

FSC Clay Machines and Card System

Member Manual

1 Introduction

2 Operations

3 Policies and Procedures

4 Troubleshooting and Support

Version 1.2

1 Introduction

The objective of this document is to serve as a reference manual for operating our new systems.

This document is a “living and breathing” reference that should be enhanced and edited as needed over time. It is intended to provide a primary reference for club duty officers, while sections should be used as the Members Operating Manual.

Background

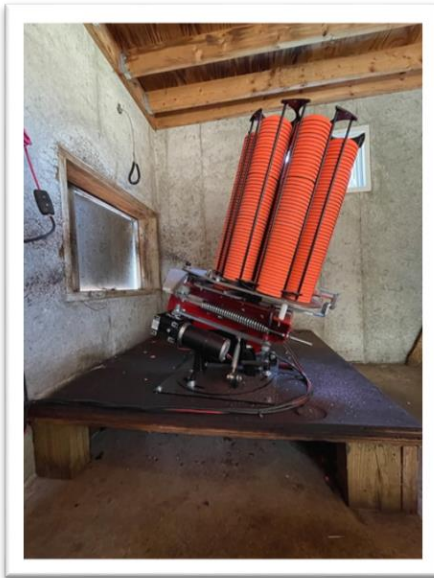
In the Summer of 2023 the Falmouth Skeet Club membership voted to upgrade the Skeet Machines and to incorporate an electronic system for target counting. The system was installed in August 2023.

The goal of these system upgrades is to benefit the membership with the use of high quality, late model Skeet machines and to enhance membership participation by using an electronic target counter system that will allow members to shoot Skeet or Trap outside the club’s normal operating hours.

Additional upgrades to Trap and 5-Stand will be considered in due time based on funding, members’ decision and club objectives.

The new system consists of the following:

MEC Clay Machines



Long Range Card System



Long Range Target Tag Software



- The Target Tag Counter Software is managed in the club PC at the clubhouse office and is operated by the Duty Officers.

The Target Counting Card System (main concepts)

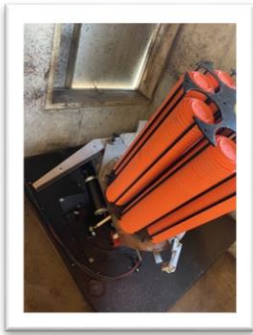
- There are two types of target cards used by shooters: **Count Down** and **Count Up**.
- **Count Down (CD)** cards use prepaid targets and are based on the balance of targets on the card
- **Count Up (CU)** cards tally rounds as they are shot and get paid after shooting
- In general, active members are expected to have their own **Count Down** Cards
- As an exception, if approved, some members can opt to use **CU** cards and pay at the office, after shooting. These cards can also be used for non-members or members that do not have their Count Down Card. The CU cards are provided by and must be returned to the duty officer after shooting
- Rounds can be bought (prepaid) at the club or online via the FSC website.
- if Rounds are purchased online, proof of purchase must be shown to Duty Officer before loading rounds to a Card
- Cards are loaded with skeet rounds (1 round is equivalent to 25 targets)
- Extra targets are always added for free for **“broken clays”** or **“see birds”**

2 Operations and Maintenance

2.1 Normal Operations

2.1.1 MEC Clay Machine Start Up at Field (repeat for all houses)

- Open house (unlock with key)
- Secure house door (in open position)
- If shooting outside normal hours, locate the sign-up log and sign in with date and name (non-members and members). **Note:** non-members must always be accompanied by members
- Check that MEC machine is properly loaded with clays
- Make sure MEC machine is **not** running
- Clean (sweep debris) around machine if required
- Open House Window (secure it in the Open position)



- Turn Electric Switch (left photo) to **ON**
- On the high houses:
 - Turn the **UPS** (right photo) to **ON**.
 - Find the On/OFF button on the top, left of the UPS unit.



- Arm the MEC machine (Turn small black MEC Switch to ARM position/red)



- Outside of the High Houses:

- Open the weather box where the card reader is located

- Depending on what is being used (cord or remote) plug the appropriate device (cable or remote receiver) into the Reader (bottom, right side of Reader)

[Wireless Receive \(remote\) when available](#)

- If using a remote – place Wireless Receiver in the bracket next to weather box with antenna facing up (see picture below).



Wireless Receiver (remotes) when not available (use pull cord)

- **If the wireless remote is not available, or field receiver is not working, use the pull cord**



- Find the pull cord inside the High or Low house on a specific field (look for an Orange spool on the wall with the cord)
- Plug the pull cord connector into the bottom of the Reader (to the right side connection)
- Replace the remote receiver with the Pull Cord if the receiver is connected to the Reader
- Once the Reader is started and shooters can load targets (credits) from their cards
- You should be ready to Pull targets

Member Card System

- The **Long Range Target Tag** system works with RFID (radio frequency identification) technology in order to transmit and receive information from/to the club PC to/from a counter reader on the field
- Cards are a membership benefit for all current members in good standing
- Cards are obtained and loaded by the active Duty Officer during Normal Club Hours



- Keys for the Skeet houses are available for shooting off hours (only one per member)
- **House Keys are only available to members in good standing**
- Members with Keys can shoot during off-hours **9am-6pm** or until sunset (whichever comes first)
- Replacement member CD cards can be obtained from the Duty Officer for a fee of \$10
- Keys are obtained only by members from the Duty Officer for a fee of \$10

Prepaid Cards – On-site Purchases (at the club)

- Members can buy round credits for their **Count Down** cards
- Duty Officer assigns cards to members and add rounds to member cards
- Non-members must always be accompanied by a club member
- Non-members can be provided a **Count Down card** with prepaid rounds or a **Count Up card**, for their use while shooting
- Non-member must always return their borrowed card at the end of the visit

2.1.1 Members shooting during regular Business Hours

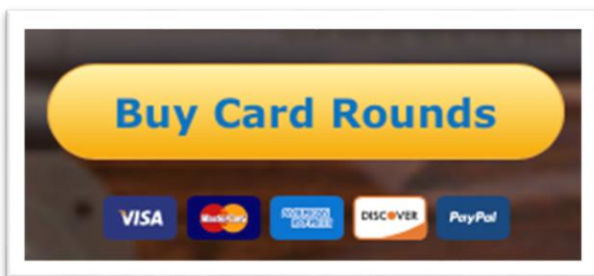
Purchasing Rounds (loading cards with target rounds)

At the Clubhouse (onsite) Purchases and Pre shooting Process

- ALWAYS - Sign-up in the **Squad Sheet** at clubhouse table/counter
- If required, purchase **Count Down** card rounds from Duty Officer and get the card loaded appropriately
- Duty officer may provide a **Count Up** card if required
- Non-member (member-escorted visitor) may purchase rounds from Duty Officer
 - Duty Officer can load and provide **Count Down** card for **non-member** or provide a **Count Up** card if preferred (use card pre-labeled NON MEMBER)
 - **Non-member must sign Liability Release at every visit** (ask Duty Officer for form)
 - Escorting member must always accompany the non-member to shooting field
- Prepare and Gear up for shooting
- Gather wireless remote for respective field from duty officer
- Join squad at the Field

Online Purchases – PrePaying Rounds on Card

- Members can buy rounds for their count down cards online (via the FSC Website)
- Select the “**Buy Card Rounds**” button and pay at member price (only for **Count Down** cards)
- Edit the **Quantity** based on how many Rounds are needed (1 is the minimum)



- Members must request Duty Officer to load the pre-paid targets into card at club office
- Show email receipt from online purchase to Duty Officer
- Duty Officer will load rounds into member card at office PC

At the Field (using the loaded cards to shoot)



- One at a time, each shooter must input how many rounds they wish to shoot into the reader
- Shooters must insert card **vertically** into card reader (see pic above, on the right)
- Member name will display on the Reader Screen (unless shooter is non-member)
- Regardless of the card type, press the **Yellow** button to load a target round (**one at a time**).
- Each round is 25 targets (more will show if extra ones are being automatically added)
- **Recommendation:** only load one (1) round at a time. Complete the round and then load another one once all shooters are ready, at field
- **Free extra targets** are always added to account for **broken birds** or for **See birds**
- Remove the Card from the card reader once rounds have been added as credits to the card reader
- Each shooter does the same until the entire squad has entered each their rounds
- Start shooting! (shooting must start within 10 mins, before the counter resets)
- When the counter resets, all the target credits are erased from the counter.
- Late starters must also add rounds into the card reader, before shooting (minimum is 1 round)

Closing and Shutting Down Machines and Houses after shooting

- **Shutting down the MEC Machines**
 - Disarming the MEC Machine
 - Makes sure area is Clear and Push the MEC button (upward-disarm)
 - Turn the **UPS Off** and then the electric switch to OFF
 - Clean the area around the MEC machine
 - Reload the MEC Machine with clays as needed
 - Disconnect and stow the pull cord (if it was used)
 - Discard the empty boxes into the recycle bin (after breaking them up flat)



2.1.2 Members (and Non-Members) shooting at Non-Regular Times

- **Non-regular** times, are defined as times off the normal club schedule. These are 9am to ½ hour before sunset or 6pm (whichever comes first) on a daily basis, unless otherwise specified by the Board of Directors
- Members planning to shoot at non-regular hours must have a key to open the houses and a **Down Card** Card loaded with at least 1 round (25 targets)
- Members can obtain keys for the Clay Houses from the Duty Officer (\$10 fee) during normal operating times
- All members shooting at non-regular business hours must be familiar with the house opening and closing procedures. Members must have participated in a card system walkthrough and must have signed a liability release.
- **Any non-members shooting will be under the supervision of the sponsoring member and the sponsoring member needs to ensure to have enough targets for non-member(s) to use**
- **Members are fully responsible for managing safety and following field rules when shooting during non-regular times**
- **Members and Non-Members** must sign in on the Logbook placed in the corresponding High House. Signing of the logbook acknowledges the waiver clauses. **The waivers are in the High House next to the logbook for review**
- During non-regular time shooting, members are responsible for picking up empty shells from the field used and leaving the house used, **properly** loaded with targets, after shooting.
- Members must always follow safety first and follow shutdown procedures before conducting loading or shell pickups

3 Policies and Procedures

1. The FSC card system is now the standard interface between the skeet clay machines and the skeet pull controllers
2. For members: **Count Down** cards cost \$10 per card replacement and \$10 per house key (for off-hours field use)
3. **After hours** field use is only available to members (see section 2.1.2) from 9am until ½ hour before Sunset, or 6pm (whichever comes first). They can bring non-member guests (see #13)
4. Safety is paramount for club operations and is responsibility of all members to enforce it
5. All members are responsible for properly using the system and taking care of it
6. Care and maintenance of the systems and property remain essential to the club operations
 - a. All members must participate in volunteer maintenance programs as needed
 - b. All houses must be kept clean from clay debris, especially around the machines
 - c. All fields must be clear of empty shells after a shooting day
 - d. All MEC machines must always be refilled once skeet rounds are done for the day or anytime when they are low on targets
7. All members using a **Count Down** Card must **prepay** their rounds **before shooting** unless using a special **Count Up** Card in which payment is done after shooting.
8. Cards are loaded with as many rounds members want to prepay
9. Duty Officers are responsible for understanding the card system and its operations
10. Duty Officers are responsible for selling card prepays and loading cards with rounds accordingly
11. Duty Officers are responsible for settling or escalating issues with the card system
 - a. At the discretion of the Duty Officer, member issues or disputes regarding the card system can result in rounds being credited or debited to a member's card
12. Members can purchase (prepay) rounds for their card online via our club's website
 - a. Proof of the online purchase must be presented to Duty Officer to get cards loaded
13. Non-members cannot shoot during non-regular club business hours without a member
14. Non-members must shoot **only** when accompanied by a current club member at all times
15. Members or non-members must use the sponsoring member's prepaid **Count Down** card during off hours shooting. The sponsoring member must ensure to have enough targets on the card
16. **Count Up** cards are only used as an exception and at Duty Officer's discretion if:
 - a. Special situation demands that a member use that type of card
 - b. A special event where there is required to reconcile targets shot (post event)
 - c. **Count Up** cards can only be used when there is an active Duty Officer present and must be returned to the Duty Officer after being used
17. Non-members can use **Count Down** cards specially labelled **GUEST NM**. These cards are assigned to a special (**Non-Member**) account and charge the non-member fee per round
 - a. Non-members (**GUEST NM**) cards must be return to the club house after shooting
18. Rounds left on the field Card Readers will reset to 0 after 10 mins of inactivity
 - a. If a member unfairly lost rounds, a Duty Officer can reload (credit) their rounds if deemed appropriate or necessary
19. New member walkthroughs must include an overview of the Card System

20. If a member forgets their card, a temporary **Count Down** card labelled **GUEST M** can be used, prepaid and loaded. Or a temporary card can be assigned to him/her for the day. Temporary cards must always be returned to the club house after shooting
21. Both Members or non-members can use **Count Up** cards if deemed appropriate by the duty officer. In which case those cards must be returned to the Duty officer after shooting. This allows for the duty officer to charge the user (member or non-member) for the rounds shot and get the cards back. Duty officers may use a **Count Up** card marked **GUEST NM** for non-members
22. Lost member cards can be replaced for the member by the Duty Officer (\$10 member cost)
23. Card Readers at the fields after 10 mins of inactivity reset and any targets are erased
 - a. Best practice is to load the field card reader with one (1) round at a time until the squad completes shooting a round and then load the second one, and so on
24. When loading targets into the field card readers, shooters must push the yellow button to transfer rounds to the card reader. **For every button pushed, the card reader will load one round.** Shooters must pay attention to the screen as it shows the card target balance and number of targets transferred

4 Troubleshooting and Support

Dealing Card Counter Issues at the Field

- Any issues with the cards or the rounds loaded, must be communicated with the Duty Officer
- If a member is not able to shoot for some reason and a card was swiped, the issue must be communicated to the Duty officer to investigate and provide credit if warranted
- If the card system doesn't work as expected, communicate the situation to the Duty Officer for resolution and/or escalation
 - Try another member's card to verify that there is an issue
- Wireless Remote not working
 - Pause pulling for a min to see if connection is reestablished
 - If problem persists, replace wireless remote with pull cord remote
- Card not recognized when swiped
 - Check other member cards to isolate the issue
 - Reset and reload the card with rounds and test to see if it works
 - Duty officer can provide new card to member after loading rounds

Support Contacts

- for MEC Machine related issues contact: Jorge, Stuart or Andy
- for LongRange Card System related issues call Jorge, Stuart or Andy
- for PC system related issues call Jorge or Stuart