semi auto or pump action) shotgun fitted with slug sights

©GMK



A typical holographic or "red dot" sight fitted to a shotgun, The adjustment screws are visible on the side of the sight housing.



An LED within the sight projects an image of a circle or dot onto the glass lens and this is then zeroed to the point of impact. Brightness and size of the dot are sometimes adjustable.

Sight picture

This is the visual image seen by the shooter when they align the gun with their intended target. It will vary according to gun type, sights and the individuals' physiology. As everyone has a slightly different stance and eyesight there is no one correct sight picture. Without practice and self evaluation by the shooter the correct sight picture they need to see cannot be determined.

Zeroing

When using solid slug it is imperative that the sights are correctly aligned with the point of impact (POI). This process of adjusting the sights is called zeroing and should be carried out by a competent person in a safe place. There are some systems that enable rough alignment of the sights and barrel to be carried out without firing, however they should not be relied on completely.

To zero optical sights the following basic procedures should be followed:

1. mount sight correctly on gun and ensure that all mounting screws or clamps are securely fastened
2. ensure that there is sufficient eye relief to avoid being struck by the sight when the gun recoils
3. initial zeroing should be carried out at short range (up to 25m) so that the sights are roughly on target at longer ranges

A firearm is said to be zeroed when the POI is the same as the point of aim (POA) at the distance it is being used at. If zeroed at 25m then the POI will be between 4 and 18 inches lower than POA at 100m.

Targets

Various targets are used in competitions and practice and include; paper or card targets with scoring rings or zones, metal plates that fall when hit and frangible targets that break or shatter when shot. While the event conditions will specify the value of the targets the range orders will dictate what type can be used, where they can be sited and what ammunition types can be used to engage them. **If metal or hard targets are used then the risk of ricochet and backslash needs to be accounted for and the wearing of glasses is mandatory for all on the range.**

The use of "hard targets" on Bisley ranges must be approved by the NRA and on MOD ranges by the ranges supervisor provided that the use of them does not breach the range orders.

Hard targets

Any target that by dint of its construction or placement that could cause ricochet or backslash. This includes metal plates, skittles and plastics/polymers/ceramics etc

The minimum distances for the engagement of hard targets is as follows:

- 5m Birdshot (up to UK size 4)
- 10m Buckshot /Small Game (sizes above UK no 4 up to size SG)
- 25m Solid Slug

These distances are the minimum that may be imposed and where required by Range Orders or after assessment by the responsible person the minimum engagement distances may be increased

Examples of targets commonly used

			
DP 1 target	DP 2 target	Plate rack	Breakaway plate

Ranges

Most clubs practising TS will have access to MOD ranges however not all such facilities permit the use of shotguns. Exact details of what practices and ammunition types may be carried out can be found in the Range Orders. Only NRA certified RCOs can sign for MOD ranges in order to carry out Target Shotgun practices.

On private clubs and commercial facilities the Range Orders may well be written to take in to account the range safety certificate that could have been issued by the MOD before the self certification process was implemented. The owner / operator of such facilities is the final arbiter of what practices may take place however clubs are advised not to deviate from the guidelines set out in this manual even if the operator permits them to do so.

Safety Warning: It is NEVER permitted to elevate the gun to an angle where if a shot is fired it will leave the confines of the range or range danger area. Clubs are advised to implement a muzzle down carriage rule that will encourage shooters not to lift the muzzle once they think they have completed the unload procedure.

No Danger Area ranges

Generally these are built ranges where the backstop and side walls are of sufficient height to catch any ricochets or low angle misses. They are not designed to contain shots from firearms that are not kept pointing within the confines of the range. **Therefore the gun is not to be allowed to point in any direction where a shot fired would leave the confines of the range.** This is of supreme importance, NDA ranges have no fall out area and pointing a loaded gun outside of them will mean that the range orders are not being followed, and therefore the range is being operated outside its design parameters. This means that any insurance policy would be invalid and therefore the shooter is acting illegally.

Limited Danger Area or Gallery ranges

These are ranges with a constructed backstop that will contain projectiles fired into them. Low angle misses and ricochets will also be contained by the backstop or RDA that extends laterally and behind the backstop. They will not constrain projectiles above certain vertical or lateral angles. **Therefore the gun is not to be pointed in any direction where a shot fired would leave the confines of the range. The Danger Area is not to be used as a substitute for a backstop since it is only there to contain ricochets or low angle misses.**

Field Firing Ranges

Generally these are areas of open country with little or no constructed features. The RDA is of sufficient size that if a shot is fired within the designated safe angles and the design parameters of the range it will land within the danger area. Not all such ranges can accommodate all ammunition types or projectiles fired with the gun elevated above certain angles. **Therefore the gun is not to be pointed outside the danger area and/or elevated above certain limits as previously calculated and laid out in accordance with JSP403.**

More details are available on the NRA RCO course.

Range procedures

While not all TS events will take place on constructed ranges, clubs are advised to put in place procedures and appoint officials with specific duties relating to safety. On MoD ranges an NRA certified RCO must be present while carrying out TS practices and they must be aware of the range standing orders and their duties under them. The following "titles" and "job descriptions" are those used by the NRA.

Range Conducting Officer (RCO)

A person who has passed the NRA RCO course and holds a valid certificate to that effect and has signed for the range using the MOD form 906.

Chief Range Officer (CRO)

A CRO will be assigned by the Meeting Director or club to run one or more specific events on a particular range. The CRO is responsible for safety and discipline on that range, as well as for the range's efficient operation. They will be directly responsible for all ROs working under them and will ensure that they are familiar with all relevant Rules and Conditions, particularly including the relevant Event Conditions. On private ranges or land they need not be an RCO however it is best practice that they are so qualified and hold a certificate of competency for the type of firearms in use.

Range Officer (RO)

Each RO is an assistant to the CRO for a particular range. An RO is responsible for the safety and discipline of meeting officials, competitors and spectators in the part of the range to which they have been assigned. While there is no requirement for them to be a certified RCO they should be competent and fully briefed by the RCO/CRO responsible for the range in use and hold a certificate of competency for the type of firearm in use.

Safety Supervisor

Where required by event conditions or for reasons of personnel logistics, competitors or non-shooting volunteers may be designated "Safety Supervisors". Their role is to assist the RCO/CRO/RO by verifying that competitors comply with any safety regulations and have carried out the unload procedure correctly. While there is no requirement for them to be a certified RCO they should be competent and fully briefed by the RCO/CRO responsible for the range in use and hold a certificate of competency for the type of firearm in use.

Club Coach

A person who by dint of experience, or passing the NRA club coach course, has been appointed by the club committee to aid novice shooters in learning the safe use of firearms. They need not be a certified RCO but MUST hold a Certificate of Competency (CoC) for the type of firearm being used if coaching on an MOD controlled range.

Pre shoot briefing or RASP

It can be seen that there is considerable scope for overlap of responsibilities therefore prior to the commencement of shooting, a clear and concise safety briefing must be given to all those involved as to whom is to carry out which function. This is a requirement on MOD ranges and good practice on private ones. The person in overall charge of the range must be clearly identified and it is suggested that they wear some form of clothing that identifies them, be it a Hi-Vis vest, arm band or clothing of a certain colour.

The range action safety plan (RASP) is to be prepared and submitted to the MOD range authority for review prior to the range being used, details on how to prepare such a document are available from the NRA.

A private club briefing should be given to all officials as a minimum and include details such as:

- Who is to act as CRO
- Who is to act as RO and where
- Identities of any first aiders
- Location of first aid kit
- Details of the range location, to be given to emergency services if required
- Location of any public rights of way or access
- Boundaries of the clubs land beyond which there is no right to shoot
- Welfare facilities

The list is potentially endless and club committees are advised to keep the briefing simple and concentrate on the safety aspects and management tree as far as possible lest it be ignored as tedious.

Latterly there has been a movement by the MOD to permit the use of a "Range Administration Memoire" (RAM) instead of a RASP, but this is only suitable for use with experienced shooters who are already in possession of a CoC.

A RASP should still be used for complex shoots or when supervising novices.

Safety Warning: The use of eye and ear protection is a matter for clubs however, it should be mandatory for all within 25m of the firing point.

Range commands and communication

The following commands are those listed in the 1st edition of the TS rules. Clubs may wish to use others if they so wish however it is advised that all commands are clear, concise and have only one meaning.

The table is not in sequential order and not all instructions/commands may be used at an event.

Table 4- Range Commands		
Command	Context	Action
<i>Shooter to the line (or detail)</i>	Precursor to an event or detail	Shooter(s) retrieve guns from rack and take position on the firing line. Removal of flags or manipulation of actions etc is not permitted, shotguns to be held vertically muzzle down
<i>Carry On</i>	Only to be given when it is safe to carry out live firing	Shooters may fire at their targets when they are ready to do so
<i>Test and Adjust</i>	Only to be given when it would be safe to carry out live firing	Shooters to bring gun horizontal and may remove flags, test actions, turn on sights, take sight pictures (if permitted by event conditions) and carry out other preparatory actions. They may NOT load the gun or insert magazines
<i>Prepare</i>	For unloaded starts only	The shooter(s) will adopt the starting position and await further instructions
<i>Load</i> <i>This may be prefixed with the instruction "with X rounds" where only the specified number of rounds may be loaded.</i>	This is only for competitions/stages where the action is closed on an empty chamber but the magazine is charged (Bargrave Deane etc)	The shooter will close action on an empty chamber leaving the hammer cocked and safety catch applied they may insert the magazine or charge an integral magazine. Either to capacity or up to the specified limit
<i>Load and Make ready</i> <i>This may be prefixed with the instruction "with X rounds" where only the specified number of rounds may be loaded</i>	This is only for competitions/stages where the gun starts loaded AND made ready	The shooter(s) may insert a round into the chamber, close the action and with the safety catch applied charge the magazine etc Either to capacity or up to the specified limit
<i>Make ready</i>	For use only after the load command has been used and the shooters are on the firing point after a run down etc and NOT acting independently of RCO instructions	The shooter(s) are to cycle the action to chamber a live round- the safety catch is to remain applied
<i>Are you ready?</i>	This is to confirm if all competitors are ready to commence the event/stage	If the competitor is not ready to commence firing they are to indicate by raising their trigger hand and calling " <i>Not Ready</i> "
<i>Not ready</i>	Response by competitor if not ready to commence	The CRO or delegate will investigate the problem and rectify if possible. If the shooter cannot continue the gun is to be cleared and they are to retire from the detail
<i>Not ready called</i>	Acknowledgement that a competitor is not ready	The competitors are to standby for further instructions while the problem is rectified. Once completed the command cycle will recommence from " <i>Are you ready?</i> "
<i>Standby</i>	Final warning prior to the audible or visual start signal	The shooter(s) will prepare to commence firing on the start signal that follows- safety catches must remain applied
<i>Watch and shoot- watch and shoot</i> <i>(normally used for ETR shoots)</i>	Final warning prior to commencement of shooting when turning, snap, ETR and flash targets etc are used	The Shooter(s) may disengage safety catches and engage their targets as they appear
<i>Watch out- watch out</i> <i>(normally used for run downs)</i>	Final warning prior to commencement actions on appearance of targets for run downs etc	On the appearance of the targets the shooter(s) will advance to the firing point and / or assume the firing position before disengaging safeties and engaging targets

Stop Stop Stop	Emergency use only When immediate cessation of firing is required for safety reasons	All shooter(s) are to cease firing immediately, ensure their fingers are well clear of the trigger, keep the firearm aimed at the targets/backstop and await further instructions
<i>Ground arms</i>	Emergency use only When it is required to clear the firing point immediately for safety reasons	All shooter(s) are to immediately place their guns on the ground pointing in the direction of the backstop and step back from the firing point. All shooter(s) are to cease firing immediately, ensure their fingers are well clear of the trigger, keep the firearm aimed at the targets/backstop and await further instructions
<i>Make safe</i>	Not normally used in Shotgun events	The shooter(s) will apply safety catch, unload the gun and after proving clear to the RO will close the action on an empty chamber and replace or re-charge the magazine
<i>If you have finished unload and show clear</i>	When it appears the shooter has completed all firing on an unlimited time event	The Shooter(s) are to apply the safety catch, unload the gun and present it for inspection to the RO if they have completed their practice.
<i>Unload and show clear</i>	To be given by RCO or RO when firing is to cease. This is a command and the shooters must comply	The Shooter(s) are to apply the safety catch, unload the gun and present it for inspection to the RO
<i>Flag in, gun down</i>	to be given by RCO or delegate once they have inspected each individual's gun and is to be accompanied by touching the competitor whose gun has been cleared. This command will be NOT be given to a line or detail	Once the RO has visually inspected the gun the flag is to be inserted and then pointed vertically, muzzle down. (actions may be closed on the flag) (there is no requirement to drop the hammer and then re-open the gun)
<i>RO's show clear</i>	Range administration	RO's to indicate that they have cleared the shooters by raising their arm
<i>Is the line clear?</i>	Range administration	If any person has not had their gun cleared they are to answer "Not Clear" and remain on the firing point
<i>Clear the firing point</i>	Range administration only to be given after the command "is the line clear" AND no responses have been given	Shooter(s) are to vacate the firing point and place their guns in the rack etc
<i>Forward Score and Patch</i>	Only to be given after the firing point has been cleared	Targets are to be scored and patched/reset as required.

Safety Warning: If any person on the range considers that there is a potential or actual breach of safety which urgently requires firing to stop they will immediately give the order "Stop, Stop, Stop". Firing must cease immediately; shooters must take their finger off the trigger, keep their firearms pointing in a safe direction and await further instructions. No one may unload or move off the firing point until instructed to do so.

Carriage of shotguns

It is up to individual clubs to implement restrictions on how firearms may be carried. As a general rule they must be unloaded with the action open and a chamber flag inserted. For reasons of safety the NRA require them to be carried reasonably vertical with the muzzle down at the NSC Bisley during all NRA competitions or events.

Loading, unloading and reloading

This should be carried out with the gun roughly parallel to the ground and pointed in a safe direction. It is advised that the action be tilted over on the side where the ejection port is to facilitate the ejection of cartridges. The lowering of the gun barrel to more than 45 degrees to facilitate loading, unloading or reloading is to be discouraged as any discharge of ammunition with the gun at this angle could well result in injury to the operator or bystanders.

On the command “**load**” shooters are to bring the gun to roughly parallel with the ground, ensure the safety catch is applied, remove any chamber flag fitted, close the action and either insert a charged magazine or load the magazine if fitted. For non-magazine fed guns this command should not be used. If the safety catch is of such a type that its engagement will prevent the magazine being fitted or charged it may be disengaged provided that the chamber is empty. Note that inserting a round into the chamber would constitute **making ready** and in some cases will lead to dangerous practices.

Unless specified in the relevant column the procedures for guns with integral tube magazines are to be followed:

Table 5 Load procedures – when the command “Load AND Make Ready” has been given			
	Action Type		
	Tubular magazine	Detachable magazine	Break barrel or falling block of “Classic” type
1	Raise the shotgun to between horizontal and 45 degrees below horizontal and point at designated targets		
2	Ensure safety is applied		
3	Remove chamber flag		
4	Insert round into chamber		Or chambers
5	Close action		
6	Charge magazine	Insert magazine (it is also permissible to insert the magazine then close the action or close the action on empty and then cycle it)	n/a

On the command “**unload**” the shooter is to apply the safety catch and then complete the procedure as detailed below. Unless specified in the relevant column, the procedures for Semi-auto guns with integral tube magazines are to be followed. At all times the firearm is to be kept pointing in a safe direction and must not be lowered to more than 45 degrees from horizontal.

Table 6- Unload procedures				
	Action type			
	Semi- auto with tubular magazine	Semi auto with detachable box magazine	Manual Action with tubular magazine	Break barrel or single shot
1	Apply safety catch, keep the shotgun to between horizontal and 45 degrees below horizontal and point at designated targets			
2	Empty magazine by either cycling cartridges through action or releasing from magazine via loading port	Detach magazine		Open action and extract rounds if non- ejector
3	Open action to extract round from chamber			nil
4	Lock or hold action open			
5	Present to RO for inspection			
6	RO to look for presence of follower in magazine tube and absence of ammunition in chamber or action – see photos	RO to ensure magazine is removed and chamber / action is clear		
7	RO to call “ <i>flag in, gun down</i> ” and tap competitors shoulder/leg to indicate to whom they are referring			
8	Competitor to insert chamber flag or mag block			

Note a clothes peg makes a cheap chamber flag for double barrel guns.

Safety Warning: When clearing a shotgun with a tubular magazine it is imperative that the magazine follower is clearly visible, in some cases it can become stuck part of the way up the magazine and therefore any cartridges may not be visible even though they are still present.

	
Neither cartridges nor magazine follower can be seen – the gun is NOT clear	Magazine follower plainly visible, if the action and chamber are empty then the gun is clear

Safety Warning: It is NEVER permitted to elevate the gun to an angle where if a shot is fired it will leave the confines of the range or range danger area. Clubs are advised to implement a muzzle down carriage rule that will encourage shooters not to lift the muzzle once they think they have completed the unload procedure.

Misfires – definition

A misfire is when a cartridge that has been chambered and properly struck by the firing pin and the primer fails to discharge. There are various reasons why a cartridge may not operate correctly, the most common of which is due to a light strike on the primer by the firing pin. Guns that repeatedly light strike even when cleaned should be taken to a competent or qualified person for inspection and repair. Other misfires are caused by degradation of the primer due to water ingress or manufacturing defects. It should be noted that a shotgun primer alone contains sufficient energy to propel the shot column out of the case and into the barrel; therefore if there is no report or felt recoil then it can be assumed that there has been a primer failure rather than a squib load.

Squib Load or Partial Discharge definition

This is when the primer operates correctly but there is either insufficient or no propellant, or the propellant is contaminated. The net result is that the shot column is propelled from the cartridge but may not be fully discharged from the barrel. In the event that part of the shot column remains in the barrel firing further rounds may result in a catastrophic failure in the barrel.

It is therefore recommended that when a squib load is suspected that the gun is unloaded and the barrel inspected for blockages before firing is re-commenced.

Misfire procedure

For “classic” shotguns of break barrel or falling block design, the gun is to be kept pointing in a safe direction for 30 seconds before it is opened. When opening the axis of the barrel is not to be in line with any person.

For repeating shotguns where the breech block is contained within the receiver, the action is to be cycled and the suspect round allowed to fall to the floor. There is no requirement to wait 30 seconds since in the event of the propellant igniting outside of the confines of the chamber the gas may vent through the case walls and the shot column may not be discharged from the cartridge. Any discharge of gas or projectiles will be contained within the receiver. However the gun should be rotated through 90 degrees so the ejection port is facing the ground before the action is opened

Ready positions

To aid clubs in preparing range briefs and competitions the following ready positions can be considered for inclusion to add variety to the practices. When combined with the various shooting positions, these are starting positions only.

45 degrees/Ready alert

Standing with the gun held in both hands, the butt-pad in shoulder and barrel pointing towards ground at an angle of 45 degrees.

Parallel

Standing with the gun held in both hands at waist height barrel parallel to the ground pointing at the designated target array.

Trail

The shooter is standing erect facing the targets square on, the gun is prepared in accordance with the event conditions and held in one hand around the point of balance, arm extended by the side. *(In NRA TS events it is specifically prohibited to hold the gun by any pistol grip or at any point behind the trigger)*

		
45 degrees or Ready Alert	Parallel	Trail

Shooting positions

Prone

The prone position is only used on ranges where it is specifically permitted by range regulations. There are 3 prone positions:

- 1: Rifleman – the shooter is face down on the ground, the upper body supported on the elbows and the body generally parallel with the line of sight to the targets (LoS).
- 2: Roll over – the shooter is on their side or back with their body at an angle to the (LoS), this position may not be permitted on some MOD controlled ranges.
- 3: Supine – this position is permitted in some events but not encouraged

Sitting

One or both buttocks on the ground, elbows and back are not touching the ground. Arms or hands may be supported on or by the knees. Some shooters may find it easier to support the gun by resting their elbows on the inside of their knees.

Kneeling

Normally one knee is in contact with the ground though some may find both knees down is more comfortable.

Standing

Needs no explaining.

Squatting

Some competitors may find this more comfortable than kneeling or sitting and while suitable for slow fire practices it is not suitable for high speed shooting due to poor recoil recovery.

There is of course no requirement for clubs to stipulate which positions may be used during practice shoots other than to comply with the range orders which may restrict which positions may be used at varying distances.

	Rifleman prone	
		
Sitting	Sitting - Crossleg	Kneeling 1 knee
		
Rollover prone	Squatting	Kneeling 2 knees

Note that these photos are examples only and variations of these stances are permitted provided they adhere to the general principles of the position. Some shooters may not be able to attain these stances and so variation or substitution of positions may be permitted subject to CRO approval.

E – Instructor's Guide

Instructor's notes

This section is intended to assist club coaches in the preparation and presentation of training sessions. Many clubs will already have their own courses and the coaches will have their own styles and procedures.

The instructor/coach should have access to the following items to use as aids during the course:

- Various types of cartridge to demonstrate different markings
- Component parts of cartridges to include; cases, wads, pellets and slugs. (Propellant and primers are not required). It is suggested that small plastic bags or clear plastic sample pots filled with a typical load of birdshot no7's and no4's, buckshot and a slug are used as examples of projectiles.
- Pump action and semi auto shotgun (section 2 guns are ok for this as it is only to demonstrate the mechanism and controls)
- Cartridge belts of various types
- Safety glasses
- Various types of hearing protection

The notes and scripts do not have to be followed verbatim and are a guide only.

Why have training courses?

Whilst the concepts of individual freedom of choice and individual liberties are desirable any society has strictures and standards to which its subjects normally adhere. These restraints are either policed by moral pressure or state enforced rules and regulations. Shooting has many laws relating to the ownership and place of use of firearms but no legal requirement for competency testing. This then has led to many simply taking up the sport on an ad hoc basis with little or no formal training and no common standard of certification. The recent changes to MoD policy with regards to range usage and the increasing number of police authorities requiring some form of training has led to the creation of multiple standards operated by clubs and shooting bodies, many of which are not recognised across the board simply because of their disparate content and lack of widespread use. To that end, a single core standard to which shooters should reach is desirable though it must be accepted that some clubs may wish to enforce their own training mores by incorporating the standard course within a larger and more comprehensive training regime.

Effectively any safety course needs to produce, as the end result, a person who is competent in the operation and use of the type firearm they are using though not necessarily able to achieve high scores in competition.

This can be defined as being able to use the firearm(s) within the operating constraints of the range, i.e. all shots hitting the target though not necessarily in the X ring for a Target Rifle shooter etc. There will be many shooters who are already proficient in the use of small arms but have not formalised this experience by means of being assessed. Any minimum standard test should not require them to start from scratch as this will dissuade them from partaking and increase the burden on the training staff, the demonstration of the key safety areas by means of individual assessment should be sufficient in these cases.

What should be included?

While many shooters have an interest in the historical development of firearms and their use; knowing about it does not add to safety, the minutiae of target scoring and rule interpretation is best left out since it is merely a distraction to the beginner.

Before operating any machine the user should know how it works so this should be covered. This then gives rise to describing what the effects of the firearm are; range of projectiles, noise etc and how the potential dangers of them are contained; range design and operation, safety equipment etc. Once the student is made aware of the reasons behind the operating constraints (range orders, target distances etc) then they will be more likely to adhere to them.

The blasé attitude of “it doesn't matter where it points as long as it doesn't go off” must be quashed at the very outset.

Attempting to replicate every situation that may be encountered is time consuming and ultimately self-defeating. If learning by rote is used to try and teach every situation then all that will be produced is automatons incapable of acting appropriately in the event of an unfamiliar event. There are some very simple basic rules that must be adhered to the following of which will ensure safe use of firearms 99% of the time, it is the other 1% that require the user to use their commonsense and this must be stressed to the individual.

Therefore any training or testing must cover the most common of shooting activities with the emphasis being that the shooter must remain aware of their surroundings and consider for themselves if they are acting safely or not.

The simple rules:

- Never point a firearm at anyone, loaded or not (and this includes people you can't see!)
- Finger off the trigger until sights are on target and your ready to shoot
- Always treat them as loaded.
- If you are not sure don't shoot!

How long should the course be?

As long as it is required to be is the simple answer, since there is no such thing as the average person there cannot be a definitive timeframe during which they can be shown (not taught) how to safely operate a gun. Each and every person will learn at their own pace, the rate of learning will depend on attitude, aptitude and environment; even the brightest and keenest shooter will struggle with a poor coach. Since most attendees will be there voluntarily a whole day is not out of the question, two days may even be viable however this raises problems with availability of ranges and other commitments by students and staff. Since this is designed to be part of a series of training seminars one day should be sufficient provided certain items are covered previously or as part of a pre course exam based on self learnt documentation.

The pre-course documentation or other module should cover aspects such as;

- Firearms – legal restrictions, types, uses
- Ammunition – types types and range of projectiles
- Ranges – types and operating parameters i.e. range orders and commands
- Targets – this may include scoring etc but only as a matter of interest

Most if not all of this is covered in Section A

The tenor of the tuition sets the tone for the course; a bored, disinterested and aloof coach will not exactly draw out the spark of enthusiasm. Conversely an overbearing, arrogant know-all will snuff out the independence and curiosity of a novice. So where is the happy medium? Well the coach must know the content of the course they are presenting, they should also be proficient and hopefully better than average in the use of firearms, they should be knowledgeable about the broad spectrum of shooting sports to enable them to use similes to explain concepts to those from other shooting backgrounds. Confidence is required as this will make the students relax; no one likes to be led by a nervous leader but the arrogant "*I am the teacher and I know best*" attitude should be avoided as this causes ill will.

The ratio of students to coach is also critical. An on-range 1 to 4 ratio should not be exceeded and an additional RO or experienced shooter would be most useful to assist the slower learners with 1 to 1 tuition if required.

The qualities required to pass

This is very much in the opinion of the examiner; however the following should be considered mandatory.

1. pass the theory test
2. understand and comply with the range commands
3. understand the range operating constraints
4. demonstrate the ability without coaching to carry out the following without infringing the range safety regulations or rules :
 - the exercises in table 7 in section F (page 41)

Reasons to fail

Instant fails would be incurred for breaking range safety or:

- those listed in the 1st Edition of the NRA TS handbook para A4.1.11.1 (or as revised)

Other acts such as in-appropriate, intemperate or abusive behaviour/language should also lead to fails.

So, that would be a course suitable for a novice, but what of an experienced shooter who merely needs/wishes to formalise their ability? That would be dealt with by the theory test and the on range assessment, which could be done as part of a match by simply being squadded with an examiner or being signed off by each RO who supervises them through the match.

Provided that the student demonstrates all the techniques taught during the formal course to the satisfaction of the examiner then along with the theory test, this should be sufficient to merit a pass. It may even be possible to incorporate a standard stage into many matches so that any uncertified shooters could carry out the assessment on a regulated basis with a single dedicated examiner acting as RO for that stage.

Pre-course learning module that may be of use to students

- legal issues surrounding ownership and use of firearms
- responsibilities of individuals using firearms
- security & storage
- the main types and operating characteristics of shotguns
- firearm maintenance
- the main types of ammunition and their range/use nature
- the safe operation of constructed ranges
- how to layout an informal temporary range (Section 2 ammo only!)
- competitive use – targets/scoring etc
- ancillary equipment (belts, gun slips, cleaning equipment)
- range commands
- Range Action Safety Plan (RASP) to include emergency procedures etc

On range training

Minimum requirements:

- suitable range facilities
- targets
- first aid facilities

Beneficial aids

- class room/clubhouse
- ammunition for sale
- club guns
- spare ancillary equipment (belts etc)
- props / barricades / screens
- welfare facilities (WC's, catering facilities etc)

Course notes

Assemble and register

The precompiled student list should be checked off against each student as they arrive. This will help the instructor remember names and also start to establish a rapport with them. Self adhesive labels should be avoided as many people feel uncomfortable with them on.

- introduction of staff and students
- outline timetable
- re-cap of pre course module with respect to range orders and commands
- issue of, or assembly of equipment

It is important that the student use a firearm that is a correct fit for their body type and physical capabilities. If possible .410 and other light gauge shotguns should be provided for juniors and those of light build.

- On range safety briefing (recap pointing out safe directions, etc)

This will be dependant on the type of range facility being used.

The notes below allow for a gradual introduction to shotgun shooting, each module leads on to the next and allows the instructor to assess and coach the students as they progress.

On range training

Before launching into the exercises explain that they can all learn from each other and they need to pay attention to the comments being made to individual shooters, that way those that go last need less coaching, this speeds the process up and allows more time for coaching slower learners. Note that the timings are indicative and can be changed to suit progress, though the available shooting hours may dictate the pace of the course.

(note that the scripts are for guidance and NOT mandatory)

Script:

Before we start the exercises I will just give you a little insight in to today's program. We are going to be doing a lot of shooting and I will be coaching each one of you individually as we go through it. The comments I make are probably applicable to each of you anyway so if you listen in to the coaching, even if it isn't your turn, then you will learn more. So that you all get to shoot more we need to have a shooting order which we will follow, it makes no matter who is first but if you all remember your turn and are ready when it comes up things will be more streamlined. Keep your belts topped up with ammo and help with re-setting the targets. If you have gloves wear them (lead poisoning etc) and if you need to satisfy the call of nature or get more ammo etc let me know you are going OK? Remember there are no stupid questions, if you are not sure ask. We can all learn from today and I want to make sure that everything is clear to you. We don't have time to answer all the questions that are asked so I might ask you to just accept things as is for now, we can discuss them later in the warm and dry clubhouse after the course.

There are a number of simple safety rules that you MUST comply with throughout the course, do not forget that if you make a mistake it may be someone else that gets hurt.

Quite simply: Keep the gun pointing in a safe direction and keep your fingers out of the trigger guard unless your sights are on target at all times.

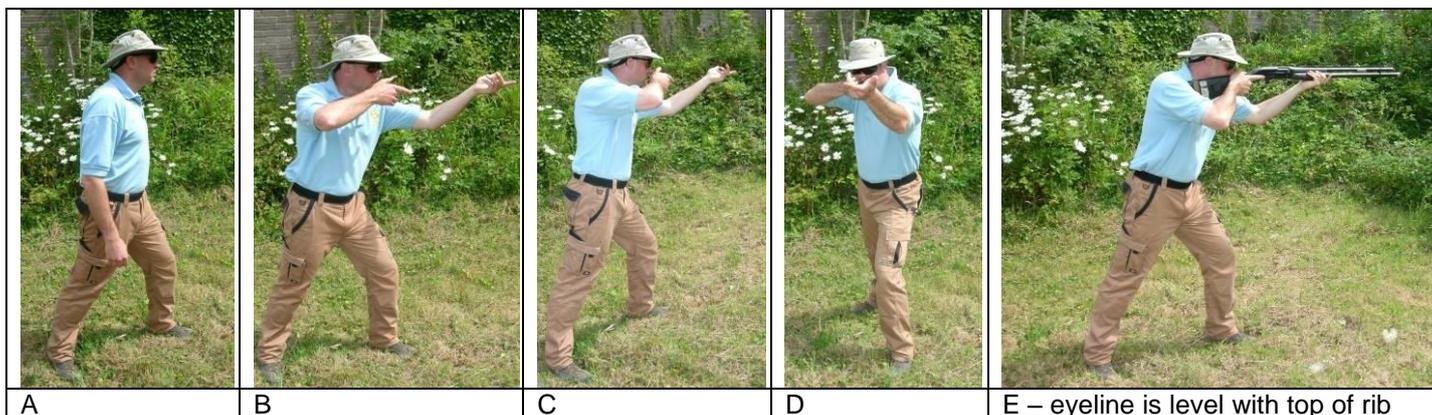
Other rules may apply depending on range regulations and ammunition types; they are to be made clear in the safety briefing

Explanation of and correction of stance

It is of great importance that the students understand why a good stance is required and also that they are shown it from the very outset. Without a firm, stable platform to shoot from they will feel less in control and therefore more nervous leading to greater stress levels and the likelihood of mistakes occurring increases. They will not be able to improve their shooting unless they have a good stance and throughout the course they will be subject to repeated recoil leading to bruising etc. For some this will put them off shooting altogether as their memories of it will be poor. Many novices are gun-shy and need to be encouraged to take part due to the perceived noise, recoil and "danger" they believe goes with the use of firearms. It is very awkward to say to them it won't hurt then after an hour's tuition try to explain away the bruising. This leads to a loss of confidence in the instructor by the student and also a negative impression of shooting on the part of the student.

It must be remembered and stressed that no two people are the same; rather than try to force them into one set position as dictated by a manual or school of thought a simple stance should be shown to them but they must be allowed to adapt it if needed and encouraged to explore this aspect for themselves.

The simplest stance to demonstrate is the traditional rifleman/boxer pose. The following script has been repeated verbatim with an accompanying demonstration and has proved very effective in teaching novices.



Script

“What I am going to show you now is a simple stance that will help you hold and therefore aim/ operate the shotgun effectively while also allowing you to absorb the recoil.

Please stand square on to me with your arms hanging naturally by your sides, take a good pace forward (more than a step but less than a lunge) with your weak foot (for right-handers this is their left foot etc). (A).

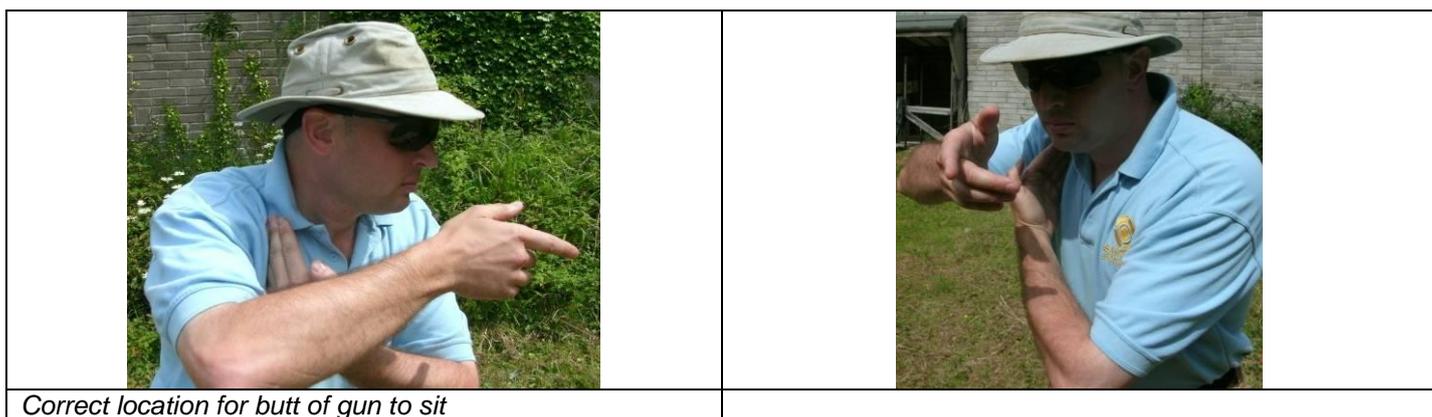
Now turn your right foot through about 60 degrees from your heel and bend your left knee until it is above your toes and your bodyweight is held on your forward thigh muscle, ensure your back leg is straight and that you feel comfortable. (B)

Twist your torso from the waist to bring your left shoulder forwards and raise both hands up as if you are boxing with the hands closed in fists up to chin level. Now open your fists and roll them forwards from the wrist. Lean forwards from the waist so that there is a straight line from your right shoulder to you right heel passing though your right hip and knee. (C)

Now tilt your head down slightly until you are looking at me just above your hands. (D)

This is one shooting position there are many more but we do not have time to show you them all today.

When you fire the gun it will recoil into your shoulder therefore it is important that you hold it in the correct place and do not allow it to “jump” backwards at you as this is when bruising will occur, if it is held firmly in place it will merely push you backwards. To find the correct place to hold the gun assume the stance you have just been shown and then with your weak (support) hand reach across your chest until feel the area between your pectoral muscle and the shoulder socket, you will find that the muscles and bones have formed a “pocket” and that is where you should place the gun stock, BUT this will not be comfortable for everyone and is dependant on the fit of the gun you are using.



Correct location for butt of gun to sit

When the gun recoils it will try to push you backwards from the shoulder. By forming a straight line behind your shoulder with the right leg etc it will not only have to push against a straight line brace but also try to lift your bodyweight up as your centre of gravity is over your left foot due to your bended knee. What will happen is that when the gun fires it will push you back slightly and your body will flex with this motion before returning to its most stable position which is your shooting stance. This means that you will be able to fire follow up shots faster and more accurately – remember practical is about speed as well as accuracy!

The important things to remember are front knee bent, back leg straight and lean into the gun.

At this point it is worth the instructor passing among the students correcting the stance and pushing against their shoulder when they are in position to re-enforce the message. Remember that not all people are the same and some variation for build, age and infirmity must be allowed for. Always ask before touching students when adjusting their position, some may not feel comfortable with it.

Demonstration and test of firearm controls, operation and sight picture

For this the instructor will need to be familiar with whatever guns the students may have arrived with, and if in doubt ask the students how they work. No one knows everything and humility always goes down better than arrogance....

Script:

Before handling any gun from a rack, bag or cupboard, make sure that you check it is safe. The safety catch should be applied and the chamber and magazine (if fitted) should be removed or proved clear. This is also true when passing guns from person to person and you should not feel that you are being rude to ask for a gun to be proved clear before you receive it, in fact the other party should be embarrassed that they did not offer it to you in such a way as you can see that it is unloaded.

Then recap the main parts of the gun(s) in use, muzzle, barrel, sights, foregrip, receiver, trigger guard, trigger, loading port, ejection port, safety catch, stock and stock pad.

A script would start like this:

All multi shot shotguns have the same basic parts and operate in a similar fashion. They have a barrel a receiver and a magazine. Some will recharge the chamber themselves automatically using energy from the cartridge just fired and others rely on the operator cycling the action. The most common types have fixed tubular magazines underneath the barrel and are loaded one cartridge at a time via the loading port.

Etc etc- just how much detail (and time) the instructor needs to go into will depend on the class makeup. However, fine points such as the difference between inertia and gas systems etc need not be covered at this stage of the shooting career.

Script:

What we will do now is in turn you will each retrieve your gun, prove it clear and come to the line. We will then spend some time dry firing the gun until you are familiar with how it works and understand what the sight picture looks like. Remember we all learn at a different pace and those who are at the back of the queue should watch and listen to what is being demonstrated.

Remember the safety angles on this range are XXXXX and you must not shoot a target closer than XX metres, if you are not sure DON'T!! Right, volunteer to go first?

As each student has demonstrated that they know how to operate their gun and its controls the instructor should ask them to take a sight picture on a target and explain that the exact image they see will depend on them, the gun and the lighting conditions. There are no right or wrong sight pictures only what works as will be demonstrated during the next exercise. Generally speaking the bead(s) should be placed at the base or centre of the target and the shooter should not see any of the top rib of the gun however this is variable. Partridge sights and red dots are increasingly common on shotguns however no real attention need be given to them on the course as anyone who attends with them fitted to their gun is likely to know how they work.

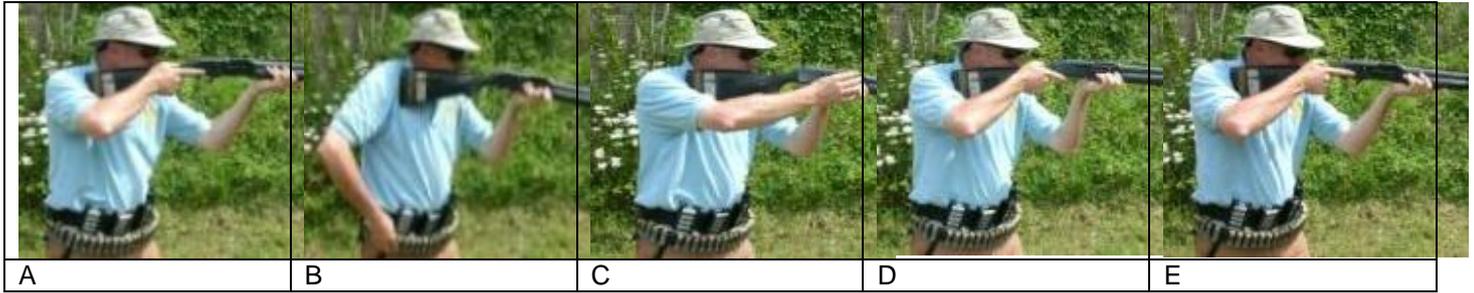
Load 1 shoot 1

The next stage is to introduce the student to live firing and whilst doing so ensure that they maintain a good stance and understand the sight picture they need to see in order to hit things. The safest way to do this is by single shots with comments correction after each one. That way the gun is empty and therefore harmless as the adjustments are made. By combining it with load1 shoot 1 it allows 3 different areas to be covered at once, stance, gun operation and sight picture.

Script:

What we are going to do now is an exercise called load 1 shoot 1. As its name implies, you will load one round, assume a good shooting position (remember to bend your knee and lean forwards) take careful aim (both eyes open) and squeeze off a shot. When you have fired I may ask you to adjust your stance and will tell you where your shot went if you missed, that way you will be able to adjust your sight picture until it is correct.

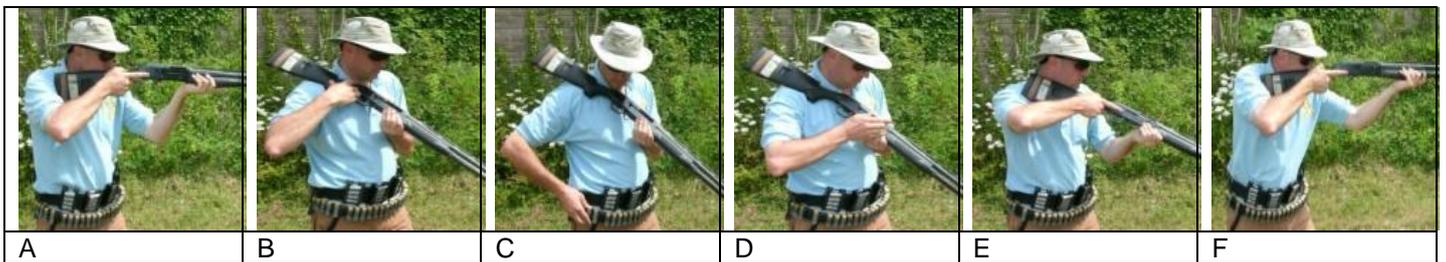
Once you have come to the firing point I will ask you to prepare, when I do that remove the chamber flag and adopt a good strong shooting stance with the action open (A) , remember to bend your forward knee and lean into the gun. With your right hand reach down to your belt and take hold of a cartridge (B), put the round directly into the chamber (C) then close the action (D) and take aim (E). When you are ready gently squeeze off a shot and we will see what happens.



This may be the first time that they have actually fired a gun and so encouragement and re-assurance will be required. Some students have a lot of problems shooting with both eyes open and whilst it is the optimum condition for practical it is not the end of the world if they cannot do it. People with cross dominance (left eye–right hand etc) find this very awkward and a piece of sticky tape on the lens of their safety glasses sometimes helps. Shooting over the target is a sign of the gun being too short and vice versa, the angle of rake also affect this so rather than spend time trying to adjust the stance etc advise them to aim off for the duration of the course then spend time on the range afterwards adjusting the gun/stance until it works for them. Remember, it is not vital that they hit every target every time; merely that they shoot safely.

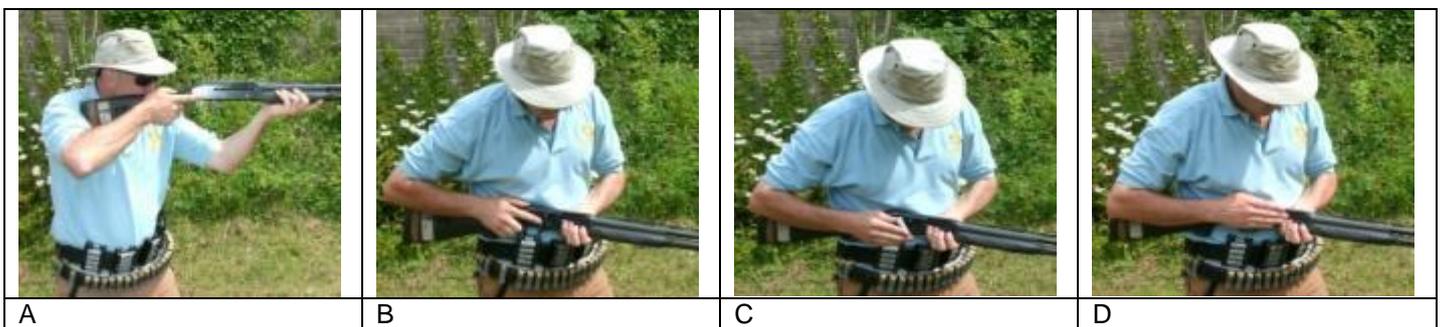
Script:

If you cannot keep the gun shouldered while reaching for a cartridge or find that you cannot reach the loading port an alternative method is to slide the stock of the gun up on to your shoulder (B) and then reach down for the ammo (C), as you place the round into the chamber slide the gun forwards again (D) and close the action (E). Regain your firing grip and aim before trying to locate the trigger (F).



Script:

An alternative method is to drop the gun to waist level and load in that position, but it is slower to do.



Demonstration of loading

There are a myriad of loading techniques, some easy, some fast. There are also one or two that lead the shooter to adopt stances that are hard to control and can very easily lead them to break the muzzle angle restrictions and therefore, the range regulations.

The list is as follows (not comprehensive):

- Traditional load from belt – gun held upside down in either strong or weak hand, barrel pointing slightly down with the stock held against the body by the elbow. Rounds are retrieved from the belt and pushed into the magazine with the free hand.
- Underhand load from belt – the gun is held in the weak hand at waist/chest level with the stock under the armpit, cartridges are loaded with the strong hand. This is particularly useful when walking up game etc
- Underhand load from “hoppers” – as above but the cartridges are held in hoppers or caddies stacked 4 or 6 deep, considerable practice is required to master this technique – it is not for novices.
- Weak hand load from “hoppers” – the gun is held in the shoulder using the strong hand only, cartridges are retrieved from hoppers and loaded using the weak hand. This technique requires some strength in the shoulders and wrist plus a great deal of practice. Since the gun is already in the shoulder and the shooter is attempting to push rounds in from underneath there is a great tendency for the muzzle of the gun to rise which could cause it to point above the backstop. The grip is not changed and some shooters have a tendency to keep their finger on the trigger whilst loading, this must be stopped immediately it is observed. While moving with the gun in this position it naturally tends to point in the direction of travel and leads to shooters breaking the lateral safety angles. This is not a simple technique and the instructor must impress upon the students that it should not be attempted with live ammunition until they are proficient at it.

Script:

What we will do now is practice loading the gun, there are many techniques but the simplest is to hold the gun upside down below the level of your belt and push the rounds into the magazine with the free hand. If you angle the barrel down slightly it is easier to load and holding the stock against your body under your arm helps maintain control (E). It does not matter which hand you use to hold the gun but if you use your support hand to do so it means that you can return to a shooting stance faster.

Traditional loading

			
A – Gun has run dry	B – Drop to waist level	C – Load into chamber	D
			
E – Turn gun over	F – Insert rounds	G – Note proximity to belt	H – Repeat as required

Students will each come to the line and practice loading and shooting 12 to 15 rounds in batches of 3 or 6 depending on gun capacity. It is worth using a timer to add some interest at this point and also show them how they are improving.

Script:

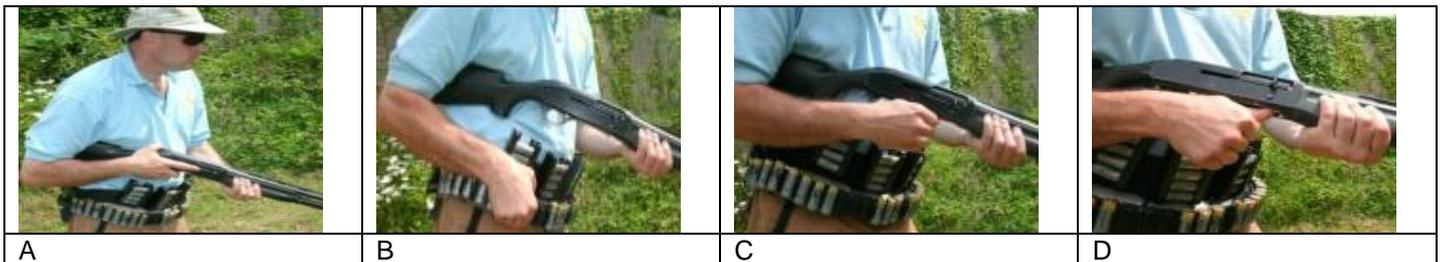
When you come to the line I will tell you to make ready, once I have done so please stand with the gun held around the receiver, arm hanging by your side in the trail position (demonstrate). When I say go I want you to slowly load the gun with x rounds and shoot x targets, if you miss reload and shoot again until you hit them. Then you will unload and we will do it again using a timer, same as before I will say make ready and you will assume the start position but this time when you hear the beep load and shoot x targets, don't worry about the time its only so you can see how you are improving. Any questions?

Other loading techniques

Underhand loading

Script:

Another technique is to drop the gun to waist level and keeping your head up load it with your strong hand, this means that you can see the targets if they appear on a turning target event or if you are walking up pigeons etc.



Underhand loading from boxes or caddies

Script:

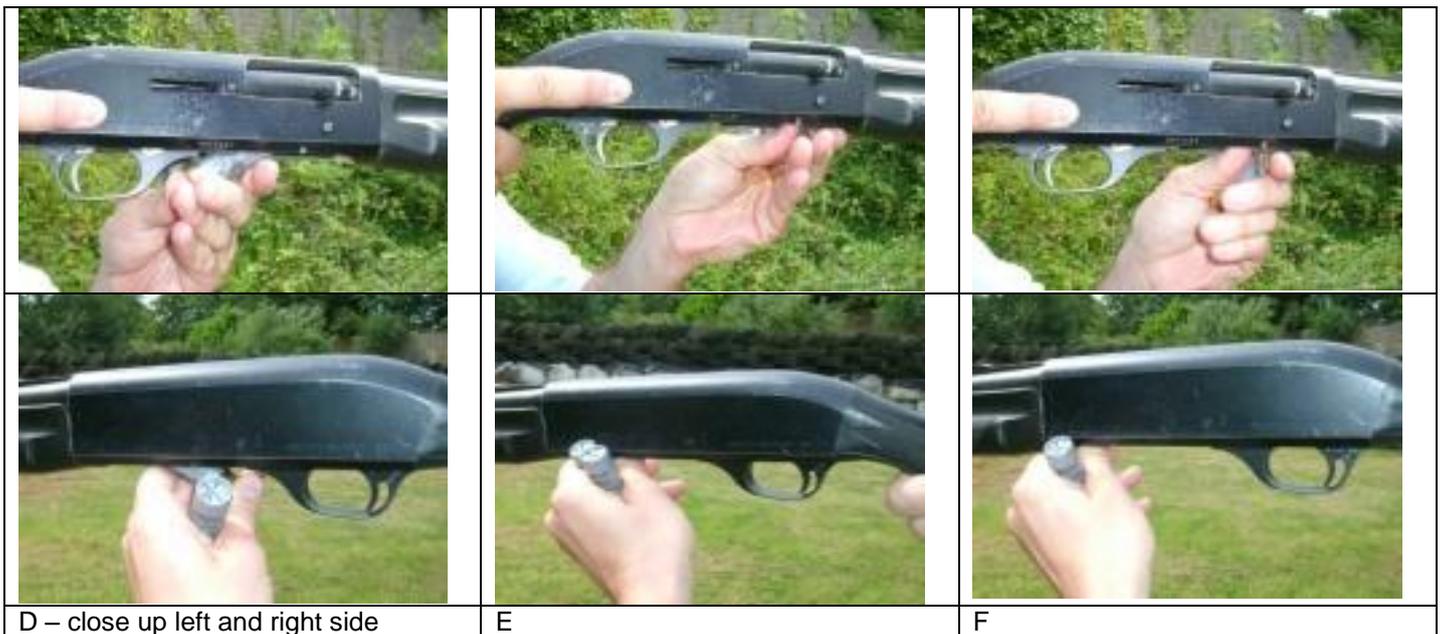
This technique is a variation on loading from the belt that allows you to grab 3 or 4 cartridges at a time.



Weak hand loading

Script:

For competitive use there is another technique that require cartridge caddies or boxes. It enables you to keep the gun in the shoulder but if incorrectly carried out can lead to the gun being pointed high of the targets. It is therefore very important that you practice until you are proficient before using this technique in competition.

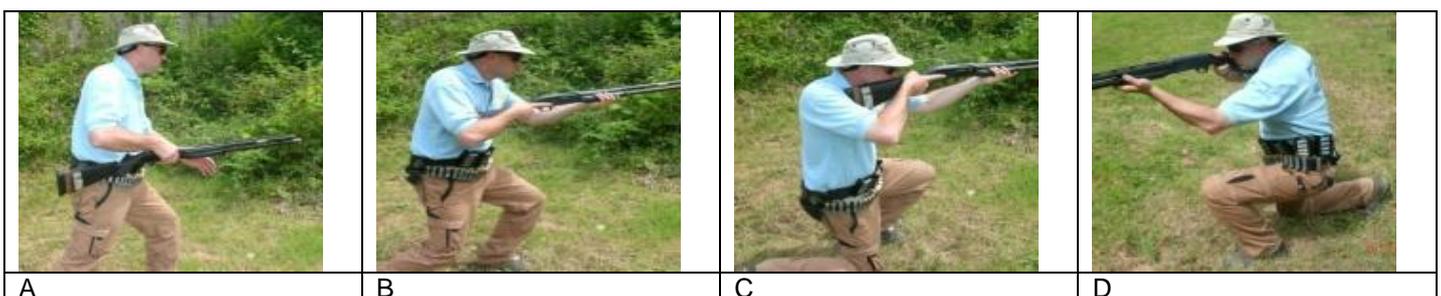


Demonstration of transition to kneeling

This is the simplest of the positions to achieve and should not take very long to demonstrate and practice. The important things to stress are awareness of muzzle direction and protection of the shooter from self injury due to over zealousness or debris on the floor.

Script:

What we will start doing now is practising various positions that you may use when shooting, they are all simple to do but you must make sure when moving that you keep the gun pointed in a safe direction and that your finger is clear of the trigger guard. Starting from the trail position very simply step forward with your weak side leg (A) and bend your strong side knee until it touches the ground. Aas you do this bring the gun forwards, grasp the fore-end with your weak hand (B)and slide your strong hand back to the pistol-grip and move the butt up into the shoulder (C). Beware of raising the muzzle of the gun above the back-stop. The trick is to not think about it, remember that slow and smooth is the way to begin, there are no prizes to be won today!



Each student is to dry practice this at least twice and until they are happy before loading and doing it live on the timer for 3 to 4 times at 3 targets. Remember it is the position and movement that is being practised, not the shooting of ammunition.

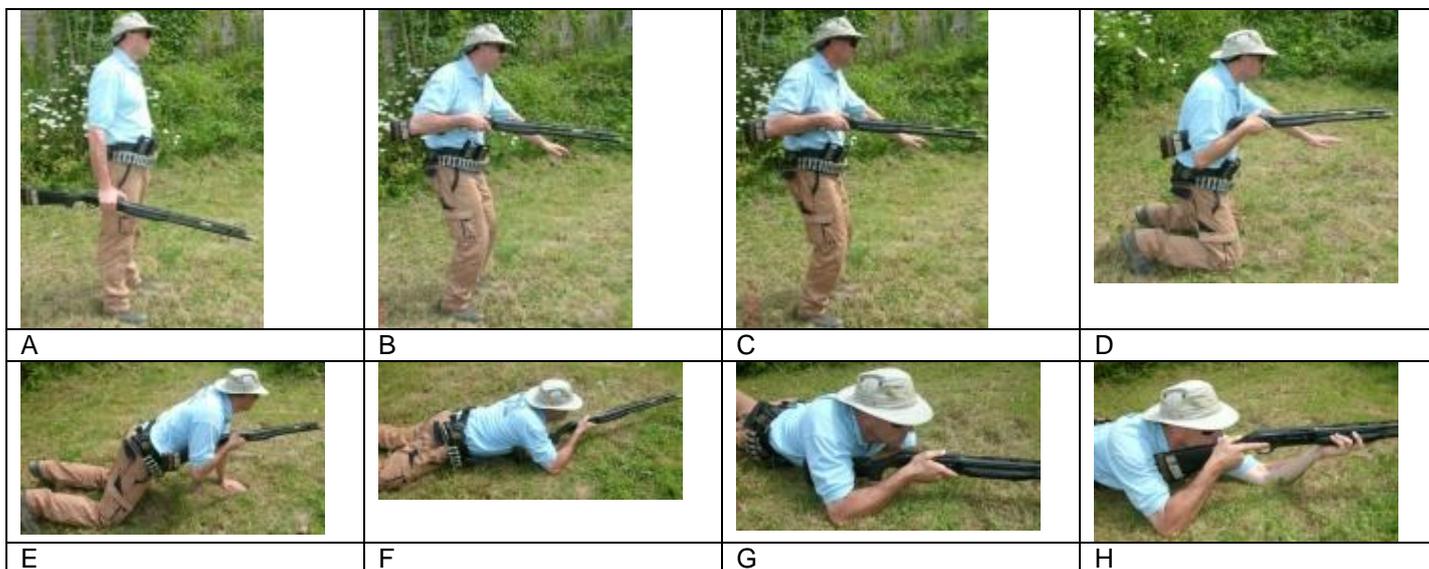
If this exercise goes quickly or you have a strong student add in both knees bent to keep them interested. For this the body needs to be at an angle to the target(s) of at least 30 degrees, if they are square on then they will have to rely on muscular strength to control the recoil.

Demonstration of transition to prone

This needs to be demonstrated very carefully as there are a number of things that will catch the students out; muzzle control, mud plugs, dislodging of glasses and hearing protection and operation of the gun.

Script:

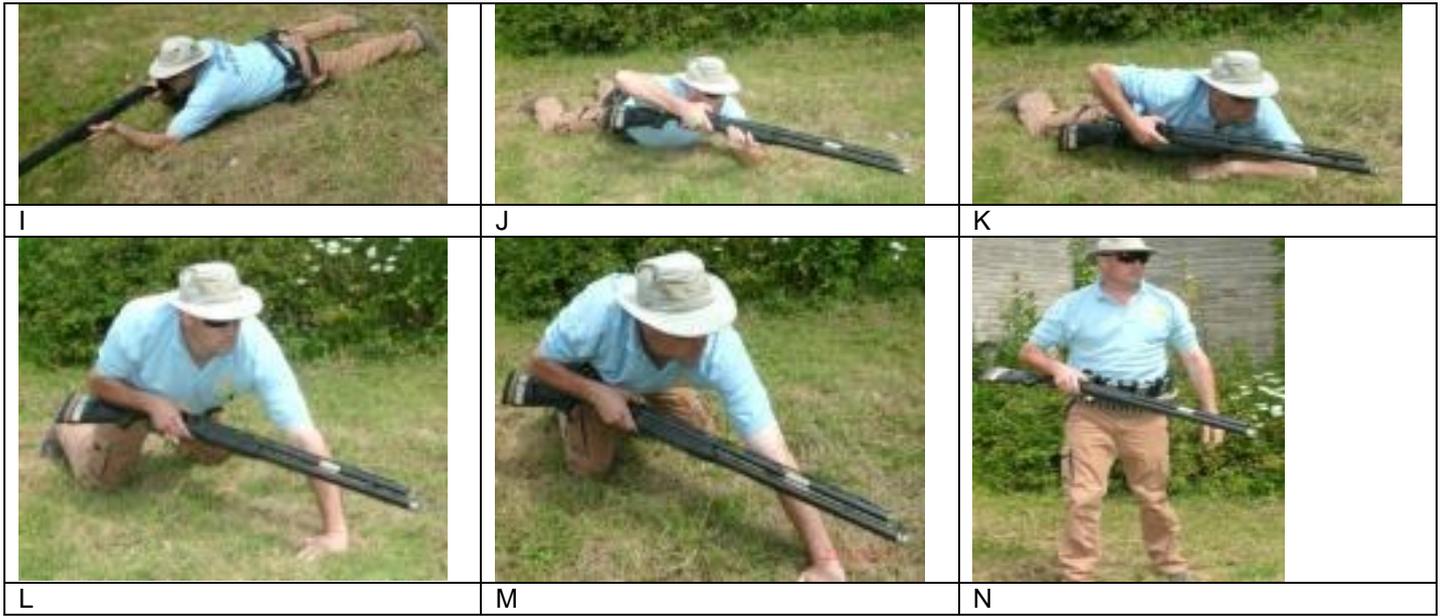
What I am going to show you now is one method of prone shooting. It's not the only one but it provides the most stable platform for shooting slugs etc at distance. It's called "rifeman prone" and we will start at the strong hand trail position (A). It is carried out in one continuous action but to start with we will break it down into its component parts. Bend your knees and raise the gun up to just below shoulder level making sure you keep it horizontal (B) and pointed in a safe direction as you lower both knees to the ground (D), keep looking at the targets and that way you will see where the gun is pointed in your peripheral vision. Now lean forward and reach out with your free hand in front of you for the ground (E), at this point you can if you want hold the stock of the gun under the armpit to maintain better control but be careful of forcing the stock down and the muzzle up. As you move forwards and down your weak hand will (should) end up under your sternum (F and G), and your strong elbow will be pointing out sideways, the gun may twist left or right a bit and this is OK but be sure to keep the muzzle off the ground in case of mud plugs. Next bring your weak hand out from under your body and take hold of the gun by the fore-stock (H), lift your shoulders up by arching your back and using your strong arm. Once the gun butt is in the shoulder relax down onto your elbows and take aim etc. if your earmuffs/glasses get dislodged do not shoot until you have adjusted them! (I) You will find that this is a very stable position to shoot from but somewhat restrictive if you have targets over a wide arc.



Those of you using a pump action may find it awkward to cycle the action so what you can do is rather than racking the gun with the weak hand, hold the fore-grip in place and push the gun forwards with the strong hand BUT make sure you have your finger off the trigger!!

Now to stand up again.

Slide the gun back through the strong hand until you are holding it around the receiver (J), bring the weak hand back under the chest, at the same time as you bring the gun back alongside your body(K), then push your self up (L) and backwards with your free hand whilst sitting back on your heels (M), before simply standing up (N).



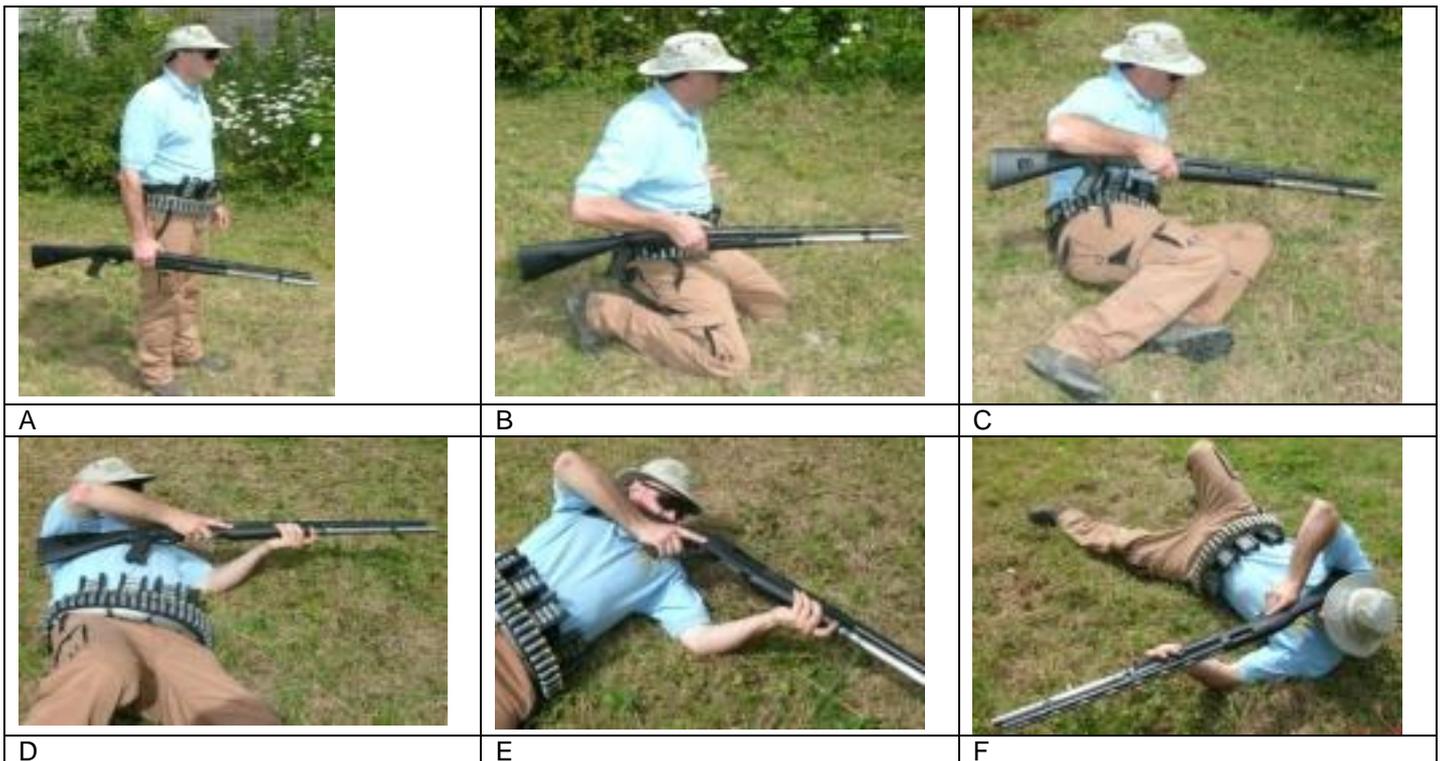
We will now practice this dry until you feel comfortable with it, some of you may not be able to do this due to bad backs etc, if so, please don't attempt it quickly, and stop if you feel discomfort.

Once again each student should do this dry until they are confident with it and then live for 3 or 4 times with 3 or 4 targets each time.

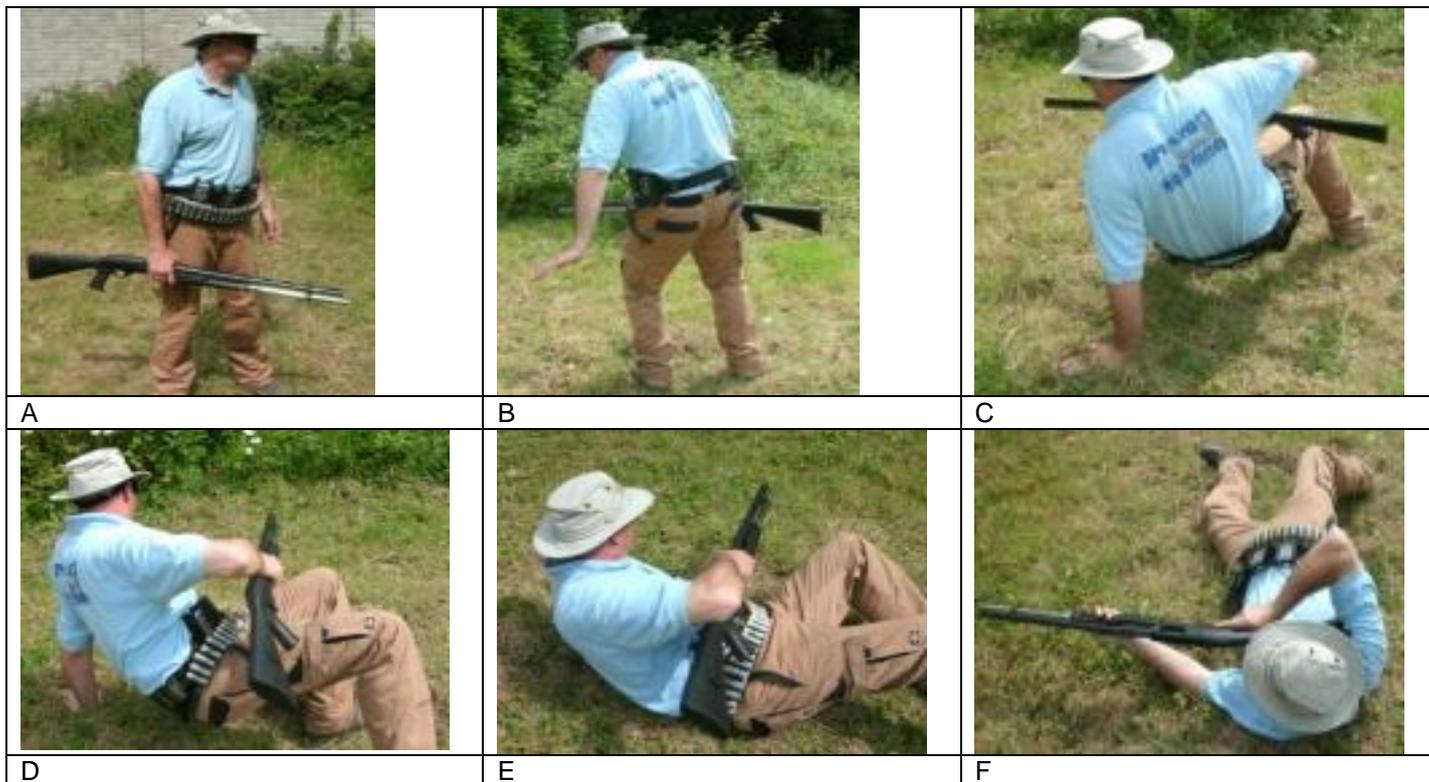
Rollover prone

Script:

There is another technique that can be used and some people prefer it, particularly if they are using a pump action shotgun. It does however involve a small amount of uncontrolled movement and should only be used with the prior permission of the range officer.



An alternative is to “fall backwards” but this is not advised if the ground is uneven or hard. Start standing facing the targets with the gun at trail (A), lean sideways/backwards and reach out with the free hand while bending the knees (B), as you hand touches the ground allow your arm to give way (C and D) and lower your back on to the ground (E), bring the gun up to the shoulder and take aim (F).



Both of these techniques will end up with you lying on your side or back with your body perpendicular to the line of sight, while it does mean that you have a very wide field of view it is not very stable for accurate shooting and will affect the sight picture.

Now to get up again!

First move your strong hand to take a grip around the point of balance and lower the gun to chest/waist height (G), push your self up with your weak hand and while tucking your legs up (H), roll forwards until you are on you knees (I) and then stand up.



Demonstration of walk forward shoot – walk kneel shoot (where permitted by range orders)

Most practical/action shooting events involve movement with a loaded gun (Biathlon, Methuen, CSR, Phoenix A etc) so it is important that the problems associated with it are explained to the student and that they can accomplish it safely. Moving forwards down the range is a very simple exercise and there are few additional controls needed over and above those for static shooting. Obviously only one shooter can do so on the range at anyone time unless they are maintained in a line such as at some of the other events, this though would restrict their times and scores to that of the slowest person.

Script:

What you are going to practice now is very simply walking down range, stopping, shooting a target or two and then moving on again. I assume that you all know how to walk and don't need to be told not to fall over things but to make it a bit more interesting I want you to alternate between standing and kneeling when you fire, so if you miss you have to change positions before firing again. Remember the safety angles and distances, I will shout at you if I think you are getting too close to either but please don't take it personally... any questions? Right who is first? Remember to keep your fingers clear of the trigger guard while moving.

The targets for this need to be arrayed left and right of the pathway at suitable intervals which allow the shooter to move 3 or 4 paces before they have to shoot, paint or tyres can be used to mark out shooting positions. Depending on range space this can be done once or twice but each shooter should have to fire about 10 to 20 rounds

Recap briefing

At this point the instructor should up the pace and assume that the students know what they are doing, constantly drip feeding them instructions will make them reliant on others to do the thinking for them.

Script:

I hope you all enjoyed that break and are ready to go again, before we start a quick recap of the safety rules: fingers off trigger unless shooting, guns kept pointing in a safe direction. Everyone ready?

Recap exercises

Script:

OK we are just going to do a simple walk down shooting targets as we go. On the buzzer I want you to load the gun while walking to the box, shoot 2 targets, kneel down, shoot another 2 targets then move to the next box reloading as you go, shoot another 2 targets, go prone shoot another 2 targets, stand up move forwards to the last box and shoot the last few targets as you see them. Any questions?

It should be made clear that they should carry on as they think fit but if they do stop and ask for help or appear to be unclear as to what to do then guidance needs to be given. It does not matter if they assume the positions in the wrong order as long as they do them all (disability allowing).

Demonstration of moving laterally across the range (where permitted by range orders)

Some stages involve moving across the range to some extent whether it be laterally or diagonally. The main issue here is the control of the gun direction while doing so, there are very few ranges where the gun can be pointed 90 degrees to the firing direction without endangering people and breaking the range regulations. Provided that there is a proper assessment of the stage and the shooters are briefed there are no problems with complying with the safety angles applied. There are some that insist on using all the safety margins allowed so there needs to be a buffer margin allowed for when setting up the stages, generally the guidance in JSP 403 is sufficient, but it will need to be remembered that the shooter may not follow the predicted path and **so they must not be allowed to shoot at targets in such a way as to break the RDA for the type of range in use.**

Script:

What we are going to do now is move across the range, its simple enough but there are a few potholes for the unwary. It is vitally important that during all movement you keep the gun pointing in a safe direction, if you don't it could lead you to point it at someone, something that you will all agree is a bad thing. Those of you that are right handed will find it easy enough to move from left to right across the range, simply take your finger off the trigger (apply safety if required by range orders etc) turn to face the direction of travel while keeping the gun on target and move, it's no different to what you were doing earlier. Watch me..... (instructor demonstrates). You will now notice that I am up against the side of the range and this means that I have to move the other way, which is where the problems start!

Obviously I cannot just turn around and face the other way as this would make you feel uncomfortable with my gun pointing at you, so how do we overcome this problem? Well there are several options:

1: let go of the gun with your left hand and turn to face the other way while pointing it at the targets – you need to be quite strong to do this though and you are liable to catch it on something or try and grip too hard, maybe even with the trigger finger – which is bad!

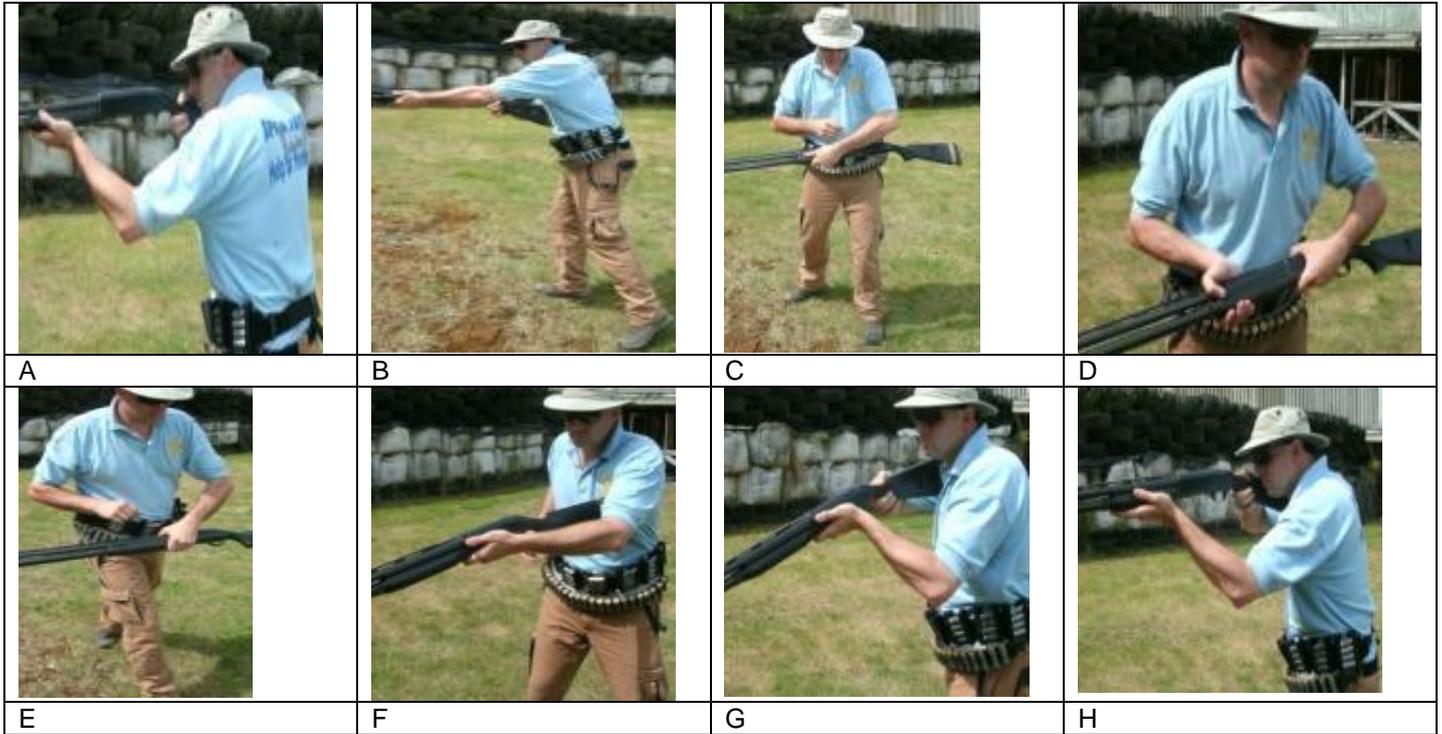
This technique is only really suited for the physically stronger shooter and can lead to them not being aware of where the gun is pointing, it also leads to the gun barrel dropping towards the ground and in some cases being held vertically down. This can lead to it pointing at the shooters feet or even back towards the firing points/spectators.

2: walk backwards, not a viable option as you cant see where you are going and will probably fall over and hurt yourself or others if the gun goes off.

Self explanatory! Walking or moving backwards is NOT SAFE and should not be allowed under any circumstances, the dangers presented in doing so far outweigh any theoretical benefits from allowing "freestyle" shooting

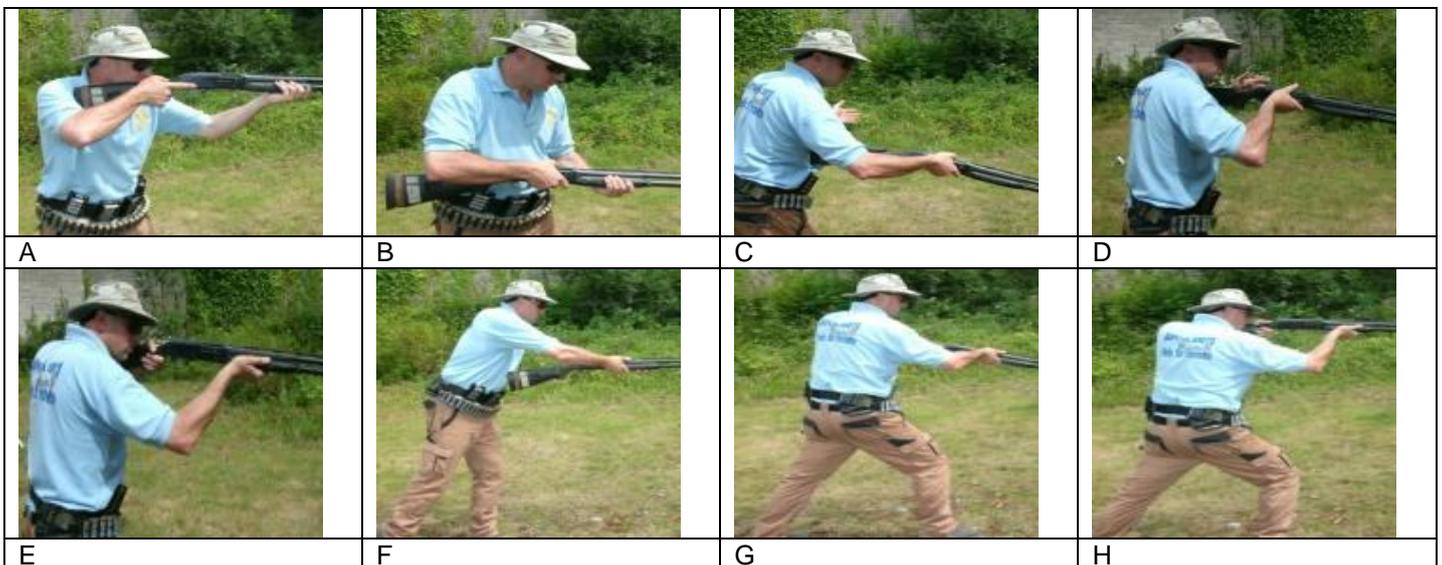
3: or you can simply, push the gun forwards out of the shoulder, bring it down to waist/chest level while bringing the stock across the body (B), the weak hand may need to move to the point of balance along the fore-end and you can then let go with the strong hand (C), as you do this simply turn around and face the other way and grip the gun with both hands (D). Now you can just move back across the range to where you need to be next seeing everything in front of you with the gun nice and secure, simples!

When you get where you are going simply reverse the motions and there you are ready to shoot. Any questions?



Students practice

OK, so you can all shoot from the strong side, but what happens if you need to shoot from the other shoulder? Well again its quite simple. Push the gun out of the shoulder, release it with your strong hand and re-grip it again with an overhand grip around the receiver or fore-end (B) while moving it across your body (C), take your weak hand off as you move your feet (F) and bring the gun across the body as you do so (C). When bring the stock across the body and into the shoulder (D and G). Once the gun is in position taking a firing grip with your weak hand but beware of feeling for the trigger! Any questions?



Students practice

Each student should practice the exercises dry until they are comfortable with it then live shooting 1 or 2 targets from each position. Reloading should be done when they are static. Many of the physically weaker or shorter armed students will find turning on their weak side a problem mostly due to ergonomics, it needs to be stressed to them that speed does not matter, only safety and if they don't feel comfortable doing it then they don't have to do it in competitions as it is up to them how they overcome the challenges presented by the stage, hence the requirement to think for themselves and be aware of the safety angles etc.

Combination exercises – very much dependant on facilities but should include, unloaded start, prone, kneeling, lateral movement and load 1 shoot 1; instructor to demonstrate (dry) and students to follow.

Script:

Right there we have it. You can load / unload the gun, move about the range to find targets, shoot at them and occasionally hit them which is about all you need to be able to do. So what we are going to do now is put it all together in a little practice. You will start with unloaded gun on tyre, kneeling at the box, hands on head. When the buzzer goes I want you to move around the square formed by the tyres in a clockwise direction. If I shout "change, go the other way", when you approach a tyre I will shout out a position, you take up that position, shoot a target and then move on, if you miss shoot again, reload as you need to. Any questions?

Final test – no demonstration but students are to be given full safety briefing and allowed to ask questions. This should consist of about 20 targets.

Script:

What you are going to do now is shoot a stage as if you are in a competition. We will time it and score it for fun but there are no prizes to be had. I will read out to you the briefing and then you will walk through the stage for 10 minutes to get familiar with it. Think about the safety angles, how you will move between firing positions and where you will reload. OK?

If there is no previously built stage to carry out this exercise on then something will have to be built very simply out of whatever is available and nominated shooting positions and targets dictated. The aim is to observe how the student copes with no instructions and multiple problems, not to trick them into making mistakes. As a minimum it should be an unloaded start position, preferably with the gun not held, there needs to be lateral movement to both sides of the range, forwards movement and shooting from kneeling and standing positions dictated by apertures. Prone shooting can be added but it is seldom used in competition since it is a slow position to assume and recover from.

No comments or tuition should be given during the stage but any unsafe acts need to be prevented by verbal instructions. It may be that the shooter cannot judge distance too well and gets too close to a target etc.

Assessing safety is simple, provided they can complete the on range test without breaking the safety rules then they have passed.

Safety rules:

- No movement with a finger within the trigger guard. Movement is changing stance (standing to kneeling etc) or position (firing point) i.e from one side of the range to the other by walking running etc.
- Fingers to be outside trigger guard while changing position, moving, loading or unloading
- Gun to be kept pointing within the safety angles as prescribed by the ammunition type in use and the type of range being used. An NDA range is an NDA range irrespective of the ammunition type!
- Negligent discharges (one that does not strike a target, within set distances of a target (previously defined) or into ends in the backstop)

Other rules may apply depending on range regulations and ammunition types; they are to be made clear in the safety briefing.

F – On Range Test

This section details the minimum level of competence required to be demonstrated in order to obtain a Certificate of Competence. Those persons already in possession of a Military qualification are deemed to have passed this section, provided that they can produce evidence, such as a letter from their CO confirming they have an in date APWT and also passed the WHT for the L128 Shotgun.

On Range Gun Handling Test

This test **must** be undertaken with a semi-automatic or manual action shotgun with a magazine (fixed or detachable).

Table 7- Gun Handling Test			
A	B	C	D
	Section	Actions	Pass/Fail Criteria
	Common standard	<p>The shooter is to carry out all exercises in accordance with:</p> <ul style="list-style-type: none"> the relevant exercise notes listed in the action column the common standards listed opposite the exercise specific criteria as listed in the right hand column 	<p>The shooter fails if they do not carry out the safety actions as listed in column D</p> <p>Or</p> <p>A: they do not keep the gun pointing in a safe direction</p> <p>B: they fire in a direction where the shot impacts in front of the firing line (save where floor mounted steel targets are used), impacts anywhere other than the backstop</p>
1	Safety	<p>Ask the shooter to retrieve their shotgun. The shooter without further direction is to:</p> <p>A: pick up the shotgun</p> <p>B: check the safety is at safe</p> <p>C: check the chamber is clear</p> <p>D: check the magazine is empty</p> <p>E: ensure a chamber flag is inserted</p> <p>F: carry the gun to the range in a safe fashion</p>	<p>Gun to be carried reasonably vertical (pointing within approx 2 feet of feet) muzzle down flag in.</p> <p>Not to be carried with a "firing" grip.</p>
2	Safety	<p>Ask the shooter to present the gun for inspection. Without further instruction they are to:</p> <p>A: keep the gun pointing in a safe direction</p> <p>B: ensure the safety is applied</p> <p>C: remove any chamber flags</p> <p>D: offer up the gun so that the instructor can see into the chamber & action</p>	
3	Controls	<p>Ask the shooter to name the major parts/control. Without further instruction they are to:</p> <p>A: keep the gun pointing in safe direction</p> <p>B: name and indicate the following parts (where fitted): trigger, safety, action hold open, action release, ejection port, loading port, magazine release, foresight</p>	<p>The shooter fails if they cannot without prompting identify the safety catch, action release and action hold open.</p>

4	Function	Ask the shooter to carry out dry firing and cycling of the action. Without further instruction they are to : A: keep the gun pointing in a safe direction B: close the action C: take aim and release the trigger D: open the action and lock it back	The shooter fails if they cannot without prompting close the action using the correct method or lock the action open
5	Function	Ask the shooter to carry out dry cycling of the action without dropping the hammer. Without further instruction they are to: A: keep the gun pointing in a safe direction B: Close the action C: Open the action and lock it back	The shooter fails if they cannot without prompting open the action without dropping the hammer
6	Loading	Ask the shooter to “ load ” (not make ready) and adopt the ready alert position. Without further instruction they are to: A: keep the gun pointing in a safe direction at all times B: ensure the safety is applied C: close the action D: charge the magazine or attach a magazine E: adopt the ready alert position	The shooter fails if they load directly into the chamber and does not correct themselves before assuming the ready alert
7	Make ready	Ask the shooter to “ make ready ”. Without further instruction they are to: A: keep the gun pointing in a safe direction B: ensure the safety applied C: cycle the action without dropping the hammer D: adopt the ready alert position	The shooter fails if they drop the hammer in order to cycle the action and chamber a round
8	Firing	On the command “ carry on ” the shooter is to : A: take aim at the designated targets B :release the safety catch C: shoot their targets until the magazine is empty	Shooting to be controlled and with confidence (100% accuracy not required but wild or erratic firing will result in a fail).
9	Firing	On the command “ load 1 shoot 1 carry on ” the shooter is to reload on a load 1 shoot 1 basis and continue to shoot targets	Criteria as per 4a
10	Show clear	On completion of 4a and 4b the shooter is to offer up the gun for inspection as per 1b and once the Gun Clear flag in command has been issued insert a chamber flag	The shooter fails if they do not keep the gun pointing in a safe direction until the flag is inserted. After unloading the shooter MUST themselves visually check the chamber and magazine are empty (it should be stressed that they verbally acknowledge that the magazine follower is visible)
11	Unload	The shooter is to be asked to load and make ready then assume the ready alert position. Subsequent to them doing so they are then to be asked to Unload and Show Clear . The shooter without further direction is to: A: lower the gun to waist height B: keep the gun roughly parallel with the ground C: ensure the safety is applied D: carry out the relevant unload procedure as detailed in table 4 E: show clear as per exercises 1b and 5	

12	Position changes	These positions are to be as per those described in the relevant section of the NRA Rules and Conditions of shooting (the Bisley Bible)	Not all shooters will be able to attain the various positions and may decline to carry them out without failing provided that this is made clear prior to commencing the test.
13	Kneeling	The shooter is to load and make ready and assume the ready alert position, on the command carry on they are to: A: disengage the safety catch B: successfully shoot 1 target C: adopt the kneeling position D: successfully shoot 1 target E: stand up and repeat exercise at least 3 times	Criteria as per exercise 4
14	Prone Rifleman	The shooter is to load and make ready and assume the ready alert position, on the command carry on they are to: A: disengage the safety catch B: successfully shoot 1 target C: adopt the prone position (rifleman) D: successfully shoot 1 target E: stand up F: repeat exercise at least 3 times	Not all shooters will be capable of completing this exercise on a straight through basis and may carry out the repetitions after rest periods.
15	Prone Rollover	The shooter is to load and make ready and assume the ready alert position, on the command carry on they are to: A: disengage the safety catch B: successfully shoot 1 target C: adopt the prone position (rollover) D: successfully shoot 1 target E: stand up F: repeat exercise at least 3 times	Not all shooters will be capable of completing this exercise on a straight through basis and may carry out the repetitions after rest periods
16	Position Changing	The shooter is to load, make ready and assume the ready alert position. The assessor will then call out a position for the shooter to assume and fire a shot; after each shot is fired the assessor will call out another position. There needs to be at least 15 position changes.	Not all shooters will be able to attain the various positions and may decline to carry them out without failing provided that this is made clear prior to commencing the test

G – Theory questions

Examples of questions for the CoC theory test.

Written or verbal test

Table 8 details core knowledge that **MUST** be proven by all candidates. Supplementary questions are in Table 9.

This may be carried out either before or after the on range assessment. A failure to correctly answer these questions will result in a failure of the theory test.

Table 8- Theoretical test (verbal or written) – core knowledge			
	Subject	Core knowledge	Comment
	Range commands	Must understand the commands that are given and be able to carry out the actions required. Load and make ready, unload and show clear, flag in, STOP STOP STOP .	If the correct procedures are followed as part of the table 5 exercises then there is no need for further questioning
	Ammunition types	Must be able to: A: name the 3 main types (Birdshot, Buck and Slug) B: describe them (exact dimensions not required). C: aware of the different types of shot available (lead, steel etc) and their use/prohibition on hard targets	
	Safety distances	Must know : A: minimum distance to hard targets : 5m – Birdshot 10m- Buckshot 25m- Slug B: safety distance for No4 shot = 300m C: safety distance for Buckshot =750m D: safety distance for Slug = 1300m	Information in bold must be correctly given
	Misfires	Must be able to demonstrate: A: that they understand what a misfire is B: provide a suitable explanation of how they will deal with one.	30 second rule not required (except when using “Classic’ Shotguns) for TS but is an acceptable response.
	Squib loads	Must know: A: what a squib load is B: how it can be dangerous (barrel blockage etc). C: procedure if suspected (stop shooting and alert RO)	
	Operation of range	Must know that: A: it is not permitted under any circumstances to point a firearm in a direction where if fired the projectile(s) would land outside the Range Danger Area. B: For an No Danger Area range this means the gun must be kept pointed within the physical structure of the range. C: when using solid slug on a gallery range that the gun is not to be elevated more than 70 mils (about 4 degrees) and pointed more than 200 mils (about 11.25 degrees) laterally as this could exceed the safety trace. D: Range Orders take precedence over any rule book or competition/event conditions.	Information in bold must be correctly given

Table 9 – supplementary questions to test wider knowledge

20 of these should be selected to accompany the table 8 questions and a 75% pass mark will be required for them.

Note that these questions may have more than 1 answer that is acceptable and if the answer given is not as per the manual then it should be used as a discussion piece. The underlying concept is that the behaviour of the shooter should always be to follow a safe path that they have to judge for themselves from their knowledge and understanding of the situation they encounter.

Table 9- supplementary questions to test wider knowledge			
No	Question	Possible answers	Correct answer
1	You are on a range and someone offers you a go with their shotgun, do you	A) refuse B) accept and only shoot their ammo C) ask if it is a Section 1 shotgun D) ignore them	C
2	You are on a range and a new shooter ask if they can borrow your shotgun, do you:	A) refuse B) permit them if it's a section 2 gun C) check with the RO first D) B and C	D
3	The rib on a shotgun is found where?	A) inside the action B) on top of the barrel C) next to the safety D) by the choke	B
4	You are offered an old shotgun to shoot in a club competition but no one knows its history, do you	A) accept and carry on B) check that it is safe to use C) have it inspected by a competent person D) use your own	B
5	You are shooting a slug competition and someone offers you an old shotgun with Damascus barrels to use , do you	A- accept it and carry on B- check that it is safe to use with slug C- refuse D- notify the RO that someone is trying to hinder your score	C
6	You are visiting a club and have been loaned a type of shotgun that you have never used before, do you	A) keep quiet and try to muddle through with it B) complain that you don't know what you are doing C) ask for some instruction in how it works D) go home	C
7	You are shooting a competition and the safety catch on your gun gets stuck in the off position, do you	A) keep quiet and carry on B) wait until the practice is over and then go and fix it C) let the RO know and carry on if permitted D) take it back to the shop where you purchased it	C
8	You are cleaning your gun and notice that the safety catch is worn and does not stay on, do you	A) ignore it, old guns wear out B) take it back to the person you purchased it from and complain C) arrange for a competent person to fit a new one D) sell it and buy a new one	C

9	You get offered the loan of an old shotgun with external hammers and no safety, do you	<ul style="list-style-type: none"> A) refuse it as no gun without a safety is safe B) ask for instruction in how to use it C) dry fire it a dozen times to get familiar D) B and C 	B
10	You borrow an old gun with external hammers and notice that it does not stay at half cock, do you	<ul style="list-style-type: none"> A) give it back without using it B) tell the owner and ask them to get it fixed before you use it C) carry on shooting with it D) tell the RO that it does not have a safety catch 	B
11	You have finished the unload procedure and cannot see any rounds in the chamber of a magazine fed shotgun, is the gun clear	<ul style="list-style-type: none"> A) yes, you can't see any B) not until the RO says so C) no, there may be cartridges in the magazine D) no, only once the flag is in 	C
12	You finish unloading a magazine fed gun and cannot see any rounds in the chamber, is the gun clear	<ul style="list-style-type: none"> A) yes B) not until the flag is in C) not until the RO says so D) no, there may be cartridges in the magazine 	D
13	You finish shooting and need to leave the firing point, do you wait until someone else checks the gun is clear before doing so	<ul style="list-style-type: none"> A) no, they are all busy shooting B) yes, but only if it's the RO C) yes, but only once the RO has said they can D) no, it's your responsibility 	C
14	You finish shooting and need to leave the firing point, do you wait until someone else checks the gun is clear before doing so	<ul style="list-style-type: none"> A) no, they are all busy shooting B) no, you have put a flag in so it's OK C) no, you have bagged it so it's OK D) yes 	D
15	You are shooting a new gun and have just started firing when the RCO tells you to unload, do you	<ul style="list-style-type: none"> A) ignore him and carry on B) apply the safety and put the gun down C) shoot off all the rounds as quick as you can D) apply the safety if fitted and unload the gun 	D
16	You are shooting a new gun and you need to stop firing and unload it but can't find the action release catch, do you	<ul style="list-style-type: none"> A) shoot all the rounds off at the target until its empty B) walk over to the RO and ask them to help C) put it in a bag and take it home to sort out later D) point the gun in a safe direction and ask the RO for help 	D
17	You are out shooting and notice a pile of live cartridges on the ground, do you	<ul style="list-style-type: none"> A) put them in the bin B) try them in your gun C) collect them up and give them to an RO or official D) notify the landowner at the end of the day 	C

18	You are in a competition and run out of ammunition but see some live cartridges on the ground, do you	<ul style="list-style-type: none"> A) pick them up and use them B) stop shooting until you buy some more ammunition C) ask the RO for a reshoot D) go home without finishing the match 	B
19	You notice some ammunition on the ground, do you	<ul style="list-style-type: none"> A) bury it so the range owner does not complain B) pick it up and try it in your gun C) chuck it on the fire D) pick it up and notify the RO 	D
20	A member of your club offers you a box of old paper cased ammunition that they found in their grandfathers loft, do you	<ul style="list-style-type: none"> A) give them to a novice to try B) keep them for when you run out of new ammunition C) refuse D) give them to an authorised person (RFD etc) to dispose of 	C or D
21	You are given a box of cartridges which has no markings on, do you	<ul style="list-style-type: none"> A) check the cartridges over carefully for markings before you use them to make sure they are safe in your guns B) chuck them in the bin C) try firing them in an old gun in case it blows up D) donate them to a novice 	A
22	You are at a competition and run out of ammunition, someone offers you some cartridges but they are not the same make as yours, do you	<ul style="list-style-type: none"> A) refuse B) check that they are the same calibre and case length C) shoot them though an old gun in case something goes wrong D) ask to borrow their gun to shoot them with 	B
23	You are at a club and they have a plastic wad ban, but you only have plastic wad cartridges, do you	<ul style="list-style-type: none"> A) buy some fibre wads cartridges B) ignore the rule and carry on as its only you C) carry on but try to pick up the wads that you can find D) go home in a huff 	A
24	You are out shooting and run out of ammunition, a friend offers you some 3" magnum cartridges to carry on with, do you	<ul style="list-style-type: none"> A) refuse as they will hurt your shoulder B) check that your gun will fire them safely C) ask to borrow their gun as well D) try and find some live rounds in the bins instead 	B
25	On the base of a cartridge the number "12" is stamped, is this	<ul style="list-style-type: none"> A) the size of pellets in the cartridge B) the year of manufacture C) the calibre of the cartridge D) the length of the cartridge 	C
26	You buy some cartridges but notice that the marking on the box do not match those on the cartridges, do you	<ul style="list-style-type: none"> A) take them back to the shop B) cut them open to check how they are made C) ignore the markings on the cartridge D) ignore the markings on the box 	A

27	On the side of a cartridge it has the phrase "28 grams – 5", what does this mean	<ul style="list-style-type: none"> A) it contains 28 grams of powder and 5 pellets B) it contains 28 pellets weighing 5 grams C) it contains 28 grams of pellets that are size 5 D) the pellets are too small for use in NRA competitions 	C
28	On the side of a cartridge it has the phrase " 56 grams- 4", what does this mean	<ul style="list-style-type: none"> A) it contains a total of 56 pellets that weigh 4 grams each B) it contains 56 grams of pellets that are size 4 C) it contains 56 grams of powder and 4 pellets D) the pellets are the biggest allowed in NRA competitions 	B
29	On the side of a cartridge it has the phrase "plastic wad, 32gms No4 Steel shot", can you	<ul style="list-style-type: none"> A) use them on hard targets B) use them on ranges with a lead shot ban C) use them on ranges with a plastic wad ban D) shoot them in Damascus barrels 	B
30	On the side of a cartridge it has the phrase "fibre wad, 32gms No4 Steel shot", can you	<ul style="list-style-type: none"> A) use them on hard targets B) use them on ranges with a lead shot ban C) use them on paper targets for scoring D) shoot skittle with them 	B
31	On the side of a cartridge it has the phrase "67mm" printed, what does this mean?	<ul style="list-style-type: none"> A) it's the length of the ammunition and you can work out how many can fit in the magazine B) it's the range of the pellets C) that it should only be used in guns with a minimum chamber length of 67mm D) the pellets are size 6 and 7 	C
32	You want to shoot your gun with solid slug and fit a telescopic sight to it, before using it in a competition do you	<ul style="list-style-type: none"> A- go to a suitable range and zero it at the distances you are going to shoot B- check the alignment with a ruler and hope that its on target C- use your sighting shots to check the aim D- walk the shots onto target with the aid of a spotter 	A
33	You fit a telescopic sight to your shotgun and want to shoot solid slug through it, before firing it do you	<ul style="list-style-type: none"> A) hold it as tight as possible to try and stop it recoiling B) ensure you have enough eye relief so that it does not hit you under recoil C) shoot it prone to increase stability D) get an experienced shooter to zero it 	B
34	Your club has a shoot organised on an MoD range and you want to use your shotgun with solid slug, do you	<ul style="list-style-type: none"> A) get permission from the range warden B) ask the RCO to get permission C) shoot at old targets only D) tell the range warden that he might need to tidy up the wads 	B

35	You are shooting solid slug on the range and a miss is signalled from the butts after a light recoil shot, do you	<ul style="list-style-type: none"> A) shoot again B) check that the barrel is clear C) ask the RO to spot for you D) aim off more 	B
36	You are shooting solid slug during a fixed time practice and you don't feel the gun recoil as it normally would, do you	<ul style="list-style-type: none"> A) load another round and try to catch up B) carry on and finish the detail C) stop shooting and notify the RO D) unload the gun and retire from the point 	C
37	You are getting to the end of a 30 round stage and the gun does not recoil like it normally does and there is less of a gunshot, do you	<ul style="list-style-type: none"> A) carry on B) stop and look down the barrel C) load another round and carry on D) stop and notify the RO 	D
38	You are shooting on a club range that has no danger area, which of the following is correct	<ul style="list-style-type: none"> A) the gun must not be pointed outside the range B) no projectiles may land outside the range C) you can point the gun straight up in the air as long as it does not go off D) A&B 	D
39	You are shooting on a club range that has no danger area, the RO briefs you that you can point the gun above the backstop, do you	<ul style="list-style-type: none"> A) carry on shooting but ignore them and keep the gun aimed at the targets B) ask them to check the range orders C) point the gun wherever you like D) carry on shooting but write a letter to the club afterwards 	B (A is not incorrect but is not best practice)
40	You are shooting in some private woods that your club has permission to use when some walkers enter the danger area, do you	<ul style="list-style-type: none"> A) carry on, they should not be there B) wait until they are off the site and carry on C) stop shooting until you are sure they have left the area D) shout at them and threaten to call the Police 	C
41	Your club has rented some private woods to shoot in that has a public footpath running through it, when you are shooting do you	<ul style="list-style-type: none"> A) post sentries on the path & put up signs B) make sure you don't shoot towards the path C) make sure that the targets are not on the path D) all of the above 	D
42	Your club has rented some private woods to shoot in that has a public footpath running through it, when you are shooting do you	<ul style="list-style-type: none"> A) put up a fence to block it B) put up signs to warn that you are shooting C) make sure you don't shoot towards the path D) B&C 	D
43	Do shotgun ammunition purchases need to be entered onto your FAC?	<ul style="list-style-type: none"> A) No B) Yes but only if it's for solid slug C) Not if you are going to use it at a club D) B&C 	B

44	Your club is going shoot on an MoD range and you want to zero your shotgun with slug, do you	<ul style="list-style-type: none"> A) carry on as if it were a rifle B) ask permission of the club chairman C) ask the RCO to seek permission from the range authority D) ask the RCO to spot for you 	C
45	Your club is having a guest day and you have got Section 2 shotguns to lend the guests, are they allowed to use solid slug?	<ul style="list-style-type: none"> A) yes as long as range orders allow it B) yes, but only if a club member gives it to them C) no, it's against range orders D) no 	D
46	Your club is having a guest day and the visitors are shooting at paper targets with SG, should they have to wear glasses	<ul style="list-style-type: none"> A) no, only club members have to wear them B) only if range orders say so C) yes, it's for their own safety D) no, not if hard targets are not used 	C
47	You are having a club competition but the novice shooters don't have the right equipment or safety glasses, do you	<ul style="list-style-type: none"> A) lend them your gun and glasses B) tell them to leave the range C) stop shooting until they have glasses on D) let the RCO sort them out 	C
48	You are on a range shared with other clubs and you see someone opening and closing their gun behind the firing point, do you	<ul style="list-style-type: none"> A) ignore them, it's not your problem B) ask your club secretary to write a letter to the NRA C) ask them to stop doing it D) leave the range 	C
49	Where can you normally find details about what cartridges you can shoot in your gun?	<ul style="list-style-type: none"> A) in the range orders B) stamped on the barrel C) in the manufacturers manual D) B&C 	D
50	You are shooting with your club on an MoD range and a new member has put some metal plates on the mantlet during the butt party change to shoot at, do you	<ul style="list-style-type: none"> A) have a go shooting them B) tell the RCO immediately C) let them get on with it D) keep shooting at your target 	B

History and background information

Target shotgun is not a new discipline. Shotguns have been used for target shooting since they were first made however it is only recently that there has been a move to formalise some of the rules and event conditions. The use of shotguns at the NSC Bisley was promoted in the first decade of this century by enthusiasts from many clubs, without whom this “new” discipline would not have moved forwards. The reader will note that this manual is far from comprehensive and is a mere introduction to the sport. To that end, should any club or individual wish to submit for consideration any information that they think is suitable for inclusion, the Target Shotgun Sub-committee would be pleased to receive details via the address given.

Further information about target shotgun is available from the discipline representative or online in many of the free shooting forums:

four4islands.org
www.full-bore.co.uk

Within “Target Shotgun” various sub divisions exist. While the list below is not exhaustive and is very broadly scripted it may be of use to the novice.

Target Shotgun – any event that involves the use of a shotgun for the purposes of competition, specifically excluding quarry shooting and clay shooting which is well served by the CPSA etc or niche events such as those covered by BWSS or IPSC.

GR&P Shotgun – a subset of Target Shotgun where events are carried out broadly in line with the GR&P rule book with minor amendments to suit the firearms and ammunition types used i.e. T&P 1, Multi-Target, etc.

Action Shotgun – a subset of Target Shotgun where the stages/events are designed using disparate and non-repeated target arrangements and stage conditions to test accuracy and proficiency with a shotgun.

Practical Shotgun – a subset of Action Shotgun where the stages/events are designed to test accuracy and proficiency with a shotgun under conditions that replicate, insofar as possible, those that they may experience in a non- competitive environment .i.e simulated quarry shooting, stalking etc.

IPSC Shotgun – a subset of Practical Shotgun, where stages and events are held in line with the principles of practical shooting and rulebook(s) as promulgated by the IPSC, though not sanctioned by them.

Sanctioned IPSC shotgun – a subset of IPSC shotgun where events are approved by IPSC and subject to rules and conditions peculiar to them.

Historic – minor categorisation for differentiating events described above where only shotguns of a certain vintage may be used.

Multi-gun – competitions that require the competitor to use more than one firearm during any one scoring period. This may include shotguns.

2, 3 or 4 gun – competitions that require the competitor to use more than one type of firearm during separate scoring periods to count towards a single total score. This may include shotguns.

The Target Shotgun Sub Committee would like to express its thanks to the following clubs who have assisted in the promotion of the discipline and running of events over the previous years:

Brighton & District RPC
Carlisle Small Arms Club
Cheshunt RPC
Christchurch Gun Club
F4i Supporters Club
Frome District RPC
High-Power RA
Mattersey RPC
Old Windsor RPC
Romsey Gun Club
Rossendale RPC
Shield Shooting Centre
Worcester Norton SC

And finally:

The National Rifle Association

For its continued support and enthusiasm for the discipline of Target Shotgun

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JS Harris
Chairman of Target Shotgun Sub-Committee of the NRA

Appendices

Examination sign off sheets

A copy of the sheet is to be provided for each candidate.

On completion of all the exercises it is to be returned to the NRA Training department for processing and archiving.

It should NOT be given to the student to retain.

In the event that the student attends more than 1 course or venue for training, sign off sheets covering all the test areas are to be sent to the training department prior to the certification being issued.

Appendix 1 – Certificate of Competence assessment and sign off sheet

National Rifle Association				
			Appendix 1 of the Target Shotgun Manual	
Range Safety Awareness & Competency Assessment				
		Target Shotgun		
Name			NRA number	
Home Club			Club NRA affiliation number	
	Pass/Fail	Date of test	Venue	Coach/Assessor signature and number.
Completed NRA Probationers Course *				
Theory Tests				
Table 7				
Range commands				
Ammunition types				
Safety Distances				
Misfires				
Squib loads				
Operation of range				
Table 8				
Insert % correct				
Range tests				
Carriage and checking clear				
Identification of parts				
Loading, Unloading, Showing Clear				
Standing to Kneeling				
Standing to Prone				
Multiple position change (exercise 16)				
Movement exercises				
Emergency stop procedure				
Misfire procedure				
Coach notes				
Fee Paid (NRA internal use only)			SSC Card number & expiry date	

Appendix 2 – Instructor / Coach Assessment and sign off sheet

National Rifle Association				
				Appendix 2 of the Target Shotgun Manual
Theory & Competency Assessment				
Instructors and Coaches				
		Target Shotgun		
Name		NRA number		
Location of Course		Date		
Home Club		Club NRA affiliation number		
	Pass/Fail	Date of test	Venue	Assessor signature and number.
Completed NRA Coach or instructors course *				
Theory Tests				
Table 7				
Range commands				
Ammunition types				
Safety Distances				
Misfires				
Squib loads				
Operation of range				
Table 8				
Insert % correct				
Range tests				
Carriage and checking clear				
Identification of parts				
Loading, Unloading, Showing Clear				
Standing to Kneeling				
Standing to Prone				
Multiple position change (exercise 16)				
Movement exercises				
Emergency stop procedure				
Misfire procedure				
Zeroing (slug only)				
Coach notes				
Fee Paid (NRA internal use only)				