



**NATIONAL CAPITAL AREA COUNCIL
BOY SCOUTS OF AMERICA
SHOOTING SPORTS
STANDARD OPERATING PROCEDURES**

January 15, 2018

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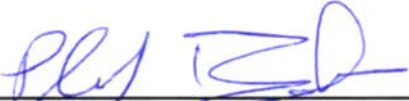
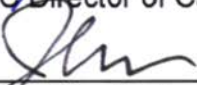
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 V. Muzzle Loading Range Checklist

STANDARD OPERATING PROCEDURES APPROVAL

Boy Scouts of America
National Capital Area Council
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Phone: 301-530-9360
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 _____ NCAC Director of Camping Service	<u>01/17/18</u> _____ Date
 _____ Shooting Sports Committee Chairman NRA Chief RSO Number 80571449	<u>1/17/2018</u> _____ Date

RECORD OF CHANGES

Change No.	Date	Changes Recorded By

CHAPTER 1

PREAMBLE

This range Standard Operating Procedure (SOP) provides guidelines and rules for all shooting sport activities to include archery, pistol, rifle shotgun shooting that occur on the grounds of the National Capital Area Council (NCAC) Camp William B. Snyder or Goshen Scout Reservation (herein after named “Facility”) grounds and/or facilities, and the community at large.

This SOP includes shooting range rules, emergency response plans, and other information needed to conduct safe shooting activities and range operations.

Specifically, it addresses safety issues, and is required study for all range personnel and individuals who desire to use the facility for shooting events. Facility Range personnel will be required to demonstrate proficiency and knowledge of this directive both orally and written. Others who have a need for use of this facility for shooting shall be required to prove proficiency and knowledge of range safety rules and regulations.

Safety is a function of education and training and cooperation between the facility range management, its operating personnel, and visitors. This plan is perpetual and complements both the facility and any of its permanent and/or temporary design and management. The use of guns on this facility demands that every precaution must be taken to promote range operating personnel are properly trained to include visiting personnel who participate in events as Range Safety Officers and/or shooting instructors and that they and their visitors are continually reminded of firearm safety.

Premise for NCAC Camp Shooting Sports Standing Operating Procedure

BSA Camp Snyder and Goshen Scout Reservation are following the NCAC Standing Operating Procedures (SOP) as define in this document for Archery, Air Rifle, Air Pistol, BB Gun, Shotgun, Sling Shot, Small Bore Pistol, Small Bore Rifle Ranges and Muzzle Loading Rifle [Goshen only] (See Appendix A thru L). These operating procedures, follow the BSA National Shooting Sports Manual,

Objectives of the NCAC Shooting Sports Program

The NCAC **Boy Scouts of America** is a non-profit corporation. One of its primary objectives is to maintain a place to train Cub Scouts, Boy Scouts, Scouters and other individuals involved in the NCAC programs on the safe and proper use of archery and small arm rifles and pistols (i.e., Archery, BB, Air Gun, BB gun, Small Bore and Shotgun).

The secondary purpose is to house a safe facility whereby, District Troops and Crews and the NCAC Council can use the facility to hold shooting and other events.

Properly designed and managed shooting ranges operated under strict guidelines and safety rules that are enforced, together, constitute a safe operation. Safety is not a function of design alone, but rather one of proper range use and operating procedures.

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It is the responsibility of the Facility Chief Range Safety Officer to instruct and coach the individuals using the shooting facilities in the basic range design parameters; i.e., letting them know precisely how the facilities must be used, which will be dictated by the type of shooting the specific range was designed. This ensures that each shooter understands what *is* and *is not* permitted on each range they desire to use.

Under no circumstances should any NCAC Facility operator or employee assume that a shooter has read (or can read), understands, or will comply with safety rules as posted or published. Hence, steps must be taken to ensure that they understand the safety rules. Safety requires constant vigilance and cannot be left to chance! If shooters are given a copy of the range rules to read, then it is best that they be asked 1-2 questions about those rules to ensure they, in fact, understand them.

Control

Both positive and passive controls ensure range facilities are used properly. Each user shall be provided with a printed copy of the general range rules and specific rules for the range they desire to use, and each will be asked to read them and then sign the hold-harmless agreement verifying that they have received, read, and will comply with the provisions contained therein. (See Appendix M).

Staff performing this function should be alert for signs that a customer may not be able to read the rules or the hold-harmless agreement. If this situation is suspected, determine as discretely as possible the accuracy of this observation, then off to one side, verbally explain the rules, the hold harmless agreement and then if the instructions are understood have the shooter sign the hold harmless agreement. If a signature is not possible, have another staff member witness the mark' by the shooter indicating they understood the verbal explanations.

It is the duty of all range personnel to make each shooter's visit to the facility as pleasant as possible, but at the same time provide those who are unskilled in the use of firearms with an opportunity to obtain basic instruction without embarrassment. Enforcement of safety is paramount.

Range rules will be prominently posted at strategic points, at multiple points on each range and in "any defined shooting houses" around the facility to inform persons entering or leaving the facility that safety is paramount. Range personnel and shooters/users alike, must act in a responsible manner and each one must know through clear and concise communications the penalties that may be imposed if they disregard the fundamental rules of safety and good conduct.

Range Safety Enforcement

Safety is not complete without enforcement. Enforcement is the glue that holds the entire range safety plan together. Without it, this plan (or any plan) is worthless.

Range operating personnel and shooters must be continually reminded that ranges are only as safe as the way they are used. It is the duty of every Range Safety Officer and range employee to be on the alert for safety violations, both in the work environment and as we entertain our guests.

Think Safety

Every member of the Facility has the authority and responsibility to monitor safety and to enforce established rules and regulations. This may include disciplinary action, such as temporary or permanent suspension or revocation of range privileges, which may be necessary to correct errant behavior. Range Safety Officers (RSOs) have the authority to terminate a shooter's use of a range for cause, and the responsibility to report said action immediately to Facility management for appropriate disciplinary action if warranted.

CHAPTER 2

CONSTITUTION

Charter and Bylaws

The Charter and BYLAWS of the Boy Scouts of America can be found in two published documents:

57-491 Charter and Bylaws of the Boy Scouts of America

57-492 Rules and Regulations of Boy Scouts of America

These documents may be obtained by contacting the National Capital Area Council by requesting the NCAC to forward the request and payment to: Boy Scouts of America, Office of the Chief Executive Suite 400, P.O. Box 152079, Irving, Texas 75015-20179.

Other Documents

Boy Scouts of America – Outdoor Programs Private Property Approval for Shooting Sports by Units, Districts, and Councils

http://www.scouting.org/filestore/Outdoor%20Program/Shooting%20Sports/430-065_WB.pdf

Boy Scouts of America *National Shooting Sports Manual*, 2015 Printing, Appendix 3, entitled “Standing Operating Procedures for Rifle, Shotgun and Pistol Ranges.”

CHAPTER 3

ORGANIZATIONAL CHART

The following organizational chart illustrates how the NCAC and its Scout Camps are organized. Refer to the BSA bylaws (Chapter 2) and the BSA National Shooting Sports Manual (Chapter 2) to provide additional information. This chart provides a progression of duties and responsibilities of the National Capital Area Council as it relates to shooting sport activities being conducted at Camp Snyder and the Goshen Scout Reservation.

NCAC Shooting Sports Organizational Chart



CHAPTER 4

NON-PROFIT ORGANIZATION

BSA Structure

The Boy Scouts of America (BSA) was incorporated on February 8, 1910 and chartered by Congress in 1916 with a mission to provide an educational program for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.

National Council

The National Council is the corporate organization of the BSA that is chartered by the United States Congress to operate the BSA program. The National Council is registered as a non-profit private corporation and is funded from private donations, membership dues, local council charter fees, corporate sponsors, and special events.

National Capital Area Council

The National Capital Area Council (NCAC), BSA headquartered in Bethesda, Maryland was founded in 1911 in Washington, DC. The NCAC is registered as a non-profit organization. It is currently one of nearly 250 local councils chartered by the National Council, BSA. It is a Class 200 council, (one of the largest) and is geographically comprised of ten counties in Northern Virginia, six counties in Maryland, the District of Columbia and the U.S. Virgin Islands. Districts assist with the implementation of Scouting and the NCAC's Strategic Long-Range Plan. Support is provided to 22 districts serving the metropolitan National Capital area. It is the mission of the Boy Scouts of America to prepare young people to make ethical and moral choices over their lifetime by instilling in them the values of the Scout Oath and Law.

NCAC serves the District of Columbia; Frederick, Montgomery, Prince George's, Calvert, Charles, and St. Mary's counties in Maryland; Virginia: Arlington, Fairfax, Prince William, Loudoun, Fauquier, Spotsylvania, Caroline, King George, Stafford, and Culpeper counties and the independent cities of Alexandria, Falls Church, Fairfax, Manassas, Manassas Park, and Fredericksburg; U.S. Virgin Islands.

Camp William B. Snyder

Camp William B. Snyder, also known as "Camp Snyder," is a 325-acre BSA Camp located in Haymarket, Prince William County Virginia. It is the latest camping area offered by the NCAC. Camp Snyder open since 2008 serves as a multi-functional camp that can meet the needs packs, troops, crews, and teams, districts, and other outside organizations looking to develop a partnership or quality outdoor experience.

Goshen Scout Reservation

Goshen Scout Reservation, a fully accredited camp, is the home of three resident Boy Scout camps, two resident Webelos camps, and the Lenhok'sin High Adventure Base, all centrally located around beautiful, 450-acre, Lake Merriweather. Each summer, Goshen Scout

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Reservation welcomes thousands of Cub Scouts, Webelos Scouts, Boy Scouts, Venturers, and adult leaders. In continuous operation since 1967, Goshen Scout Reservation provides the premier summer camp experience in our area.

CHAPTER 5

SAFETY PLAN

Purpose: These rules and procedures are for the safety and comfort of all visitors to NCAC camps, including guests, the surrounding community, and the environment, and to preserve camp as a facility for the safe use of firearms.

1. Eye and Ear protection is **REQUIRED** for all shooting. You assume all responsibility for any injury you incur by not wearing adequate ear and eye protection.
2. All posted signs must be obeyed.
3. **OBSERVE THE NRA GUN SAFETY RULES.**
 - a. Always keep the gun pointed in a safe direction.
 - b. Always keep your finger off the trigger until ready to shoot.
 - c. Always keep the gun unloaded until ready to use.
4. **WHEN USING OR STORING A GUN, ALWAYS FOLLOW THESE NRA RULES:**
 - a. Know your target and what is beyond.
 - b. Know how to use the gun safely.
 - c. Be sure the gun is safe to operate.
 - d. Use only the correct ammunition for your gun.
 - e. Wear ear and eye protection as appropriate.
 - f. Never use alcohol or drugs before or while shooting.
 - g. Store your guns so that they are not accessible to unauthorized persons.
 - h. Be aware that certain types of guns and many shooting activities require additional safety precautions.
5. No alcoholic beverages, illegal drugs, or illegal substances are permitted on NCAC Camp property. Persons under the influence of alcohol, drugs, or other intoxicants are not permitted on NCAC Camp property. Persons who appear to be under the influence of alcohol, drugs, or other intoxicants on Camp property will be asked to leave.
6. Disruptive activities, such as loud music or horseplay, are not permitted on Camp property.
7. **ANYONE UNDER THE AGE OF 18** must always be accompanied by an adult. The responsible adult will closely supervise their shooting and firearms handling and will be responsible for the minor's actions.
8. Except when shooting on a designated range. **NO** loaded guns may be carried on camp property except by a uniformed law enforcement personnel or U.S. military personnel, or citizens and law enforcement personnel who are required to carry a concealed firearm under Virginia or federal statute. Proper documentation must be shown and recorded with camp management. All guns shall be carried or resting with safety on, unloaded chamber open or broken down, in full display of being safe.

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9. Guns may be loaded ONLY on the firing line. Guns not on the firing line must have their actions open, be broken down, and magazines removed, unless the gun is cased or holstered. Uncased guns carried behind the firing line should have their muzzles pointed up. Guns must not be pointed at persons or property.
10. All shooting will be on designated ranges ONLY.
11. There shall be no firing at or from range buildings. Bullet impacts off the range, into side berms, into structures, or into other range features which are unauthorized for bullet impacts are strictly prohibited.
12. No airborne targets may be used except for regulation clay targets on the skeet, trap, and/or sporting clay shotgun ranges or targets that have proper approval from the Camp management.
13. Shooting cross-range at extreme angles on ranges with multiple firing points is prohibited.
14. Shooting at wildlife is strictly prohibited.
15. Live or misfired ammo must be removed from the range, and NOT be placed in any disposal container on the property. **CLEAN UP THE RANGE BEFORE LEAVING.**
16. Fully automatic firearms are not allowed on camp property. **NO HIGH BRASS AMMUNITION IS ALLOWED.**
17. All shooting must be deliberate, controlled, and aim fired. Uncontrolled firing is firing from the hip, or any other firing where the gun is not aimed by having the shooter's eye aligned with the gun sights. Shotguns must be fired while the butt of the stock is against the shoulder.
18. Guns may never sweep or be pointed at anyone at any time, regardless of the loaded or unloaded condition of the gun.
19. Anytime someone is down range, all guns must be grounded, benched, or placed in the gun's rack. There is to be no gun handling during this period.
20. Smoking is prohibited on line, within any building or on the range.
21. Any exceptions, modifications, or additions to camp rules and procedures for activities must be approved by camp management.
22. Any fees, rules and material are subject to change without warning.

23. CEASE FIRE PROCEDURE

- a. The purpose of the “Cease Fire” command is to make the range safe when shooters are on the firing line. As such, the Cease Fire command may be issued by anyone who is on the range!
- b. A Cease Fire command shall be issued when any of the following occur:
 - i. A safety violation has occurred.
 - ii. Any other time that the range needs to become safe for others on or entering the range.
- c. When the Cease Fire command is heard, all guns shall immediately be unloaded. The actions shall be fixed open and benched, grounded and secured, with muzzle pointing downrange for the duration of the Cease Fire.
- d. When a Cease Fire is called, the safe range condition must be verbally acknowledged by the Range Safety Officer on that range. During a Cease Fire, no guns may be handled.

CHAPTER 6

RANGE OPERATIONS GUIDE

1. **General.** Live firing conducted at Camp William B. Snyder or Goshen Scout Reservation Camp is designed to provide a safe place to train Cub Scouts, Boy Scouts, Venturers, Sea Scouts, Explorers, Scouters and other individuals the safe and proper use of archery, small arm rifles (i.e., BB and Air Gun, and .22 rifle) and shotguns and a place whereby, Districts, Troops Crews, Ships Posts and NCAC Council can use the facility to hold shooting events.
2. **Facilities for Use.** Range availability is at the discretion of the Camp Director. Live-fire shooting is normally limited to the following ranges and equipment:
 - a. Outdoor Range – Guns (i.e., BB guns, Air rifles, air pistols, .22 caliber rifles, .22 caliber handguns) equal to or smaller than .22 caliber.
 - b. Trap/Skeet, Sporting Clay Range – Shotguns only. (Up to #7 ½ steel shot)
3. **Range Limitations and Safety Requirements.**

Live-fire shooters will:

 - a. Fire only on scheduled ranges that have a Range Safety Officer (RSO) present.
 - b. Fire only authorized guns and ammunition.
 - c. Fire at authorized targets only.
 - d. Fire only after completing a “hold harmless” agreement. (Required for each visitor to Camp Snyder or Goshen Scout Reservation camp).
 - e. Ensure all projectiles impact within the established range safety limits.
 - f. Ensure range flags are displayed at the firing line at the Outdoor Range and the Shotgun shooting ranges.
 - g. Call “Cease Firing” and make safe all guns before a shooter (Outdoor Range Shooters Only) moves forward of the firing line or during any unsafe condition.
 - h. Call (Cease Firing” if a firing line becomes staggered (one shooter forward of another) anywhere on the complex.
 - i. Use appropriate ear protection (foam inserts or hard muffs).
 - j. Wear appropriate eye protection.
 - k. Notify the RSO of any safety infractions.
 - l. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
4. **Prohibited Guns.** Muzzle Loaders, Full-automatic guns, any rifle over .22 caliber are prohibited.
5. **Authorized Personnel.** The following persons can fire:
 - a. Districts, Troops, Crews, Ships, Posts and NCAC Council can use the facility to hold shooting events.
 - b. Stipulation – that certified adult Instructor and RSO supervision is provided for Districts, Packs, Troops, Crews, Teams and Posts.
 - c. Stipulation – that NCAC Council can use the facility to hold shooting events as long a NCS Shooting Sports Director and an appropriate number of NRA Certified RSO’s work the event.

6. Personnel Responsibilities.

a. Camp Director

- (1) Maintain the Camp permanent and/or temporary ranges.
- (2) Ensures that the NCS Shooting Sports Director receives written range time and date schedules. Schedules should include recreational fire and any special instructions (i.e., helping to determine where temporary 1-station range; 5-station range; and/or 12-station sporting clay range could all be setup).
- (3) Keeps CRSO and RSO credentials on file in Camp Records.
- (4) Maintains a record of Certified NRA Rifle and Shotgun Instructors or USA Archery Instructors on file. Ensures that all shooters (youth and adult), RSOs and any others participating in the camp shooting sports programs sign the Appendix M **RELEASE, WAIVER, INDEMNIFICATION, HOLDHARMLESS, AND ASSUMPTION OF RISK AGREEMENT Form**
- (5) Ensures that the Appendix M **RELEASE, WAIVER, INDEMNIFICATION, HOLDHARMLESS, AND ASSUMPTION OF RISK AGREEMENT Form** remain on file at Camp for at least 5 years.
- (6) Ensures that all documented Injury Report Forms (Appendix Q and R) remain on file for at least 5 years.

b. National Camping School Shooting Sports Director

- (1) General. The **NCS Shooting Sports Director** has overall responsibility for the safe handling and shooting of guns anywhere on NCAC camp property, and trains, coordinates, and supervises RSOs.
- (2) Specific.
 1. Report for duty one hour prior to the scheduled live fire.
 2. Ensures that the proper number of instructors and RSO are available as defined in the BSA National Shooting Sports Manual.
 3. Ensure that at least 2 RSO's are available for Outdoor Range Shoot.
 4. Ensure that at least 2 RSO's are available for 1-Station or 5-Station Shotgun Shoot.
 5. Ensure that at least 7 RSO's are available for a "special event" District and/or Council shoot.
 6. Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this chapter.)
 7. Ensure the RSO checks in prior to going down range.
 8. Ensure the RSO has NRA Certified RSO Credentials with person's name, NRA ID#, and current expiration date.
 9. Ensure that RSO is and/or will be listed in the CSRO's binder.
 10. Ensure that RSO is dressed in blaze orange vest and hat.
 11. Have RSO sign-out one radio, appropriate keys, required range flags, Hold Harmless Agreements, SOP Binder, and first-aid kit.

c. Range Safety Officer

- (1) General. The **RSO** supervises shooting activities as prescribed by this facility SOP. The **RSO** needs to be on the firing line and/or in a location that allows the best control of the firing line. It is the **RSO** duty

to maintain order on the range assigned to. The **RSO** ensures that the shooters follow the range regulations which prevent possible property damage and personal injury. The security of guns and equipment on the range(s) primarily the responsibility of camp management, however, the **RSO** and other shooters should be concerned for each other.

The RSO may not serve as an instructor while performing RSO duties.

(2) Specific.

Note: RSO's should be made aware that live fire cannot occur unless it has been scheduled by the Camp Director and/or the NCS Shooting Sports Director.

1. Check-in with the NCS Shooting Sports Director a one-half hour prior to the first scheduled live fire.
2. Present NRA Certified RSO Credentials with person's name, NRA ID#, and current expiration date.
3. Obtain the following: special instructions, one radio, appropriate keys, required range flags, Hold Harmless Agreements, SOP Binder, and first-aid kit.
4. Test the radio to ensure it works.
5. Conduct range inspections using checklists found in Outdoor Ranges Appendix H and Shotgun Range(s) Appendix I.
6. Check and ensure that all shooters and observers have filled out "Hold Harmless" Agreements.
7. Ensure that at least two individuals (RSO + 1 instructor) are always on the range. **Note:** This number will vary according to the range(s) assigned.
8. Provides each shooter with a set of Range Safety Rules (Appendix N) and **RELEASE, WAIVER, INDEMNIFICATION, HOLDHARMLESS, AND ASSUMPTION OF RISK AGREEMENT Form** (Appendix M).
9. Accounts for each Appendix M form.
10. Conducts range safety briefing according to Appendix O prior to any shooting.
11. Request permission to live-fire from NCS Shooting Sports Director.
12. Conduct live-fire in accordance with section 6 d. of this chapter.
13. Failure of shooters to abide by the procedures listed in section 6 d. will result in immediate eviction from the range. Report all incidents to the RSO.
14. Notify NCS Shooting Sports Director by radio when live fire is finished and request a range inspection.
15. Turns in all gear to include all the Appendix M **RELEASE, WAIVER, INDEMNIFICATION, HOLDHARMLESS, and ASSUMPTION OF RISK AGREEMENT Form** for each shoot handled.

d. Individuals Shooting

- (1) All shooters must check-in with the designated RSO on the scheduled range.

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- (2) All shooters and spectators must fill out “hold harmless” agreements.
- (3) Shooters will always conduct themselves in an orderly manner, and will be responsible for the conduct of any guests that they bring.
- (4) All shooters are responsible for their guns and ammunition while on the grounds of NCAC camp property.
- (5) Guns that are out of the case and not being fired must be benched and/or placed in a shooting rack. (Actions open and facing up, chambers empty, muzzles down range (if on bench) and muzzles pointed up (if in rack), and safeties on.)
- (6) Shooters moving from shooting position (5-position range) and/or temporary sporting clay stands must walk with guns pointed up.
- (7) Only load guns on the firing line (rifle range) after RSO has given the command to shoot.
- (8) Only load guns at shotgun positions/stations when either an instructor and/or “trapper” give permission to load.
- (9) Do not point guns at anything other than the authorized targets.
- (10) Follow all instructions from the RSO.
- (11) Assist in policing the area of brass and any other debris.
- (12) No pets are allowed on ranges.

7. **Hours of Operation and Scheduling.** The Camp NCS Shooting Sports Director develops a special event live-fire schedule based on requests received and posts it on the first of each month. RSO’s desiring to work an event must notify the Camp Director to be placed on the operations schedule.

8. **Alcoholic Beverages and Drugs.** Shooters may NOT consume alcoholic beverages or drugs (including prescriptions and-over-the-counter medications) before or during live firing. The NCS Shooting Sports Director or RSO will deny range access to anyone in violation.

9. **Medical Support.** In the event of a medical emergency, call 911 and notify the Camp Director immediately.

10. **Release, Waiver, Indemnification, Hold Harmless, Assumption of Risk Agreement Form.** A Release, Waiver, Indemnification, Hold Harmless, Assumption of Risk Agreement Form will be completed by each RSO and given to Camp Director for Camp records. See Appendix M.

11. Hunting on NCAC Camp Properties

Hunting on CWBS is not permitted in any form. Current Hunting information for GSR may be obtained by contacting the **Director of Conservation Partnerships & Special Events** at the council office 301-214-9170.

APPENDICES

APPENDIX A

DEFINITIONS

Ammunition for shotgun clay shooting typically uses lead or steel shot ammunition, with shot sizes ranging between # 7 1/2 and #9. The major components of a shot shell are the "hull" (casing), "primer" (ignition device), "powder" (smokeless gunpowder), "wad" (shot cup and cushion), and "shot" (round pellets). The "shot" in a "shot shell" consists of 300-450 +/- small spheres. Shot shells are allowed a maximum payload weight of 1-1/8 oz. (32 g) of shot. Velocity may vary, but is limited based upon shot mass: 1290 ft./s (393 m/s) for 1-1/8 oz. (32 g), 1325 ft./s (404 m/s) for 1 oz. (28 g), and 1350 ft./s (414 m/s) for 7/8 oz. (24 g). Maximum loads are generally only needed for longer "handicap" yardages or the second shot in Doubles Trap. When required at certain trap clubs or ranges, steel shot is used with slightly larger shot size. (e.g., #6 or #7).

Backstop: A backstop is an area (berm or device) constructed to stop or re-direct bullets fired on a range.

Clay Pigeon Shooting, also known as clay target shooting, and formally known as Inanimate Bird Shooting, is the art of shooting at special flying targets, known as clay pigeons or clay targets, with a shotgun or any type of firearm.

Cold / Hot Range

- A **cold range** is a range on which all firearms are always unloaded, unless the shooters are standing on the firing line. This also means that all firearms anywhere on range property, including the Firing Line, shall always be and remain (A) unloaded, (B) the actions open and (C) detachable magazines removed ("Rendered Safe"). The ONLY EXCEPTION is for firearms properly present on the Firing Line during such time as the line is Hot (see below). In this regard, all firearms brought to the range must be Rendered Safe before passing through the gate
- A **hot range** is a range on which all firearms are always (presumed to be/allowed to be) loaded.

Compliance. The shooting sports facility, its plans, rules, procedures and its management and staff shall comply with the applicable safety guidelines and provisions in the latest edition of "the Range Source Book" (National Rifle Association of America: Fairfax, Virginia) or its successor, as appropriate to the type of facility involved.

Educational shooting ranges are those that are built with an intent being to provide training to shooters. Two of the common types of ranges constructed for educational purposes are .22 ranges, and a five-stand trap shooting range.

Firing Line: Firing line is a parallel line behind which shooter are seated and/or standing, and from which bullets are discharged toward targets. A firing line enclosure (shooting cage) is a structure on the firing line, one or more firing points.

Five Stand is a type of shotgun sport shooting like sporting clays, trap or skeet. There are five stations, or *stands* and six to eight strategically placed clay target throwers (called traps).

Shooters shoot in turn at various combinations of clay birds. Each station will have a menu card that lets the shooter know the sequence of clay birds he or she will be shooting at (i.e. which trap the clay bird will be coming from).

Gating/Fencing

- **Fencing** is the upright barrier that once installed, serves as a barrier to range entry except through a designated point.
- **Gating** is the entrance through the gate at a designated ingress-egress point.

NCS Shooting Sports Director means an individual holding a current Shooting Sports Director certificate from the BSA National Camping School.

Operations Plan. An operations plan shall be submitted that includes the rules for each range, sign-in procedures, and restrictions on activities in the use of ranges. Every operations plan shall prohibit loaded firearms except as provided by the range safety specifications and operating procedures.

Outside Terrain: Terrain around the entrance of the camp that prevents outside entry.

Range means any individual or group of firing positions and associated safety backstops for a specific shooting type.

Range master means a person or persons trained and appointed by the operators of a BB gun or archery shooting sports facility in accordance with the safety specifications of the Boy Scouts of America and any additional safety specifications that may be adopted by the operators of the shooting sports facility. Range masters shall complete the necessary training and obtain certification from the Boy Scouts of America to be a range master. This individual is restricted to Cub Scout shooting activities.

Range Safety Officer. The **RSO** supervises shooting activities as prescribed by this facility SOP. The **RSO** needs to be on the firing line and/or in a location that allows the best control of the firing line. It is the **RSO** duty to maintain order on the range assigned to. The **RSO** ensures that the shooters follow the range regulations which prevent possible property damage and personal injury. The security of guns and equipment on the range(s) primarily the responsibility of camp management, however, the **RSO** and other shooters should be concerned for each other.

Range Safety Officers (NRA) Requirement. RSOs are people who possess the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. NRA Range Safety Officers must be 21 years of age or older and hold a current NRA RSO certification.

Range Site Design features and safety procedures shall be installed and maintained to prevent errant rounds from escaping all shooting positions, when such positions are used in accordance with range safety rules and practices.

Safe Range (Area): The term "safe range" is based on the assumption that all shooting takes place in the direction of the targets, that users always keep their firearms unloaded and actions open when arriving or departing a range; that firearms are always unloaded except when the

shooter is in position on the firing line; that users will use only firearms with which they are familiar and will always use the proper ammunition.

Shooting is the act or process of firing rifle, shotguns, or other projectile weapons such as bows or arrows. Even the firing of artillery, rockets, and missiles can be called shooting. A person who specializes in shooting is a marksman. Shooting can take place in a shooting range or in the field in hunting, in shooting sports or in combat.

Shooting Sports Standard Operating Procedures is a document that includes procedures for shooting operations on the facility designated ranges. This document is kept on site and shall always be accessible to those using the shooting sports facility.

Site Plan shall be submitted with the license application which shows the location of all buildings, parking areas and access points; safety features of the firing range; elevations of the range showing target area, backdrops or butts; and approximate location of buildings on adjoining properties. The site plan shall also include the location of all hazardous material storage and use locations.

Sporting clays is a form of clay pigeon shooting, often described as "golf with a shotgun" because a typical course includes from 10 to 15 different shooting stations laid out over natural terrain. For safety, the course size is often no smaller than 35 acres. Unlike **trap** and **skeet**, which are games of repeatable target presentations, sporting clays simulates the unpredictability of live-quarry shooting, offering a great variety of trajectories, angles, speeds, elevations, distances, and target sizes

Sporting Clays Course layout and play. A typical course consists of 10 to 15 stations, with each station presenting targets from **trap machines**. Usually 5 to 10 targets are shot at each station by a squad of up to six shooters for a total outing of 50 to 100 targets per person. Targets are thrown as singles and pairs. A pair of targets may be thrown as a *true pair* (or *sim pair*, i.e., thrown at the same time), as a *following pair* (thrown sequentially), or *on report* (the second clay launched on the report of the shooter's gun). Numerous hunting conditions can be simulated by combining various speeds and angles with different types of clay targets. Each station is unique. Throughout a course, the shooters might see targets crossing from either side, coming inward, going outward, flying straight up, rolling on the ground, arcing high in the air, or thrown from towers. The possible target presentations are limited only by safety considerations, the terrain, and the imagination of the course designer. The configuration of the stations is often changed to maintain interest for the shooters and for environmental preservation of the course.

Shooting Range is a camp facility for shooting at targets with air or BB guns, pistols, rifles or shotguns for instruction, practice or competition. A shooting range consists of a gallery with a **firing line**, a **firing zone** measuring, as long as, the shooting distance, targets, as well as storage space for guns and cartridges. Depending on the size of the shooting range, shooting is allowed at distances of 10–50 m. The shooting range may be indoors, outdoors, or partially enclosed.

Spectator Area. A spectator area is a clearly defined area where spectators can observe/watch a shooter event.

Structures. All structures, installations, operations and activities shall be located at such a distance from property lines as will protect off-site properties from hazards, when the ranges are used in accordance with range safety rules and practices.

Trapshooting is one of the three major disciplines of competitive clay pigeon shooting (shotgun shooting at clay targets). The other disciplines are skeet shooting and sporting clays. They are distinguished roughly as follows:

- In **trap shooting**, the targets are launched from a single "house" or machine, generally away from the shooter.
- In **skeet shooting**, targets are launched from two "houses" in somewhat "sideways" paths that intersect in front of the shooter.
- **Sporting clays** includes a more complex course, with many launch points.

Trapshooting is typically shot with a 12-gauge shotgun. Smaller gauge firearms (e.g. 20 gauge) can be used, but no allowance is given. Trapshooting is shot at either single or double target presentations. This refers to the number of clay targets which are launched simultaneously.

Trap machines and target launching methods

- Trap shooting requires the use of a **target throwing device(s)**. American Trap utilizes a single trap machine which is typically enclosed within a **trap house**, downrange from the shooters' shooting positions. The house provides protection of the machine (e.g. from weather and errant shots) and acts to obscure the machine's oscillating throwing position.
- **Automatic throwing machines** can store hundreds of clay targets in a carousel and systematically self-load targets onto the throwing mechanism. Manual electric target throwers require a person in the trap house with the trap machine, to set the target(s) by hand onto the machine arm. For both types, an electrical signal, from the push of a button or a sound activated device, causes the trap machine to throw its targets after the shooter calls for their bird(s).
- **Temporary or informal trapshooting** can utilize other methods to launch targets. The simplest is a "**hand thrower**" which is a hand-held arm which holds and releases that target when a person swings it. Another type of manual, non-electrical thrower utilizes a spring-loaded mechanism which is cocked and subsequently released by hand or foot.

Vegetation Buffer: Vegetation that is planted to, absorb, block or re-direct the muzzle blast noises emitted from a gun being shot at a range.

Waiting Line. A distinguishable line that is behind a firing line, and where shooters are instructed to wait until such time that they are called to shoot.

Warning Signs are placards that are installed and maintained along the shooting sports facility property lines. Such signs shall be posted a minimum of every 100 feet along the property lines.

Wetlands. Federal and state laws are in place to protect wetland types. Wetlands are lands where saturation with water is the dominant factor determining the nature of soil development and the types of plant and animal communities living in the soil and on its surface.

APPENDIX B
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CUBSCOUT DAY CAMPS
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

ARCHERY RANGES

I. Authorized Use of Range Facilities

- A. The council camp shooting ranges may be in operation only when the camp director gives permission. For special council/district events, shooting ranges must have the permission of council Director of Camping Service
- B. Council ranges will be under the supervision of a trained range master. 18 years of age or older, trained by a National Camping School shooting sports director or USA archery/NFAA level 1 archery instructor.
- C. All range safety officers must have a copy of their certification(s) on file in the camp.
- D. The range master officer is responsible for the operation of a specific range. He or she is to run the range, maintain safety, and ensure all rules are followed. To fulfill these duties, they cannot engage in instruction at the same time as running the range.
- E. Archery ranges have a ratio of one range master/ range officer to a maximum of twelve students, when on the shooting line.
- F. Range operation will conform to current BSA National Shooting Sports Manual and the Guide to Safe Scouting.
- G. Range equipment will be checked out by the camp director to the range master and checked back in to the camp director.

II. Opening Range

- A. Check that there are sufficient arm guards and finger tabs present for all Archers.
- B. Check the range and equipment for safety issues prior to the start of your sessions.
- C. When ready to open, put the range flag up to show that you are ready.

III. Range Safety Briefing

- A. While gathered at a location outside the firing line:
 - 1. Introduce the range staff and who will oversee the range.
 - 2. Review the “three rules when on the shooting line” and “three rules when retrieving arrows.”

Shooting line rules:

- a. Know and obey all range commands
- b. Always point the arrow [especially when nocked] in a safe direction, either at the ground or at the target.
- c. When done shooting, place the bow in your bow stand or in a safe position and step back from the shooting line.

Retrieving arrow rules:

- a. Retrieve arrows only when the shooting line is clear and the range master signals
“retrieve your arrows.”
- b. As you walk forward to the target waiting line, pick up any arrows on the ground (your own as well as others).
- c. Only one archer may pull arrows from a target at a time: all others stand at least 6 feet back from the target [or to the side] waiting in line.

3. Review general range rules:

- Keep arrows in quiver until ready to shoot.
- To carry arrows correctly or in a quiver.
- Be sure the area around and beyond your target is clear before you shoot. Never draw a bow if anyone is in front of the shooting line.
- Always aim and shoot at a definite target; never shoot just for the sake of shooting. Be sure of your target and that it is safe to shoot at.
- Shoot only at targets that are thick enough to stop your arrow[s]. Do not shoot if there is any chance your arrow might ricochet (bounce off) from the target or other object and hit someone.
- Use arrows that are the proper length for you. Arrows that are too short can cause serious injury.
- Never shoot an arrow up into the air.
- Walk, do not run, on the archery range.
- When retrieving arrows from behind a target, particularly on a field range or an isolated target, mark the target by placing an arrow into the top of the target with the fletching's up. This is to warn other archers that you are behind the target.
- Always use proper safety equipment, including an arm guard and finger tab.

- Always inspect your equipment before shooting. Repair or replace damaged equipment.
- Replace the bowstring when it becomes worn.
- Always have an arrow on the string when shooting a bow. Dry firing- shooting a bow without an arrow- can seriously damage a bow and possibly injure the archer. Never Dry fire a bow.

4. Review the equipment:

- Explain how to hold a Bow.
- Explain how to nock an arrow and draw.
- Explain how to aim with a bow.
- Explain the nine steps of how to shoot a bow and arrow.
 1. Stance: Feet shoulders width apart, standing perpendicular to the target.
 2. Nock: Where to nock, that the nock should be tight on the string and the orientation of the index fletching.
 3. Set: Stand up straight and square your shoulders.
 4. Pre-Draw: How to place fingers on the string and not the arrow.
 5. Draw: How to correctly pull back a bow string.
 6. Anchor: A consistent point on the archer's face that they draw back to that allows them to be consistent when aiming.
 7. Aim: How to aim a bow instinctively (point of aim) or with a bow sight.
 8. Release: gently relax the hand allowing the string to slip off the fingers in a smooth fashion.
 9. Follow through: Hold position for a few moments after release to allow the arrow to exit the bow without disruption.
- Explain "Arrow Creep" - having the hand on the string slide forward from the anchor point prior to release- and why it is a problem.

5. Review the targets:

- Explain to the archers what they will be shooting at.
- Explain to them what they are attempting to do.
- Discuss arrow groupings.

6. Arm guards and Finger tabs. Explain how to properly put them on and fit them as required.

7. Eye dominance. Eye dominance should be checked with all shooters.

8. To indicate an EMERGENCY OR HAZARDOUS CONDITIONS.

- Use the command: "CEASE FIRE!"

- Purpose: To stop all shooting routinely or, in the case of an emergency, immediately.
- Action: Participants immediately stop shooting, remove any nocked arrows from strings and place them back into their quivers, rack their bows and step back from the line.
- A cease-fire can be called by anyone, For any legitimate

reasons.

B. Range commands and actions:

1. To prepare the range for live fire, the following commands are recommended for you to use. Please use your discretion in using them:
 - a. Command: "Is the range Clear?"
 - Purpose: To make sure that there is no one down range, who for example forgot to mark their target before going behind it.
 - Action: None, unless you are down range when this command is called, in which case make noise, yell, communicate your presence, so that the range officer can halt commands until you are no longer down range. Note: this command should be given a second time if someone was down range, after they have returned to behind the firing line.
 - b. Command: "Archers Ready"
 - Purpose: to check that everyone has their finger tabs and arm guards on correctly.
 - Action: Hold your hands up so that the range officer can see your gear and make corrections as necessary. Do not pick up Bows or Arrows!
 - c. Command: "You may step up to the line and pick up your bows and nock an arrow"
 - Purpose: to get ready to shoot.
 - Action: remove bow from rack, get into a good stance and nock an arrow with the index fletching in the correct ordination. Do not draw the bow back and keep the arrow pointed at the ground or down range.
 - d. Command: "You may fire when ready, continue until done or cease fire is called"
 - Purpose: to tell the archers when you can shoot.

- Action: Shoot your arrows at the target, while remaining aware of your surroundings and listening for the command "cease fire." Only shoot at one target at a time, do not change targets part way through your set of arrows.
- e. Command: "Cease fire!"
 - Purpose: To stop all firing.
 - Action: All archers place any remaining arrows back in their quivers, place their bows back in their racks and step back from the line and await further commands.
- f. Command: "Please remove your Safety gear and put it where it goes"
 - Purpose: To remove safety gear and keep track of it.
 - Action: Remove Arm Guards and Finger Tabs and place them in their designated location.
- g. Command: "You may retrieve your arrows"
 - Action: Walk down range, while picking up all arrows that you find, remove arrows from target one at a time, with only one archer removing arrows from a target at a time. Remember to mark your target before going behind it to retrieve arrows. Carry arrows correctly or in a quiver.
- C. Range orientation prior to using the range for the first time:
 1. Review again the "three rules when on the shooting line" and "three rules when retrieving arrows." (verbatim).
 2. Point out the ready line:
 - Archers DO NOT cross the line until instructed to do so by the range master or officer.
 - Archers move back and forth across the line ONLY when instructed to do so by the range master or officer.
 - Archers DO NOT touch the Bows or arrows until instructed to do so by the range master or officer.

IV. Firing Line procedures

- A. Stay behind the ready line.
- B. Explain the "prescribed course of fire," e.g., how many arrows, time, targets, etc.

C. Review the command "You may step up to the line and pick up your bows and nock an arrow."

- Upon this command, archers may nock one arrow and prepare to shoot, but **MUST NOT** shoot until the command "You may fire when ready" is given.

D. Review the command "Cease fire" and explain that shooters may also call "Cease fire."

- Command: "Is the range Clear?"

- Command: "Archers Ready"

- Command: "You may step up to the line and pick up your bows and nock an arrow"

- Command: "You may fire when ready, continue until done or cease fire is called"

- Command: "Cease fire!"

- Command: "Please remove your Safety gear and put it where it goes"

- Command: "You may retrieve your arrows"

E. Begin the firing session

F. Repeat the commands for each firing sequence.

G. Leave the range through the gate.

V. Closing Procedures

A. Clear the range of all nonessential personnel

B. Remove/ Lower the flag when leaving range.

C. Clean bows and arrows properly.

D. Put all range equipment away appropriately.

E. Safely store all equipment

VI. Emergency Procedures

A. Take charge of the situation.

B. Call for help.

- C. Render aid.
- D. Direct medical help to the location.
- E. Take notes and file an incident report. (Incident report forms can be obtained from the ranger, council staff, or council office and must be filed with the ranger and council office.)

VII Range Physical Arrangements

1. A clear division between the Firing line and the area down range. Fences, racks, ropes, or a deck for example.
2. A clear division between the firing line and ready/ teaching area/s. Fences, ropes etc.
3. A clear Entrance/ Exit and separation from the rest of camp.
4. Secure and sufficient storage space for all equipment that can be locked.
5. Target backing (such as straw) must be of sufficient thickness to stop arrows.
6. A clearly visible flag pole and red flag, to indicate if the range is open to shooting or not.
7. A berm, barrier and/or sufficient inactive space beyond the target for arrows shot over targets to come to rest safely.
8. All safety rules, range commands and schedule should be posted and legible.
9. A hand washing station with soap should be available.

APPENDIX C
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CUB SCOUT DAYCAMPS
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

BB & PELLET GUN SHOOTING

For requirements refer to the Boy Scouts of America National Shooting Sports Manual and Guide to Safe Scouting for the rules on operating a BB or Pellet Gun range. Below are additions or clarifications.

A. Range Opening Inspections

1. All equipment must be inspected daily before use.
2. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Director
3. Physical range must be inspected daily before use.
4. Any situation deemed unsafe requires the range to be immediately shut down and the range is not to be reopened until the situation is corrected.
5. Any unsafe condition should be immediately documented using a BSA Incident Report Form and be reported to the Camp Director and Council Shooting Sports Chair immediately, so they can be involved in assessing and correcting the situation.

B. Minimum Participant Age

1. No person under age 6 is allowed to participate in BB gun shooting.
2. No person under age 9 is allowed to participate in Pellet Gun Shooting.

C. Ammunition

1. Ammunition must be appropriate for the type of firearm being used.
2. Refer to the user manual for the specific firearm to determine the correct ammunition.
3. No ammunition larger than .177 caliber may be used.

D. Firearms

1. BB or Pellet Guns must be of a style that requires they be individually cocked between each shot.
2. Automatic and Semi-automatic BB or Pellet Guns are not allowed.
3. BB gun is defined as a smoothbore spring-piston or air rifle used to propel shot known as “BBs” or “pellets”
4. Air rifles may not exceed a muzzle velocity of 540 feet per second with an energy level not to exceed 7.5 joules.

5. BB guns may not exceed a muzzle velocity of 350 feet per second.

E. Range Rules

1. Scouts do not have to load one BB/pellet at a time and shoot before loading another bb/pellet.
2. Scouts can load at one time all the BBs/pellets they are given.
3. Cub Scouts of all ages may use BB guns. Pellet rifles are reserved for use of Webelos Scouts (4th & 5th Grade Cub Scouts) and above.
4. All Cub Scout shooting of BB guns/pellet rifles must use the “coach-pupil” method in which an adult works 1-on-1 with each Cub. In most circumstances this should be a parent or adult leader. These individuals do not have to be certified as BSA Range Masters or NRA Instructors as long as required RSO & Range Master/Instructor ratios are met.
5. Shooting at targets that are thrown into the air is prohibited.
6. Actions are to be open with safety on, except when on the line and ready to shoot. BB guns and Pellet Rifles not in use must have an open chamber indicator inserted which is visible from chamber to muzzle.
7. Eye and ear protection is mandatory and required by all persons on the range during live fire. This also includes all spectators in the ready area.
8. Acceptable targets are paper, bull’s-eye, competition paper targets, or aluminum cans and soft plastic bottles suspended from a string so not to cause a ricochet. Targets that shatter, explode, or could cause a ricochet are not permitted (i.e.-glass, CD/DVD disc, etc.). No human silhouette/shaped targets may be used including zombie targets.
9. Police your targets, and other trash when finished shooting. Then place trash in proper trash containers.
10. All RSO and Instructor range commands must be followed by all shooters, and spectators. RSOs and Instructors will be identified by wearing bright colored vests.
11. Horse play of any kind is not permitted on range and can lead to being immediately expelled from the range. (Remember the buddy rule)
12. Spectators are not permitted to talk to or to heckle shooters on the line at any time, and are not to carry on conversations when the range is in use for safety reasons.
13. Shooters are not to talk to each other as this can lead to distractions and waste of their allotted shooting time.
14. Shooters are to fire at their own targets only (example shooter 3 doesn’t shoot at shooter 4’s target). Cub Scout-Webelos Scouts are not permitted to participate in any firearm shooting of 22 rifles.

F. BB / Pellet Gun Range Commands

1. Enter to the waiting line
 - a. Shooters step up to waiting line behind assigned shooting position
2. On the Line
 - a. Shooters and any assistants move to the firing line, take a seat, and put on ear

and eye protection.

3. Ready on the Line
 - a. Shooters pick up their BB/Pellet Gun and place it into the shooting rest keeping their finger off the trigger and safety on. Shooter sights their target.
4. Push Safety Off and Commence Firing
 - a. Shooters fire allotted round one at a time.
5. Cease Fire
 - a. Shooters immediately stop shooting, put down BB/Pellet gun, put the safety on, and open the action.
6. Clear all Guns
 - a. Shooters remove ear and eye protection and step back to the waiting line.
 - b. Shooters remain there until dismissed.
7. Range Officer Check That All Chambers Are Open and Safeties Are On
 - a. Instructor/Rangemaster checks all firearms and reports to RSO
8. Retrieve Targets and Replace Target with A New Target
 - a. Ensure firing line is clear.

APPENDIX D
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

CUB SCOUT DAY CAMPS/RESIDENT CAMPS

- 1 A knowledgeable person at least 21 years of age, with appropriate training as per the BSA Shooting Sports manual, is designated as Cub Scout Camp/Resident Camp Shooting Sports Director. He/She reports directly to the Cub Scout Day Camp/ Resident Camp Directors, but **WILL NOT** deviate from National BSA or National Capital Area Council standards. Responsibilities of the Cub Scout Shooting Sports Director are specified in the Cub Day/Resident Camp Shooting Sports Job Descriptions.
- 2 Archery and BB Ranges are the **APPROVED** National Capital Area Council Cub Scout Day Camp Shooting Sports Activities. **NO** additional shooting sports activity may be added without first being submitted by the Council Day Camp/Resident Camp Director to the Council Shooting Sports Committee for approval, **prior to the event**. Sling Shots (Wrist Rockets) are approved for Webelos at Cub Scout Resident Camp **ONLY**.
- 3 **ONLY** equipment **APPROVED by** the Council Shooting Sports Committee is to be used on any Cub Scout Camp/Resident Camp Archery or BB Gun Range.
- 4 Range Masters and Range Officers must be 18 years old or older and hold a **CURRENT** Cub Scout Shooting Sports qualification. They must also be a registered BSA adult and have current BSA Youth Protection Training.
- 5 The Range Master is responsible for the operation of a specific range. He/She is to run the range, maintain safety, and ensure all rules are followed. **TO FUFILL THESE DUTIES, THE RANGE SAFETY OFFICER IS NOT BE INVOLVED IN ONE ON ONE INSTRUCTION.**
- 6 **In addition** to the Range Master, there will be a minimum of one Range Officer per eight shooters (one to four is recommended if possible).
- 7 Jr. Staff assisting on ranges must be a minimum of 14 years old and be approved by the Range Master. To assist on a live firing range, Jr. Staff must possess a Shooting Sports Merit Badge, Venturing Shooting Sports Award and/or any additional training as specified by the Range Master, Day Camp Shooting Sports Director or the Council Shooting Sports Committee.
- 8 Range Masters have the authority to dismiss anyone from the range at any time and for any reason,
YOUTH or ADULTS. The decision of the Range Master is **FINAL**.
- 9 Safety Briefings for both Archery and BB Guns are to be presented to all participants in a group setting. Range Officers are to review safety rules and procedures with each group before they enter the ranges and as needed while shooting.
- 10 **ONLY** shooters, Range Master, Range Officers and/or staff is to be on Day Camp ranges while Range is HOT (Shooting in Progress). Shooters are defined as any registered Cub Camp participant (excluding Mini Campers). Shooting Ranges are for

YOUTH first. Adult Staff, Walk Along leaders and Jr. Staff may shoot at the discretion of the Range Master. Tiger Cub Adult Partners (minimum 18 years old) are **REQUIRED** to be with the Tiger Cub on the range. Adults are permitted to assist Cub Scouts on the ranges with approval of the Range Master. Sibling dens at day camps follow the same guidelines as same-age Cub Scouts.

- 11 **NO ONE** is allowed on the ranges without permission of the Range Master or his/her designee.
- 12 Red Safety Flag is to be flown in a prominent place on a freestanding pole when range is in operation.
- 13 Range Officer/Staff ID cards are to be **worn visibly** on the person when on the range.
- 14 Range Layout – All ranges are to follow **CURRENT** BSA National Shooting Sports Manual, and any additional policies as set by the Council Shooting Sports Committee. In addition are the following:
 - a. All ranges **MUST HAVE ONE** recognizable, controlled and secure entrance/exit gate.
 - b. BB shooters will **ONLY** shoot from the prone or bench-rest (if available) position.
 - c. Shooters with special needs **MAY** be accommodated to shoot from another position at the discretion of the Range Master and is to be done **ONLY** with one to one supervision. This one to one supervision **IS IN ADDITION** to the one Range Officer per eight-shooter requirement.
 - d. Access the current BSA Shooting Sports Manual using this link:
http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931_WB.pdf
- 15 Range Rules are to be posted in plain sight for review by participants and visitors.
- 16 A First-aid kit must be present on all ranges. Certified First-Aid/CPR personnel should be present as well.

APPENDIX E
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES

CUB SCOUT SHOOTING SPORTS - PACK OR DEN

1. Cub Scout shooting sports are limited to Archery and BB Gun shooting and are restricted to day camps, Cub Scout/Webelos Scout resident camps, council-managed family camping programs, or to council activities held on or off BSA property where there are currently-trained BSA shooting sports range masters, and all standards for BSA shooting sports are enforced.
2. ***No shooting sports activities are approved at Pack or Den level.***
3. Refer to the BSA National Shooting Sports Manual for guidelines.
http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931_WB.pdf

Appendix G
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
GOSHEN SCOUT RESERVATION

Muzzleloading

Muzzleloading guns are a world apart from modern breechloaders. They load differently and require a whole new base of shooting and safety knowledge. The Boy Scouts of America require all muzzle loading (black powder) activities be under the supervision of a currently certified NRA Cooperative Muzzle Instructor or NRA Muzzle Loading Instructor.

On NCAC properties muzzle loading is restricted to the Goshen Scout Reservation camp – primarily as part of the Lenhoksin’ trail camp program. Muzzleloading in the NCAC is restricted to percussion rifles or pistols and modern inline rifles. **No flint lock rifles are permitted in BSA programs.** Live fire activities are limited to black powder (or modern equivalent) loads. Smokeless powder is not permitted for muzzleloading use in any NCAC camp.

All muzzleloading activities on NCAC camp property shall use council owned muzzleloading equipment, unless approved for no NCAC equipment use by the NCAC Shooting Sports Committee.

MUZZLELOADING SAFETY RULES

- 1 **ALWAYS** keep the gun pointed in a safe direction. i.e. down range
- 2 **ALWAYS** keep your finger off the trigger until ready to shoot.
- 3 **ALWAYS** keep the gun unloaded until ready to use. Under no circumstances should a muzzleloading gun be stored capped or primed or charged.
- 4 Know your equipment and how it operates. Used guns must be inspected by a qualified gunsmith before using in the BSA program.
- 5 Use only black powder or approved substitutes. Never handle around source of flame (campfires, lanterns, smoking, etc.) Loading of muzzleloaders must be performed on a bench separated from firing line bench. Capping of muzzleloading rifles and pistols is to be performed only at the firing line bench. Never load directly from the horn or flask into the barrel of a muzzleloader. (Use powder measure to load the barrel.)
- 6 Never use drugs while handling, cleaning or shooting muzzleloading equipment.
- 7 Never blow directly down the barrel of any muzzleloader. Keep all parts of your body, especially the hands, face and head away from the muzzle.
- 8 **WEAR** appropriate Eye and Ear protection.
- 9 **ALWAYS** properly identify your target and know what is behind and beyond it.

10. **Always** familiarize yourself with the rules of the range.

Muzzleloader rifles and pistols will be stored in gun safes on the ranges or the GSR central warehouse when not in use. All loading components (powder and caps) will be stored in approved storage safes. Powder, pellets must be stored separately from the caps.

All muzzleloaders (inline or percussion) are to be thoroughly cleaned at the end of each firing session.

LOADING

All muzzleloader loading is to be performed with the rifle or pistol supported such that the muzzleloader is supported in a way to preclude muzzle be pointed at loader during loading.

Prior to loading during a range live fire session, the muzzle loader should be check with the ram rod to verify that it is unloaded. (if loaded – unload the muzzleloader). The ram rod should be marked with its position in an unloaded and loaded muzzleloader.

Next a cap should be placed on the nipple(s) and fired (“snap cap”) to make sure the ignition path of the muzzleloader is clear. This should be followed by a visual inspection of the bore to verify that the path is clear. If the ignition path is fouled, use a nipple pick to remove fouling and then repeat “snap cap” operation.

For each shot of the muzzleloader:

First step is to swap barrel with a damp cleaning patch, followed by a dry patch.

Second step is to measure correct powder load and pour it into the barrel, and gently tap the barrel with the hell of your hand to aid settling of powder in barrel.

Third step is to seat a lubricated patched ball in the barrel using a ball starter (or seat a Minnie or conical round with the ball starter).

Fourth Step is to fully seat load in barrel and verify with marked ram rod.

For **muzzleloading pistols** this must be performed for each chamber followed by sealing each chamber with “bore butter” or “Crisco” to prevent chain firing of the revolver cylinder.

For a **muzzleloading shotgun** the loading process is more complicated. Loading a shotgun requires the following loading order

1. Powder
2. Over powder wad (card)
3. Cushion\Filler wad
4. Shot load
5. Overshot wad(card)

After loading is complete move muzzleloader to the firing line and cap the rifle or pistol. The muzzleloader is now ready for firing. After firing steps one through four must be repeated each time the muzzleloader is to be fired.

Failure to Fire/Unloading

Even if you have followed all the loading steps carefully, a muzzleloader may surprise you.

Hang-fire is a delay between the ignition of cap and the ignition of the primary charge.

Misfire is when the cap ignites but the main charge fails to fire.

In either failure to fire, ***always keep the gun pointed in a safe direction (downrange) for at least two minutes*** until you are positive that the gun is not going to fire. After waiting use the following steps to unload the muzzleloader (**keep the muzzleloader pointed in a safe direction**). The range is to be kept “hot” during the entire unloading process:

One: Remove the spent cap. Use a nipple pick to ensure that the nipple ignition path is clear. Recap the muzzleloader and fire it again. If this fails to clear the muzzleloader, go to Two

Two: Using a CO2 ball discharger at the uncapped nipple to discharge the entire load downrange. If this fails to fire, go to Three.

Three: Remove the nipple. Pour additional FFFg powder behind the load. Reinstall nipple, cap and fire the muzzleloader. If this step fails, go to four.

Four: Pull the barrel from the stock and immerse the breach end in a bucket of water which covers the entire load (8 inches) and let soak for 1 hour to passivate the load. Then using a bench rod with a ball puller attached, screw the ball puller in the ball or conical load. Extract ball from muzzleloader. If the patch or wad did not come out with ball, remove the patch with a patch puller on the range rod. Next remove passivated powder load out of muzzle loader. Clean muzzleloader with wet patch and multiple dry patches.

If all four attempts fail take the muzzleloader to a qualified gunsmith to remove load.

To clear modern inline muzzleloaders remove the breach plug and use a range rod to push load out of rifle after passivating.

A ram rod puller may be used to remove stuck ram rods.

CLEANING

It is important to clean muzzleloader as soon after completing live fire. Black powder is very corrosive and will lead to rusty muzzleloaders if not properly cleaned. Take the time to properly clean.

Traditional method: Remove barrel from stock and place it in a bucket of hot water. Run nipple pick through nipple to remove any fouling. Using a range rod with a patch, run the rod in and out the barrel until the barrel is clean. (you will probably need to change patches several times). Then dry out barrel with dry patches, followed by a lubricated patch to prevent rust. Next wipe down the outside of the barrel with silicon cloth or lubricated patch and reassemble muzzleloader.

Alternate method: Use a nipple pick to clear any fouling in the nipple. Using a range rod with patches soaked in black powder cleaning solvent clean the barrel, followed by dry patches until the barrel is cleaned. This should be followed by a lubricated patch to prevent rust. Finally wipe down the outside of the barrel with a silicon cloth or lubricated patch

Modern inline muzzleloaders are best cleaned by removing breach plug and cleaning the bore using the alternative method above. Do not forget to clean the breach plug before reassembling the muzzleloader.

Pistols are best cleaned by removing the cylinder and cleaning the cylinder and remainder of pistol separately.

RANGE COMMANDS

The NRA certified Range Safety Officer is the person in charge of all live firing and the entire range area. Shooters need to listen to range command and act accordingly. Failure to follow instructions from range officer will result in removal from range.

“Cease Fire” Obey this command instantly, do not fire even if you are in the process of sighting. Listen for the RSO to give further instructions. In an emergency, anyone on the range may call a cease fire.

“Are There Any Loaded Guns?” This command is issued after end of allotted firing time or in case of a cease fire. If a hot load exists, the participants will be advised to **“stand by”**. The RSO will determine if it is safe to fire the hot load and issue instructions.

“Ground all Rifle Butts and bench all pistols, and make line safe” After RSO determines that all muzzleloaders are unloaded, muzzleloaders are to be returned to loading bench with muzzles pointed upward in loading stands.

“Competitors may go forward and pull and post targets” Given after the RSO has determined that the line is safe. Competitors may go down range a swap targets for the next competitor.

“No more targets may be posted” Commands competitors to return to firing line after posting targets.

“Ready on the right” After changing targets RSO verifies that the competitors to the right are ready to commence loading and firing.

“Ready on the left” After changing targets RSO verifies that the competitors to the left are ready to commence loading and firing.

“Ready on the Firing Line” Indicates that the next relay of competitors is about to begin.

“Commence Loading, you may fire when ready, you have _____ minutes” Indicates that the relay is permitted to load and fire. It also gives the competitors the time limit for this relay to shoot.

“There are five minutes remaining in this relay. If you are in the process of loading you may continue, all others cease firing.” Courtesy announcement giving remaining time for this relay.

“As you were” Disregard the current command and return to the conditions in force before the command was given.

“Snap Caps” Gives permission for competitors to initially clear their muzzleloader by firing only caps.

REFERENCES

NRA How-To Series Muzzleloading NRA40830ES39944.

National BSA Shooting Sports Manual - 30931

APPENDIX G
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

Handguns

Instructors must keep in mind that this is not, and cannot be treated as formal competitive firing. The shooters must first be taught safety; then, second, the fundamental marksmanship skills. The handgun in the hands of inexperienced students can be more of a safety problem than a rifle in the hands of an inexperienced student because the handgun is held and aimed with one hand. A turning of the wrist to one side or the other can cause the pistol to be pointed easily in an unsafe direction. It must be taken into consideration that most of the shooters will be inexperienced young people who are unaccustomed to handgun shooting and will require constant supervision. Therefore, the instructor should control and issue all ammunition. (reference Explorer Handgun Range Operation).

1. Handgun use is limited to the Venturing program in the NCAC.

2. All pistol shooting activities must be supervised by one or more current NRA - certified pistol instructor(s) and by one or more current NRA - certified Range Safety Officer(s).

3 Range Safety Officer - shooter and Instructor - shooter ratios are dependent on the level of pistol shooting being conducted per the guidelines in the BSA Shooting Sports Manual.

http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931_WB.pdf

Consult the manual before you commence range operations. Determine the level of shooting for your event and staff accordingly

Supervision levels may be as high as 1:1.

4 When on the range, shooters must be supervised by 1 Range Safety Officer per every 3 shooters for Level 1, Level 2, and Level 3 pistol shooting. Level 4 supervision is set by rules of the approved competition. See Appendix W for more information about the levels of shooting and training requirements.

5 If a pistol event has multiple shooting levels, required supervision must be provided for the lowest level of shooter and apply that level of supervision to all shooters if there are multiple shooting levels on the same range and shooting at the same time.

6 All shooters participating in Level 3 and Level 4 pistol shooting must complete an NRA FIRST Steps or an NRA Basics of Pistol Shooting Course prior to range firing. Instructor - shooter ratio is 1:2 for Level 3. Level 4 supervision is set by rules of the

approved competition. Unit leaders must provide shooters with this training prior to special Council - approved Level 3 or Level 4 event is due to the impractical nature of providing this training during special events (i.e. Ranger Award days, competitive events, etc.). Live fire is part of a basic pistol shooting course. Each pupil (any shooter without a certificate or card from a basic pistol shooting course) participating in that course must have one instructor or adult coach under instructor supervision when loading and firing.

7 With the approval of the local council, handgun shooting may be conducted on BSA camp ranges, provided the shooting is done under the supervision of a currently NRA-certified Range Safety Officer.

Shooting of handguns on the range is prohibited for Boy Scout programs. During Boy Scout camp operation, pistols and revolvers are permitted on the range only when a NRA-certified pistol or Home Firearms Safety instructor uses them for instruction in safe gun handling. With approval of the local council, handgun shooting may be conducted for Explorer/Venturing programs only, on BSA camp ranges during the off -season, provided properly qualified supervisors are on the firing line.

Ammunition limits: Tracer, armor-piercing and explosive or incendiary ammo are not allowed. Rimfire Pistol: .22 caliber Short, Long, or Long Rifle, Standard Velocity is recommended. .22 Win Magnum (WMR), .17 caliber, or any rimfire ammunition exceeding 1280 fps will not be permitted. Center-Fire Pistol: ammunition is not allowed.

8 Shooting safety glasses and ear protection must be worn on pistol ranges.

9 Compliance with federal, state, and local laws is required.

Note: The Youth Firearm Protection Act requires that all youth, participating in shooting activities that use restricted firearm, carry a signed parent permission form specifically giving their permission for their ward to participate in shooting sports activities

APPENDIX H
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

RIFLE RANGES

Note: For requirements refer to the Boy Scouts of America National Shooting Sports Manual for the rules on the level of shooting that you are doing. Most of our shooting is done as level 2. Below are additions or clarifications. You are responsible to meet the requirements for the level of shooting that you are doing.

1. AUTHORIZED USE OF RANGE

- a. The Camp William B. Snyder and Goshen Scout Reservation rifle ranges may be in operation only when a current National Camp School Certified Shooting Sports Director is present on Camp William B. Snyder and Goshen Scout Reservation property.
- b. Range equipment and ammunition will be checked out by the Shooting Sports Director to the Range Safety Officer.
- c. When shooting is completed, all firearms are to be thoroughly cleaned and returned to the Shooting Sports Director. In good condition. Remove the bolt and clean it, clean the chamber and run a bore snake through the bore. If that doesn't clean the bore, use a cleaning rod, bore brush and bore cleaner. Lightly oil the bore, bolt and all metal parts. Further dismantling is not required. Report any malfunctions or needed repairs to the Shooting Sports Director.
- d. The Camp William B. Snyder and Goshen Scout Reservation ranges each have a minimum of eight shooting positions in use during any live fire operation.
- e. The range is to be operated under the supervision of a current NRA certified Range Safety Officer and one NRA certified instructor or Assistant Instructor (at least 18 years of age) for each 8 shooters.
- f. The Range Safety Officer may not instruct shooters. The Range Safety Officer is responsible to run the range, maintain safety and insure all rules are followed. Any decisions by the Range Safety Officer are final. If anyone continues to disregard instructions after a warning, they can be removed from the range. If they refuse to leave, the range is to be closed.
- g. Range operation will conform to BSA National Standards, Guide to Safe Scouting, BSA National Shooting Sports Manual and National Capital Area Council Shooting Sports Committee Guidelines.
- h. The Range Safety Officer and/or his/her designee shall conduct a safety briefing before live firing begins.
- i. No one is to be on the firing line unless the RSO is present and in charge of the range.
- j. Anyone on the firing line is there by the express consent of the RSO and may be denied that right by the RSO without appeal.

- k. Access to the range and firearms is a privilege extended to qualified adults to support BSA programs. Anyone allowed to operate the rifle range is to follow NRA and BSA procedures and give special care to the program resources (firearms, target holders, safety protection, etc.) Anyone failing to meet these expectations will lose their privilege to operate the range.

2. Range Opening Inspections:

- a. All equipment must be inspected daily before use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Director.
- b. Physical range must be inspected daily before use.
- c. Any situation deemed unsafe requires the range to be immediately shut down and the range is not to be reopened until the situation is corrected. Any unsafe condition should be immediately documented using a BSA Incident Report Form and be reported to the Camp Director and Council Shooting Sports Chair immediately, so they can be involved in assessing and correcting the situation.

3. Minimum Participation Age

- a. No person under age 11 is allowed to participate.

4. Ammunition

- a. All ammunition must be .22 long or .22 long rifle rim fire cartridges only. No other ammunition may be used.

5. Rifle

- a. Rifle shooting guns to be used will be .22-caliber rimfire, bolt-action rifles. Either a breech-loading, single-shot, bolt-action rifle or a repeater bolt-action rifle with a **5 round magazine** can be used.
- b. Tubular or high capacity magazines (holding more than 10 rounds) are not allowed.
- c. If magazines are used, the range commands must include “magazines out after firing all rounds” to ensure the firing line is safe after all shots are fired. This now means that a Scout can load more than one round directly into the box magazine to shoot.
- d. Trigger pull will be three pounds.

6. Range Rules

- a. Shooting at targets that are thrown into the air is prohibited.
- b. Actions are always to be open with safety on, except when on the line and ready to shoot. Rifles not in use must have an open chamber indicator inserted which is visible from chamber to muzzle.
- c. Eye and ear protection is mandatory and required by all persons on the range during live fire. This also includes all spectators in the ready area.
- d. Acceptable targets are paper, bull's-eye, competition paper targets, or aluminum cans and soft plastic bottles suspended from a string so not to cause a ricochet; also, steel spinners targets that are commercially available are permitted, if they are placed at a safe distance.
- e. Targets that shatter, explode, or could cause a ricochet are not permitted (i.e.- glass, CD/DVD disc, etc.).

- f. No human silhouette/shaped targets may be used including zombie targets.
- g. Police brass, targets, and other trash when finished shooting. Then place trash in proper trash containers.
- h. All RSO and Instructor range commands must be followed by all shooters, and spectators.
- i. RSOs and Instructors will be identified by wearing bright colored vests.
- j. Horse play of any kind is not permitted on range and can lead to being immediately expelled from the range. (Remember the buddy rule)
- k. Spectators are not permitted to talk to or to heckle shooters on the line at any time, and are not to carry on conversations when the range is in use for safety reasons.
- l. Shooters are not to talk to each other as this can lead to distractions and waste of their allotted shooting time.
- m. Shooters are to fire at their own targets only (example shooter 3 doesn't shoot at shooter 4's target).
- n. Cub Scouts & Webelos Scouts are not permitted to participate in any firearm shooting of .22 rifles.

b. RANGE SAFETY BRIEFING

- 1. While gathered at a location outside the firing line
 - i. Introduce the range staff and indicate who will be in charge. Review the three fundamental rules for safe gun handling
 - 1. **Always** keep the gun pointed in a safe direction. (Declare that on this range a safe direction is toward the targets).
 - 2. **Always** keep your finger off the trigger until ready to shoot.
 - 3. **Always** keep the action open and unloaded until ready to shoot.
 - ii. Review general range rules.
 - 1. Know and obey all range rules.
 - 2. No running or horse play.
 - 3. Always Listen to and obey the Range Safety Officer and Range Officers.
 - 4. Shoot only at authorized targets.
 - 5. No talking on the firing line. If you have a question raise your hand and wait for a Range Officer.
 - 6. If you have a misfire, do not eject, keep your gun pointed downrange and raise your hand.
 - 7. Live round on ground, do not pick up, raise your hand.
 - 8. No one enters or leaves the range without permission
 - 9. No one enters or leaves the range while it is hot.
 - 10. No candy, food or drinks, other than water, on the range.
 - 11. Eye and ear protection is required in the firing line area.
 - 12. No one touches the guns or ammo until told to do so.
 - 13. Safety, safety, safety. Always Use safe gun handling procedures.
 - a. **Always** keep the gun pointed in a safe direction

- b. **Always** keep your finger off the trigger until ready to shoot.
 - c. **Always** keep the action open and unloaded until ready to use.
 - iii. Review equipment.
 1. Explain how to operate the gun.
 2. Explain how to hold the gun.
 3. Explain sight picture.
 4. Explain how to sight in on the target.
 5. Explain how to load the gun and prepare to fire.
 - iv. Review the targets.
 1. Explain what they will be shooting at.
 2. Explain what they are attempting to do. Discuss shot groups.
 - v. Eye and ear protection.
 1. Explain how to properly put them on and fit them.
 - vi. Shooting fundamentals.
 1. Aiming.
 2. Breath control.
 3. Hold control.
 4. Trigger control.
 5. Follow through.
2. Range commands and actions.
 - i. To indicate emergency or hazardous conditions.
 1. Command: CEASE FIRE.
Purpose: to stop all shooting routinely or in case of emergency immediately. Anyone seeing a hazardous condition may call a cease fire.
Action: Shooters immediately stop shooting, keep the muzzle pointed down range, remove finger from trigger guard, lay gun on table and wait for further instructions (before anyone goes downrange, all shooters will retreat behind the ready line).
 - ii. Prepare the range for live fire.
 1. Command: Move to benches, adjust chairs and rifle blocks. Do not touch the rifles.
Purpose: To get the shooters into position to begin shooting.
Action: Shooters move to their assigned benches, adjust their position to get comfortable and make sure they are on the proper side of the bench.
 2. Command: Put on eye and ear protection.
Action: Shooters put on eye protection then ear protection.

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3. Command: Pick up rifles, place them on blocks, remove flags, take off safety, get preliminary sighting and keep your finger off the trigger.
Action: Shooters pick up rifles, remove flags, take off safety and sight in.
 4. Command: Load and lock one round, keep your finger off the trigger.
Action: Shooters insert one round in chamber, close bolt, cock rifle and keep finger off the trigger.
 5. Command: Ready on the right.
Action: Any shooter not ready can raise his hand and an instructor will help him. (When ready, instructor gives RSO thumbs up.)
 6. Command: Ready on the left.
Action: Any shooter not ready can raise his hand and an instructor will help him. (When ready, instructor gives RSO thumbs up.)
 7. Command: The line is ready, commence firing.
Action: Shooters shoot all their rounds. When finished, they open bolt, insert clear chamber flag, put on safety, lay rifle on bench and sit quietly until everyone is done shooting.
 8. Command: Cease fire. (Given by RSO when all are done shooting.)
Action: All firing ceases. Guns are properly laid on benches, flags in, safety on bolts open.
 9. Action: All firing ceases. Guns are properly laid on benches, flags in, safety on bolts open.
Action: RSO telling everyone the range is safe.
 10. Command: Remove ear and eye protection.
Action: Shooters remove ear then eye protection. Properly lay eye protection on bench, hang ear protection at back of bench.
 11. Command: Pick up brass, put it in brass can, and move behind ready line.
Action: Shooters pick up brass around their bench, move behind ready line and await instructions.
 12. Command: Change targets.
Action: Shooters take new target, replace old target with new one, bring old target back to be scored. First scout through gate says loudly "man down range" repeated by RSO. Last scout off range closes gate and says loudly "range clear" repeated by RSO.
- iii. Move to the firing line gate.
1. Review again the three fundamental rules for safe gun handling.
 2. Point out the ready line.
 - a. Shooters do not cross the line until instructed to do so by the RSO.
 - b. Do not touch the guns until instructed to do so by the RSO.

- c. Everything done on the firing line is done at the direction of the RSO.
- iv. Move onto the firing line.
 - 1. Stay behind the ready line.
 - a. Shooters move behind a bench and remember the number on that bench, so they shoot at the target with the same number.
 - 2. Explain “the prescribed course of fire.” How many rounds they will shoot, how many shots per bulls-eye etc.
 - 3. Explain a misfire and procedures.
 - a. A misfire occurs when you squeeze the trigger, and nothing happens.
 - b. Keep the gun pointed at the target.
 - c. Do not open the bolt.
 - d. Raise your hand and wait for help.
 - 4. Review the command “load and lock.”
 - a. At this command the shooters may load one round, close the bolt and lock it down, keep their finger off the trigger.
 - 5. Review the command “commence firing.”
 - a. On this command the shooters may shoot all their rounds being sure they are shooting at the target with the same number as their bench.
 - 6. Review the command “cease fire” and explain that shooters may also call a cease fire.
 - a. Upon hearing “cease fire” immediately take your finger out of the trigger guard and lay your rifle on the bench pointing down range.
 - b. If firing is finished and rifles are on benches sit and wait for the next command.
- v. Range commands.
 - 1. Command: Move to benches, adjust chairs and rifle blocks, do not touch the rifles.
 - 2. Command: Put on eye and ear protection.
 - 3. Command: Pick up rifles, place them on blocks, remove flags, take off safety, get preliminary sighting, keep your finger off the trigger.
 - 4. Command: Load and lock one round, keep your finger off the trigger.
 - 5. Command: Ready on the right?
 - 6. Command: Ready on the left?
 - 7. Command: The line is ready, commence firing.
 - 8. Command: Cease fire.
 - 9. Command: The range is cold.
 - 10. Command: Remove ear and eye protection.
 - 11. Command: Pick up brass, put it in brass bucket, move behind the ready line.

12. Command: Change targets.

- vi. Leave the range through the gate after your target is scored and permission is given.

c. EMERGENCY PROCEDURES

1. Cease all firing.
2. Take charge of the situation.
3. Have someone call for help.
4. Render aid if victim is conscious and agrees, if unconscious get permission from a leader, if no leader present proceed with aid.
5. Have medical help directed to location.
6. Take notes and be prepared to file an incident report.

APPENDIX I
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

SHOTGUN RANGES

1. AUTHORIZED USE OF RANGE FACILITIES

- a) Council shotgun ranges may be in operation only when a current National Camp School Certified Shooting Sports Director is present on Camp William B. Snyder or on individual Goshen Scout Reservation Camp property.
- b) For special council/district events, shooting ranges must have the permission of council Director of Camping Service
- c) Council ranges will be under the supervision of a NRA Range Safety Officer (RSO), 21 years of age or older, holding a current NRA range safety officer certification. There must also be one or more NRA instructor(s) certified for that firearm, 21 years of age or older, holding a current NRA instructor certification. The ratio of NRA firearm specific instructors to students is specified below.
- d) All range safety officers and NRA-certified firearm instructors must have a copy of their certification(s) on file with the NRA training team/shooting sports committee as well as on their person while operating the range.
- e) The range safety officer is responsible for the operation of a specific range. He or she is to run the range, maintain safety, and ensure all rules are followed. To fulfill these duties, the range safety officer cannot be involved in any instruction during live fire.
- f) Shotgun ranges have a ratio of one instructor to one student. Current facilities can service no more than two shooters and one trap. There is also one range safety officer per range.
- g) Range operation will conform to current national BSA standards and the Guide to Safe Scouting. Booklets may be obtained at www.scouting.org/HealthandSafety/GSS/toc.aspx.
- h) Range equipment and ammunition will be checked out by the Shooting Sports Director to the Range Safety Officer.
- i) When shooting is completed, all firearms are to be thoroughly cleaned and returned to the Shooting Sports Director in good condition. Remove the barrel and clean it with a bore, remove the choke and clean it and the threads under it, clean the action with spray solvent. If the bore snake doesn't clean the bore, use a cleaning rod, bore brush and bore cleaner. Lightly oil the bore, action and all metal parts. Further dismantling is not required. Report any malfunctions or needed repairs to the Shooting Sports Director.
- j) The RSO is responsible to run the range, maintain safety and insure all rules are followed.
- k) Any decisions by the RSO are final. If anyone continues to disregard instructions after a warning, they can be removed from the range. If they refuse to leave, the range is to be closed.
- l) Range operation will conform to BSA National Standards, Guide to Safe Scouting, BSA National Shooting Sports Manual and National Capital Area Council Shooting Sports Committee guidelines
- m) The RSO and/or his/her designees shall conduct a safety briefing before live

firing begins.

- n) No one is to be in the firing line area unless the RSO is present and in charge of the range.
- o) Anyone in the firing line area is there by the express consent of the RSO and may be denied that right by the RSO without appeal.
- p) Access to the range and firing line is a privilege extended to qualified adults to support BSA programs. Anyone allowed to operate the Camp shotgun range is to follow NRA and
- q) BSA procedures and give special care to the program resources (firearms, thrower, safety protection, etc.). Anyone failing to meet these expectations will lose their privilege to operate the range.
- r) Only steel shot shall be used at Camp William B. Snyder.

2. **Opening Range**

- a) Check that there is sufficient eye and ear protection equipment present.
- b) Check the range and equipment for safety issues prior to the start of your sessions.
- c) When ready to open, put the range flag up to show that you are ready. (Current flag locations are to be marked.)

3. **RANGE SAFETY BRIEFING**

- a) While gathered at a location outside the range
 - i. Introduce the staff and indicate who is in charge.
 - ii. Review the three fundamental rules for safe gun handling.
 - 1. **Always** keep the muzzle pointed in a safe direction (declare that on this range a safe direction is up or down range.)
 - 2. **Always** keep your finger off the trigger until ready to shoot.
 - 3. **Always** keep the action open and unloaded until ready to use.
- b) Review general range rules
 - i. Know and obey all range rules
 - ii. Walk on the range and no horse play
 - iii. Always Listen to and obey the RSO
 - iv. Shoot only at authorized targets
 - v. If you have a misfire, do not eject the round, keep your gun pointed downrange and wait for instructions.
 - vi. No one enters or leaves the range without permission.
 - vii. No one enters or leaves the range while it is hot
 - viii. No candy, food or drinks other than water on the range
 - ix. Eye and ear protection is required in all areas of the range
 - x. Shooters and spectators ask permission to enter or exit the range.
 - xi. **Remember SAFETY first.**
- c) Eye and ear protection
 - i. Explain how to properly put them on and fit them (side shields for people with prescription glasses.
- d) Review equipment:
 - i. Explain how to hold the gun.
 - ii. Explain how to operate the gun.
 - iii. Explain how to sight in on the target.

- iv. Explain sight picture.
- v. Explain how to load the gun and prepare to fire.

3. SHOOTING FUNDAMENTALS (EXPLAIN EACH)

- a) Stance
- b) Gun ready position
- c) Swing to the target
- d) Trigger control
- e) Follow through

4. RANGE COMMANDS AND ACTIONS

- a) To indicate emergency or hazardous conditions
- b) Use the command: **“CEASE FIRE!”**
- c) Purpose: To stop all shooting routinely or, in the case of an emergency, immediately.
- d) Action: Participants immediately stop shooting, continue to keep their muzzle pointed downrange, remove their finger from within the trigger guard, unload and clear the firearm as instructed, and wait for further instructions.
- e) **A cease-fire can be called by anyone!**
- f) Preparing the range for live fire
 - i. Command: Everyone put on eye and ear protection
Action: Everyone in training area and firing area put on eye and ear protection
 - ii. Command: Enter the firing area, get a gun from the gun rack and move to a shooting booth
Action: Shooter enters the firing area, goes to gun rack, picks up a gun, walks to a shooting booth and enters it.
 - iii. RSO asks the shooter if he has shot a shotgun before.
 - iv. If not, RSO instructs shooter on stance, pointing gun, trigger pull and follow through. RSO has shooter track a clay all the way to the ground with an empty gun.
Action: RSO puts one shell in gun, shooter pushes pump up and takes off safety.
 - v. Command: When ready shooter says "pull"
Action: Staff person launches clay, shooter tracks clay and fires when ready.

Action: RSO loads gun again and shooting action is repeated. After 5 rounds have been fired shooter puts on safety, puts in chamber block and returns gun to rack. Shooter returns to pick up hulls and put them in **box. Shooter returns to training area.**

Action: If merit badge shooter, staff person records hits and misses on score sheet
- g) Range commands
 - i. Everyone put on eye and ear protection
 - ii. Shooter enter the firing area, get a gun from the gun rack and move to a shooting booth
 - iii. After gun is loaded and when ready, shooter says pull.

5. Closing Procedures

- a) Clear the range of all nonessential personnel.
- b) Put all range equipment away appropriately.
- c) Clean firearms properly.
- d) Remove flag when leaving range.
- e) Return all equipment to the ranger.
- f) Return signed SOP log book to the ranger.

6. EMERGENCY PROCEDURES

- a) Cease firing
- b) Take charge of the situation
- c) Have someone call for help
- d) Render aid if victim is conscious and agrees or if unconscious get permission from leader, if no leader is present proceed with aid.
- e) Have medical aid directed to location
- f) Take notes and be prepared to file incident report

APPENDIX J
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

SLINGSHOTS AND WRIST ROCKETS

For requirement refer to the Boy Scouts of America “*National Shooting Sports Manual and Guide to Safe Scouting.*” Below are additions and/or clarifications.

A. GENERAL

1. Slingshots and Wrist Rockets are limited to Cub Scouts only at Camp William B. Snyder and Goshen Scout Reservation.
2. All safety guidelines enforced in archery and BB gun shooting apply to slingshots and wrist rockets.
3. Slingshots and Wrist Rockets will only be used on a range (such as an archery or BB gun range). A safe range must have safe area, distance, and backstop.
4. A Range Master with current Cub Scout Shooting Sport Certification or greater must supervise the range.
5. In addition, a 1:1 adult to boy ratio must be used.
6. Protective safety glasses must be worn by all persons on the range.
7. The only approved ammunition for Camp William B. Snyder and Goshen Scout Reservation is paint balls.
8. When using any other range, scouts should follow “Leave No Trace” principles and the “Slingshot and Wrist rocket” section of the BSA National Shooting Sports Manual when selecting ammunition.
9. Refer to the BSA National Shooting Sports Manual for correct operation and procedures on the range.
http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931_WB.pdf
10. Boy Scout Slingshot and Wrist Rockets activities are not limited to Camp William B. Snyder and Goshen Scout Reservation, but must adhere to the same safety rules and range requirements under the supervision of a Range Safety Officer or certified NRA/NAA instructor.

B. RANGE OPENING INSPECTIONS

1. All equipment must be inspected daily before use.
2. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Director.
3. Physical range must be inspected daily before use.
4. Any situation deemed unsafe requires the range to be immediately shut down and the range is not to be reopened until the situation is corrected.
5. Any unsafe condition should be immediately documented and be reported to the Camp Director and Council Shooting Sports Chair immediately, so they can be involved in assessing and correcting the situation.

C. MINIMUM PARTICIPANT AGE

No person under age 6 is allowed to participate.

D. RANGE SUPERVISION

1. Slingshot/Wrist Rocket ranges must be supervised by a trained and certified BSA Range Master aged 18 or older.
2. One Range Master is required for every 8 shooters or fraction thereof.
3. All Cub Scout shooting of sling shots/wrist rockets must use the “coach-pupil” method in which an adult works 1-on-1 with each Cub.
4. In most circumstances this should be a parent or adult leader.
5. These individuals do not have to be certified as BSA Range Masters if Range Master/Instructor ratios are met.

E. OTHER IMPORTANT INFORMATION

1. All RSO and Instructor range commands must be followed by all shooters, and spectators.
2. RSOs and Instructors will be identified by wearing bright colored vests.
3. Horse play of any kind is not permitted on range and can lead to being immediately expelled from the range. (Remember the buddy rule)
4. Spectators are not permitted to talk to or to heckle shooters on the line at any time, and are not to carry on conversations when the range is in use for safety reasons.
5. Shooters are not to talk to each other as this can lead to distractions and waste of their allotted shooting time.
6. All shooters and assistants must wear eye protection.

F. SLING SHOT RANGE COMMANDS

1. Enter to Waiting Line

Shooters approach and stand on the waiting line

2. On the Line

Shooters move to the firing line and put on eye protection

3. Ready on the Line

- Shooters pick up sling shots/wrist rockets, load, and sight their target.
- Shooters do not pull the strap until they hear commence firing.

4. Commence Firing

Shooters fire allotted round one at a time

5. Cease Fire

- Shooters immediately stop, put down sling shot/wrist rocket, and step back to waiting line.
- Clear all Sling Shots/Wrist Rockets
 - Shooters remove eye protection and step back to the waiting line.
 - Shooters remain there until dismissed.

APPENDIX K
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

TOMAHAWK THROWING

1. Boy Scout and older scouts may participate in Tomahawk Throwing, and should have their Totin' Chip to participate. Cub Scouts are prohibited from participating.
2. A knowledgeable person, trained and approved by the Council Shooting Sports Committee, is designated as Special Scouting Event Shooting Sports Director. He/She reports directly to the Special Scouting Event Coordinator or the Council Event Advisor, but **WILL NOT** deviate from National BSA or National Capital Area Council standards. Responsibilities of the Shooting Sports Director are specified in the Special Event Shooting Sports Job Descriptions.
3. If Special Event is held at Camp William B. Snyder and/or Goshen Scout Reservation, a BSA National Camping School Qualified Shooting Sports Director must be on site.
4. Range Safety Officers for Tomahawk Throwing must be 21 years old or older and hold an NRA or NAA certification. They must also hold a current BSA Youth Protection card and be a registered National Capital Area Council adult leader.
5. The Range Officer is responsible for the operation of a specific, single thrower, tomahawk range. He/She is to run the range, maintain safety, and insure all rules are followed.
6. There will be a minimum of one Range Officer per thrower.
7. Range Officer/Staff ID cards are to be **worn visibly** on the person **only** when on the range.
8. Range Officers have the authority to dismiss anyone from a range at any time, for any reason, **YOUTH or ADULTS**. The decision of the Range Officer is **FINAL**.
9. Safety talks are to be presented to all participants prior to throwing.
10. Range Officers or his/her designee are to review safety rules and procedures with each group as they enter the range and as needed while throwing.
11. **NO ONE** is allowed on the ranges without permission of the Range Officer or his/her designee. Throwing ranges are for **YOUTH** first. Adults may throw at the discretion of the Range Officer.
12. Red Safety Flag is to be flown in a prominent place on a free-standing pole when any range is in operation.
13. Range Layout – throwing targets are to be placed at least 10 feet back from the throwing line; throwing targets are to be at least 3.5-inch-thick (minimum thickness) wood slabs (no engineered wood, i.e. particle board or plywood); range safety line is to be a minimum of 10 feet back from the throwing line; the throwing lane is a minimum of 5 feet wide; the outer perimeter of the entire throwing range area should extend a minimum of 10 feet out from all sides of

the active throwing area.

14. **ALL** equipment used on any Special Event Shooting Sports Range **MUST** adhere to “Guide to Safe Scouting” program guidelines. Plans for all shooting events are to be reviewed with the Council Shooting Sports Committee for approval by the committee, **prior to the event**.
15. The Council Shooting Sports Committee will conduct a special meeting prior to the Special Event to review current standards and procedures, set schedules, etc. This meeting is **MANDATORY** for the Special Scouting Event Director, Special Scouting Event Shooting Sports Director and Range Safety Officers. Range Officers may also attend this meeting.
16. The National Capital Area Council Special Scouting Event Coordinator is responsible for assuring all rules, policies and directives of the council are followed.
17. A First-aid kit must be present on all ranges. Certified First-Aid/CPR personnel should be present as well.

APPENDIX L
SHOOTING SPORTS OPERATIONS GUIDELINES AND PROCEDURES
CAMP WILLIAM B. SNYDER AND GOSHEN SCOUT RESERVATION

WATER BOTTLE ROCKETS

For requirements refer to the Boy Scouts of America National Shooting Sports Manual and Guide to Safe Scouting. Below are additions and/or clarifications.

A. RANGE OPENING INSPECTIONS

1. All equipment must be inspected daily before use.
2. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger.
3. Physical range must be inspected daily before use.
4. Any situation deemed unsafe requires the range to be immediately shut down and the range is not to be reopened until the situation is corrected.
5. Any unsafe condition should be immediately documented using a BSA Incident Report Form and be reported to the Camp Ranger and Council Shooting Sports Chair immediately, so they can be involved in assessing and correcting the situation.

B. MINIMUM PARTICIPANT AGE

No person under age 6 is allowed to participate.

C. RANGE SUPERVISION

1. Water Bottle Rocket ranges must be supervised by a trained and certified BSA Rangemaster aged 18 or older.
2. Scouts may help run this activity if the Rangemaster supervision requirement is met.

D. OTHER IMPORTANT INFORMATION

1. A safety zone must be established and clearly marked. A square 25 ft. per side is sufficient with the launcher placed in the center.
2. Launchers must be staked down.
3. Only 2-liter Soda Bottles are to be used.
4. To load launcher place 2-liter bottle down in launcher over pvc stem & put safety pins through launcher base over top of bottle stem. (Safety pins are the U shape pin with pink string attached to them). These safety pins are to be pulled from a distance away from path of rocket to release bottle.
5. Only have 1 participant at each launcher at a time everyone else waiting

outside the safety zone.

6. Participants must wear safety glasses while launching bottle rockets.
7. Only use manual pumps/devices-No air compressors!!
8. Only pump a maximum of 50 PSI into bottle rockets.
9. Participants are to follow instructions from range staff.

APPENDIX M

RELEASE, WAIVER, INDEMNIFICATION, HOLDHARMLESS, AND ASSUMPTION OF RISK AGREEMENT

WHEREAS, in consideration of my attending shooting sports activities at **Boy Scouts of America, National Capital Area Council, Camp William B. Snyder**, 6100 Antioch Road, Haymarket, VA 20169 (hereinafter referred to as the "Premises") for the purpose of recreational shooting, training and/or instruction for the use of guns, for instruction in guns, for use of premises, and other good and valuable consideration, and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend any Boy Scouts of America employee, volunteer Chief Range Safety Officer, volunteer Range Safety Officer, volunteer NRA Certified Shotgun/Rifle Shooting instructor, volunteer trapper, or other range worker and/or event volunteer (hereinafter called the "Shooting Event Parties"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presence and/or participation in the course of instruction; the discharge of guns by Undersigned; Undersigned's presence on or use of ranges (permanent and/or temporary), buildings, land and premises ("Premises"); and, any all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executives, personal representatives, administrators, assignees, heirs and next of, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against the "Shooting Event Parties" (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property) which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction and/or any shooting event activity; the Premises, including any latent defect in the Premises; Undersigned's presence or use of said Premises; Undersigned's property (whether or not entrusted to Shooting Event Parties; and, the discharge of guns. The Shooting Event Parties shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representative, administrators, assignees, heirs and next of kin, hereby expressly releases the Shooting Event Parties from all claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course of participation in any training and/or shooting sports activities on the Premises that include the use of guns, the discharge of guns and firing of live ammunition.

Undersigned hereby acknowledges that Undersigned has read this instrument and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will abide by all range rules and procedures and any other rules and other rules stated by Instructor and /or Range Safety Officers (all of which are currently certified by the NRA to hold these positions).

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the Shooting Event Parties shall not constitute any waiver of Shooting Event Parties to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, assignees, heirs and next of kin.

UNDERSIGNED:

Date: _____

Signature

Print Name

APPENDIX N

SHOOTER RANGE SAFETY RULES

Purpose: These rules and procedures are for the safety and comfort of all visitors to Camp Snyder or Goshen Scout Reservation Camp, including guests, the surrounding community, and the environment, and to preserve camp as a facility for the safe use of firearms.

- a. Eye and Ear protection are **REQUIRED** for all shooting. You assume all responsibility for any injury you incur by not wearing adequate ear and eye protection.
- b. All posted signs must be obeyed.
- c. **OBSERVE THE NRA GUN SAFETY RULES.**

Three Fundamental NRA Rules for Safe Gun Handling

- **ALWAYS** keep the gun pointed in a safe direction.
- **ALWAYS** keep your finger off the trigger until ready to shoot.
- **ALWAYS** keep the gun unloaded until ready to use.

- d. **WHEN USING OR STORING A GUN, ALWAYS FOLLOW THESE NRA RULES:**
 - Know your target and what is beyond.
 - Be sure the gun is safe to operate.
 - Know how to use the gun safely.
 - Use only the correct ammunition for your gun.
 - Wear ear and eye protection as appropriate.
 - Never use alcohol or drugs before or while shooting.
 - Store your guns so that they are not accessible to unauthorized persons.
 - Be aware that certain types of guns and many shooting activities require additional safety precautions.
- e. No alcoholic beverages, illegal drugs, or illegal substances are permitted on camp property. Persons under the influence of alcohol, drugs, or other intoxicants are not permitted on Camp Snyder property. Persons who appear to be under the influence of alcohol, drugs, or other intoxicants on camp property will be asked to leave.
- f. Disruptive activities, such as loud music or horseplay, are not permitted on camp property.
- g. **FOR ANYONE UNDER THE AGE OF 18:** They must always be accompanied by an adult. The responsible adult will closely supervise their shooting and firearms handling and will be responsible for the minor's actions.
- h. Except when shooting on a designated range, **NO** loaded guns may be carried on camp property except by a uniformed law enforcement personnel or U.S. military personnel, or citizens and law enforcement personnel who are entitled to carry a concealed firearm under Virginia or federal statute. Proper documentation must be shown and recorded with camp management. All guns shall be carried or resting with safety on, unloaded chamber open or broken down, in full display of being safe.

- i. Guns may be loaded **ONLY** on the firing line. Guns not on the firing line must have their actions open, be broken down, and magazines removed, unless the gun is cased or holstered. Uncased guns carried behind the firing line should have their muzzles pointed up. Guns must not be pointed at persons or property.
- j. All shooting will be on designated ranges **ONLY**.
- k. There shall be no firing at or from range buildings. Bullet impacts off the range, into side berms, into structures, or into other range features which are unauthorized for bullet impacts are strictly prohibited.
- l. No airborne targets may be used except for regulation clay targets on the skeet, trap, and/or sporting clay shotgun ranges or targets that have proper approval from the camp management.
- m. Shooting cross-range at extreme angles on ranges with multiple firing points is prohibited.
- n. Shooting at wildlife is strictly prohibited.
- o. Live or misfired ammo must be removed from the range, and **NOT** be placed in any disposal container on the property. **CLEAN UP THE RANGE BEFORE LEAVING.**
- p. Fully automatic firearms are not allowed on any NCAC camp property. **NO HIGH BRASS AMMUNITION IS ALLOWED.**
- q. All shooting must be deliberate, controlled, and aim fired. Uncontrolled firing is firing from the hip, or any other firing where the gun is not aimed by having the shooter's eye aligned with the gun sights. Shotguns must be fired while the butt of the stock is against the shoulder.
- r. Guns may never sweep or be pointed at anyone at any time, regardless of the loaded or unloaded condition of the gun.
- s. Anytime someone is down range, all guns must be grounded, benched, or placed in the gun's rack. There is to be no gun handling during this period of time.
- t. Smoking is prohibited on line, within any building or on the range.
- u. Any exceptions, modifications, or additions to camp rules and procedures for activities must be approved by camp management.
- v. Any fees, rules and material are subject to change without warning.
- w. **CEASE FIRE PROCEDURE**
 - a. The purpose of the "Cease Fire" command is to make the range safe when shooters are on the firing line. As such, the Cease Fire command may be issued by anyone who is on the range!
 - b. A Cease Fire command shall be issued when any of the following occur:
 - i. A safety violation has occurred.
 - ii. Any other time that the range needs to become safe for others on or entering the range.
 - c. When the Cease Fire command is heard, all guns shall immediately be unloaded. The actions shall be fixed open and benched, grounded and secured, with muzzle pointing downrange for the duration of the Cease Fire.
 - d. When a Cease Fire is called, the safe range condition must be verbally acknowledged by the "Trapper" on that range.

During a Cease Fire, no guns may be handled

APPENDIX O

RANGE SAFETY BRIEFING

Follow this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. Involve range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If guns are used during the briefing, *the RSO must follow the NRA Gun Safety Rules.*

2. PURPOSE OF THE SHOOTING EVENT

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total number of shots and time available.

3. RANGE PERSONNEL

- **State** where range where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified (e.g., orange vest and hat)

4. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
- **Point out** key areas of the range and briefly describe actions that occur within each.
 - a. **Spectator Area** – Located behind the ready line where visitors and range users may wait and observe activities.
 - b. **Ready Area** – Located behind the firing line where shooters may store and prepare their equipment.
 - c. **Firing Point** – Shooters may occupy their firing points (i.e., rifle station, shotgun position and/or shooting cage) at the firing line when authorized to do so. Points are numbered and correspond to the target number (RIFLE). Shooters may only handle guns when authorized to do so.
 - d. **Backstop (Rifle Range)** – Located down range behind the target line. Guns should always point toward the backstop. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
 - e. **Cleaning Area** – Cleaning is authorized only in the cleaning area located at _____. No ammunition is allowed in the cleaning area.

5. GENERAL RANGE AND SAFETY RULES

Purpose: These rules and procedures are for the safety and comfort of all visitors to NCAC camps, including guests, the surrounding community, and the environment, and to preserve camp as a facility for the safe use of firearms.

- a. Eye and Ear protection are **REQUIRED** for all shooting. You assume all responsibility for any injury you incur by not wearing adequate ear and eye protection.
- b. All posted signs must be obeyed.
- c. **OBSERVE THE NRA GUN SAFETY RULES.**

Three Fundamental NRA Rules for Safe Gun Handling

- **ALWAYS keep the gun pointed in a safe direction.**
 - **ALWAYS keep your finger off the trigger until ready to shoot.**
 - **ALWAYS keep the gun unloaded until ready to use.**
- d. **WHEN USING OR STORING A GUN, ALWAYS FOLLOW THESE NRA RULES:**
 - Know your target and what is beyond.
 - Be sure the gun is safe to operate.
 - Know how to use the gun safely.
 - Use only the correct ammunition for your gun.
 - Wear ear and eye protection as appropriate.
 - Never use alcohol or drugs before or while shooting.
 - Store your guns so that they are not accessible to unauthorized persons.
 - Be aware that certain types of guns and many shooting activities require additional safety precautions.
 - e. No alcoholic beverages, illegal drugs, or illegal substances are permitted on NCAC camp property. Persons under the influence of alcohol, drugs, or other intoxicants are not permitted on camp property. Persons who appear to be under the influence of alcohol, drugs, or other intoxicants on camp property will be asked to leave.
 - f. Disruptive activities, such as loud music or horseplay, are not permitted on NCAC camp property.
 - g. **FOR ANYONE UNDER THE AGE OF 18:** They must be always accompanied by an adult. The responsible adult will closely supervise their shooting and firearms handling and will be responsible for the minor's actions.
 - h. Except when shooting on a designated range, **NO** loaded guns may be carried on NCAC Camp property except by a uniformed law enforcement personnel or U.S. military personnel, or citizens and law enforcement personnel who are entitled to carry a concealed firearm under Virginia or federal statute. Proper documentation must be shown and recorded with camp management. All guns shall be carried or resting with safety on, unloaded chamber open or broken down, in full display of being safe.

- i. Guns may be loaded ONLY on the firing line. Guns not on the firing line must have their actions open, be broken down, and magazines removed, unless the gun is cased or holstered. Uncased guns carried behind the firing line should have their muzzles pointed up. Guns must not be pointed at persons or property.
- j. All shooting will be on designated ranges ONLY.
- k. There shall be no firing at or from range buildings. Bullet impacts off the range, into side berms, into structures, or into other range features which are unauthorized for bullet impacts are strictly prohibited.
- l. No airborne targets may be used except for regulation clay targets on the skeet, trap, and/or sporting clay shotgun ranges or targets that have proper approval from the camp management.
- m. Shooting cross-range at extreme angles on ranges with multiple firing points is prohibited.
- n. Shooting at wildlife is strictly prohibited.
- o. Live or misfired ammo must be removed from the range, and NOT be placed in any disposal container on the property. **CLEAN UP THE RANGE BEFORE LEAVING.**
- p. Fully automatic firearms are not allowed on NCAC camp property. **NO HIGH BRASS AMMUNITION IS ALLOWED.**
- q. All shooting must be deliberate, controlled, and aim fired. Uncontrolled firing is firing from the hip, or any other firing where the gun is not aimed by having the shooter's eye aligned with the gun sights. Shotguns must be fired while the butt of the stock is against the shoulder.
- r. Guns may never sweep or be pointed at anyone at any time, regardless of the loaded or unloaded condition of the gun.
- s. Anytime someone is down range, all guns must be grounded, benched, or placed in the gun's rack. There is to be no gun handling during this period of time.
- t. Smoking is prohibited on line, within any building or on the range.
- u. Any exceptions, modifications, or additions to camp rules and procedures for activities must be approved by camp management.
- v. Any fees, rules and material are subject to change without warning.
- w. **CEASE FIRE PROCEDURE**
 1. The purpose of the "Cease Fire" command is to make the range safe when shooters are on the firing line. As such, the Cease Fire command may be issued by anyone who is on the range!
 2. A Cease Fire command shall be issued when any of the following occur:
 - i. A safety violation has occurred.
 - ii. Any other time that the range needs to become safe for others on or entering the range.
 3. When the Cease Fire command is heard, all guns shall immediately be unloaded. The actions shall be fixed open and benched, grounded and secured, with muzzle pointing downrange for the duration of the Cease Fire.
 4. When a Cease Fire is called, the safe range condition must be verbally acknowledged by the "Trapper" on that range.
 5. During a Cease Fire, no guns may be handled.

6. GENERAL RANGE SAFETY RULES

- Know and obey all range commands.
- Know where others are at all times.
- Shoot only at authorized targets.
- Do not handle a gun or stand at the firing line where guns are present while others are downrange.
- Stop shooting immediately upon the command of “**Cease Firing.**”
- Stoppages
 - Explain there are 3 common ammunition stoppages.
 - **Misfire** – when a cartridge does not fire after the primer has been struck by the firing pin.
 - **Hang fire** – when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.
 - **Procedure to Clear**
 - Keep the gun pointed down range (safe direction).
 - Wait at least 30 seconds in case it is a hang fire.
 - **Squib Load** – when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise.
 - **Procedure for handling Squib Loads:**
 - Keep the gun pointed down range (safe direction).
 - Unload the gun – making sure the chamber is empty.
 - Insert a cleaning rod down the barrel from the chamber end to make sure the bullet is not lodged in the barrel.

7. GENERAL SKEET AND/OR TRAP RANGE RULES

- a. This permanent and/or temporary range is primarily for the use of skeet and trap shooting.
- b. Ear and eye protection is required while on the range. NCAC camps and/or the BSA is not liable for injuries incurred by shooters.
- c. Shot size larger than 7 ½ is not permitted.
- d. Only STEEL SHOT is permitted.
- e. Only shotguns are permitted on the range.
- f. Shots may only be fired from a shouldered gun.
- g. Guns must always be pointed down range.
- h. Guns behind the firing line are to be unloaded.
- i. Firing is to be directed only at clay targets.

- j. Notify the RSO when there is a gun stoppage or malfunction.
- k. Leave dropped ammunition on the ground until the stage of fire completed and guns are grounded or placed in a shooting rack.
- l. When guns are grounded or place in gun rack, keep the gun open and facing upward so chambers are visible.
- m. Guns must be empty, and actions are to be open when moving from one position to another.
- n. Empty shell casings are not to be retrieved until the round is complete and machines are turned off.
- o. If target thrower malfunctions or throws broken clays, do not attempt to service thrower. Contact station trapper or move to next station.
- p. All trash is to be placed in the proper receptacles.
- q. Absolutely no horseplay will be tolerated.
- r. Immediately report any unsafe behavior to range officers.

8. GENERAL SPORTING CLAY RANGE RULES

- This permanent and/or temporary range is primarily for the use of sporting clay shooting.
- Ear and eye protection is required while on the range. NCAC camps and/or the BSA is not liable for injuries incurred by shooters.
- Shot size larger than 7 ½ is not permitted.
- Only STEEL SHOT is permitted.
- Only shotguns are permitted on the range.
- Shots may only be fired from a shouldered gun.
- Guns must always be pointed down range.
- No more than 2 shells may be loaded at any one time.
- Firing is to be directed only at clay targets.
- Leave dropped ammunition on the ground until the stage of fire completed and guns are grounded or placed in a shooting rack.
- When guns are grounded or place in gun rack, keep the gun open and facing upward so chambers are visible.
- Guns must be empty, and actions are to be open when moving from one position to another.
- If target thrower malfunctions or throws broken clays, do not attempt to service thrower. Contact station trapper or move to next station.
- Empty shell casings are not to be retrieved until the round is complete and machines are turned off.
- All trash is to be placed in the proper receptacles.
- Guns must be empty, and actions are to be open when moving from one station to another.
- Individuals and/or golf carts must stay on established trails.
- Absolutely no horseplay will be tolerated.
- Immediately report any unsafe behavior to range officers.

9. SPECIFIC SPORTING CLAY RANGE RULES

NO LEAD SHOT IS ALLOWED...ONLY #7 2 ¾” OR LESS SHOTGUN SHELLS SHALL BE USED ON ANY OF THE SHOTGUN RANGES.

Purpose: These rules and procedures are for the safety and comfort of all visitors who participate in shotgun shooting sports activities at NCAC camps, including guests, the surrounding community, and the environment, and to preserve camp as a facility for the safe use of firearms.

- a. All commands and directives given by the **RANGE SAFETY OFFICER** shall be immediately obeyed with.
- b. Always treat all firearms as if they are loaded.
- c. Except when on the firing line (sporting clay shooting booth), all shotguns must be unloaded and the action open.
- d. Guns shall be loaded and unloaded on the firing line only.
- e. When on the firing line, shotguns shall be pointed downrange.
- f. When giving to and accepting from another person shotgun(s), must be unloaded and action open.
- g. No one shall move about, in the area of, the sporting clay shooting booth with a loaded gun.
- h. All shooting actions shall **ONLY** be done inside the sporting clay shooting booth.
- i. A shooter who experiences a malfunction, jam or stoppage with their gun, shall lay it on the front shelf of the shooting booth (barrel pointing downrange) and raise hand to and call for assistance from the Range Safety Officer. Under no circumstances, shall the shooter remove the gun from the firing line without proper notification of the Range Safety Officer.
- j. No more than one (1) shooter with 1 gun is allowed to fire in the shooting booth at one time.
- k. Any shooter or prospective shooter suspected of being under the influence of alcohol of any substance deemed detrimental to the safety of others shall not be allowed to enter the Clay Course Shooting Range.
- l. Ear and eye protection is mandatory and must be worn inside the Sporting Clay Shooting Range Area.
- m. No smoking, chewing, eating is allowed inside the Sporting Clay Shooting Range Area.
- n. Shooters must police or collect their shells on the ground and put them into a designated container.
- o. When a command “**CEASE FIRE**” has been given, shooter shall immediately stop firing; unload their shotgun; and, step back from the shooting booth.
- p. Shooters observed by the Range Officer doing inappropriate, unsafe, reckless or negligent acts shall be considered as grounds for removal from the Range Shooting area.

10. NRA HYGIENE GUIDELINES

- **Explain** that NRA hygiene guidelines are intended to minimize exposure to particulate lead and cleaning product residues.
- **Emphasize** that everybody is exposed at the range or cleaning area – even if he or she did not participate in the shooting should follow these guidelines.
- **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.
 - Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
 - Wash your hands and face with cold water after leaving the range or cleaning area before eating or drinking.
 - Change and wash clothing after shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residue.

11. EMERGENCY PROCEDURES (See Appendix Q)

- Take charge of the situation (Determine seriousness of injury and assign duties).
- Render aid. First-aid kit should be centrally located.
- Call for help via cell phone or by radio. Emergency phone numbers and information list should be centrally located.
- Direct help to location.
- Take notes. Emergency report sheet should be in range SOPs binder. (See Appendix E)

APPENDIX P

FIRING LINE COMMANDS

Purpose: To prepare the range for live fire, the following commands are recommended for you to use. Please use your discretion in using them:

a. Command: **“Move forward/take your position on the firing line.”**

- Purpose: To get shooters into position to prepare to begin shooting.
- Action: Shooters will move from behind the ready line to their assigned position. Remind them as required: **DO NOT TOUCH YOUR RIFLE!** Let them get comfortable, and ensure they are in the correct position.

b. Command: **“Protective gear on.”**

Action: Shooters should put on their eye protection first, then ear protection.

c. Command: **“You may pick up your rifles.”**

Action: Shooters will pick up their rifle, sight in on the target, make any final adjustments, and prepare to load.

d. Command: **“Load!”**

- Purpose: To notify the shooters that they may load their first round.
- Action: Shooters will load their first round, close the bolt, keep their finger off the trigger, and wait for the next command.

e. Command: **“Is the line ready?”**

- Purpose: To determine if all shooters along the line are ready.
- Action: All shooters NOT ready should indicate their status to the range master. Sufficient time will be allowed for the shooter to complete his/her preparation.

f. Command: **“Ready on the right?”**

- Purpose: To declare that the shooters have indicated they are ready on the right side of the range.
- Action: Any shooter not ready at this command may choose to either alert the range master that he/she is not ready or to complete the process of getting ready before the final command has been given.

g. Command: **“Ready on the left?”**

- Purpose: To declare that the shooters have indicated they are ready on the left side of

the range.

- Action: Any shooter not ready at this command may choose to either alert the range master that he/she is not ready or to complete the process of getting ready before the final command has been given.

h. Command: **“The firing line is ready.”**

- Purpose: To notify all shooters that the range is about to be under live fire.
- Action: Shooters simply await the next command. If anyone is not ready at that point, he/she should notify a range master. (Audible or raised hand)

i. Command: **“Commence firing!”**

- Purpose: To declare that the range is formally open for live fire.
- Action: The shooters may commence the prescribed course of fire.

To stop firing and declare the range safe:

a. Command: **“Cease fire!”**

- Purpose: To stop all firing.
- Action: All shooters shall open the bolt, lay the rifle down with the bolt up, and remain in position until given further instructions.

b. Command: **“Range is clear.”**

- Purpose: The range safety officer is telling all shooters that all guns are unloaded.

c. Command: **“Remove protective gear.”**

d. Command: **“Pick up your brass, place it in the bucket, and get a new target.”**

e. Command: **“You may go change your targets.”**

- Actions: Shooters may move through the gate to the target area.

Move to the firing line gate:

a. Review again the three Fundamental Rules for Safe Gun Handling (verbatim).

b. Point out the ready line:

- Shooters DO NOT cross the line until instructed to do so by the range safety officer.
- Shooters move back and forth across the line ONLY when instructed to do so by the range safety officer.
- Shooters DO NOT touch the guns until instructed to do so by the range safety officer.

Move onto the Firing Line

- a. Stay behind the ready line.
- b. Explain the “prescribed course of fire,” e.g., how many rounds, time, targets, etc.
- c. Explain “Misfire!” and procedures:
 - A misfire occurs when you pull the trigger and the gun does not fire.
 - Continue to keep the gun pointed at the target and raise your hand, and an instructor will assist you. Also explain “hang fire” and the procedure to be followed.

Review the command “**Load.**”

Upon this command, shooters may load one round and prepare to fire, but **MUST NOT** fire until the command “Commence firing” is given.

Review the command “**Cease fire**” and explain that shooters may also call “Cease fire.”

Begin the firing session:

- Command: “**Move forward/take your position on the firing line.**”
- Command: “**Protective gear on.**”
- Command: “**You may pick up your rifles.**”
- Command: “**Load.**”
- Command: “**Is the line ready?**”
- Command: “**Ready on the right?**”
- Command: “**Ready on the left?**”
- Command: “**Ready on the firing line?**”
- Command: “**Commence firing.**”
- Command: “**Cease fire.**”
- Command: “**Range is clear.**”
- Command: “**Remove protective gear.**”
- Command: “**Pick up your brass, place it in the bucket, and get a new target.**”
- Command: “**You may go change your targets**”

Repeat the commands for each firing sequence.

APPENDIX Q

EMERGENCY REPORT SHEET

Effective Date: _____

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS				
Police				
Fire				
Poison Control Center				
Range				
Cellular Phone				

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a “Cease Fire” if the person is near the firing line or downrange. Ensure all guns are unloaded and clear.
- _____ will coordinate securing the scene and the person’s gear.
- _____ will notify the EMS from the nearest telephone / radio and provide the following information:

1. Specific location or Address of Incident with Directions.

Location: _____

Address: _____

2. Telephone number that you are calling from: _____
3. Your name: _____
4. What happened and possible hazards for rescuers: _____
5. Number of people injured or ill: _____
6. Condition of injured or ill: _____
7. First Aid provided: _____

- Wait for EMS to hang-up first. Return to the injured and continue care until EMS arrives.
- _____ is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/she will evaluate the situation for hazards, protect the injured,

and provide first aid until relieve by more qualified personnel, e.g., physician or EMS.
Person listed will:

1. Identify self to the injured.
 2. Inform injured of training (American Red Cross Standard First Aid & CPR)
 3. Inform injured of aid offered.
 4. Receive verbal permission from injured (if adult) or parent/guardian (if child) prior to giving care.
 5. Refrain from giving care to conscious injured person who objects.
 6. Assume applied permission if the injured is a child with a serious injury and a parent or guardian is not present.
 7. Move the injured only if life is endangered.
 8. Check injured for life threatening conditions before providing care.
 9. Provide care only within level of training.
 10. Never dispense aspirin or medications.
 11. Administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.
- _____ will retrieve the first-aid kit located at _____ and assist EMS personnel as needed.
 - If the accident involves chemical burns, an eye flush station is located at _____.
 - If the accident involves a gunshot injury, _____ will notify the police and preserve the scene as it appeared at the time of the incident.
 - _____ will go to the range entrance and direct EMS personnel to the injured.

COORDINATION

- _____ will supervise the situation and ensure fulfillment of emergency procedures by:
 1. Getting names of witnesses and taking statements.
 2. Providing EMS with treatment release forms, medical history information (maintained on employees and staff).
 3. Notifying the next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
 4. Complete injury report forms.
 5. Notify officials of the organization, range, etc., concerning activation of the emergency plan.
 6. Notify insurance company (personnel and/or BSA NCAC as appropriate).
 7. Emergency plan for possible revisions.
 8. As appropriate, file copies of the injury report form with record.
 9. Follow-up with physician for recommendation and release prior to allowing ill or injured to participate.

10. File standard BSA Form 680-016 Incident Report Form with Camp Office

HELICOPTER MEDICAL EVACUATION (MEDEVAC)

A suitable MEDEVAC site is located on Camp Snyder grounds (_____Coordinates_____). Orange flags, smoke signals, and strobe lights are available for marking the landing site, and are stored at _____ will mark the landing site and guide the MEDEVAC approach and landing. If smoke is displayed, initiate smoke downwind of the landing zone.

HELICOPTER MEDIVAC IS THE RESPONSIBILITY OF RESPONDING 911 PERSONNEL, WHO WILL CONTROL ALL HELICOPTER OPERATIONS.

FACILITY EMERGENCY RESPONSE PACKET

An emergency response packet for this facility, dated _____ is on file with EMS, police and the fire department. The packet contains phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly areas, floor plans of buildings indicating gas lines/mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.

Incident Reporting Tool

(Events or allegations of injury, illness, or property damage, including employment and directors and officer's issues)

General Incident Details

**Required Fields*

*Incident Date: _____ Incident Time (in 24-hour format): _____

*Report Date: _____

Date Reported to Council/BSA Location: _____

Reported by Name: _____

Reported by Primary Phone: _____ Reported by Secondary Phone: _____

Reported by Email: _____

Reported by Address: _____

Reported by City: _____ Reported by State: _____ Reported by Zip Code: _____

*Council/BSA Location: _____ *Location of Incident: _____

Specific area where incident occurred: _____

Incident Address: _____

Incident City: _____ *Incident State: _____ Incident Zip Code: _____

*Description of Incident (clear/concise/complete facts):

Was an Agency or Authority Notified? Yes No Whom: _____

Injury/Illness/Damage Information

*Claimant Name: _____

Claimant Address: _____

Claimant City: _____ *Claimant State: _____ Claimant Zip Code: _____

Claimant Primary Phone: _____ Claimant Secondary Phone: _____

Claimant Email: _____

Claimant Date of Birth: _____ Age of Claimant: _____

General Classification (Cub Scout/Registered Leader/etc.): _____

Chartered Organization: _____

Property Damage? Yes No Describe: _____

Adventures/Program/Event: _____

NCAC SHOOTING SPORTS – STANDARD OPERATING PROCEDURES – APPENDIX R

Cause/Nature/Injury Detail: _____

Severity Rating: Catastrophic-I Critical-II Marginal-III Negligible-IV Unknown

If medical treatment was provided, please describe: _____

If transported by air/ambulance, please describe: _____

*Are Accident and Sickness forms provided or filed? Yes No Unknown

If certificate of insurance has been provided, please describe: _____

If there is/was a contract for this event, please describe: _____

Did the event occur while transporting to/from activity? Yes No Unknown

Vehicle Involved (Duplicate if needed)

*Owner of vehicle: _____ VIN: _____

License State: _____ Vehicle make/model/year: _____

Description of Vehicle Damage: _____

Weather Conditions: _____

Driver Name: _____

Driver Address: _____

Driver City: _____ Driver State: _____ Driver Zip Code: _____

Driver Phone: _____ Driver Email: _____

Witnesses (Duplicate if needed)

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Witness Type: Adult Youth Unknown

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Attachments such as photos, statements, and this incident report form can be added during online entry and are helpful.

Return this completed form to your council's designated user for entry, or upload into Riskconnect.

Appendix S RIFLE/HANDGUN RANGE INSPECTION CHECKLIST

Event Name: _____

Inspected by: _____ Date: _____

	Yes	No
Controlled Access / Fencing / Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop /Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames / Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered / Clean	_____	_____
Shooting Benches / Tables Inspected	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Sandbags / Gun Rests on Hand	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled / Available	_____	_____
PA System / Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Guns Racks Available	_____	_____
Table Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass / Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Comments:

Appendix T SHOTGUN RANGE INSPECTION CHECKLIST

Event Name: _____

Inspected by: _____ Date: _____

	Yes	No
Controlled Access / Fencing / Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop /Impact Area Inspected	_____	_____
Power for Machines Working	_____	_____
Extra 12 Volt Batteries Charged and in Good Working Order	_____	_____
Machine Filled / Inspected for Working Order	_____	_____
Cable Connected / Inspected	_____	_____
Firing Stations Marked / Clean	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled / Available	_____	_____
PA System / Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Guns Racks Available	_____	_____
Table Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull / Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Comments:

Appendix U Archery Range Inspection Checklist

Event Name _____

Inspected by _____ Date _____

	Yes	No
Controlled Access, Fencing, Gates	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Bow Racks Available	_____	_____
Ground Quivers Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Items Consumed or Missing When Gear Is Returned to Quartermaster:

Comments:

Appendix V
Muzzleloading Range Inspection Checklist

Event Name _____

Inspected by _____ Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Loading Bench Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Items Consumed or Missing When Gear Is Returned to Quartermaster:

Comments: _____
