

SHOOTING SPORTS RANGES and EVENTS STANDARD OPERATING PROCEDURES

Great Trail Council #433 B.S.A.

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Council Shooting Sports Committee Approval Dates:

- Introduction and Scope of Intent – 04/27/2022
- Section 1. General Operations – 04/27/2022
- Section 2. Rifle and Pistol Range – 04/27/2022
- Section 3. Shotgun Range – 04/27/2022
- Section 4. Archery Range – 07/18/2023
- Section 5. BB Gun and Slingshot Activities – 07/18/2023

Council Executive Board Approval Date:

- Approved by VP Outdoor Adventures 6/10/2022
- Revisions Approved by VP Outdoor Adventures 7/20/2023
 - Cub Scout Archery Section 4.4.a.i
 - Cub Scout BB Section 4.a.ii
 - Cub Scout Slingshot Section 5.a.i

INTRODUCTION and SCOPE of INTENT

The Purpose of BSA shooting sports is to introduce youth to shooting. The BSA shooting programs are based on age appropriateness and safety with the goal of developing a positive shooting experience for each youth.

While safety is paramount, it should be noted that with all shooting sports activities there is inherent risk involved. The BSA follows the SAFE practices and requires all ranges to have approved Standard Operating Procedures (SOP) that are approved for that range. Range supervision and instruction are overseen by qualified staff with a key focus of scout safety.

These Standard Operating Procedures shall be made available to any Unit, District Committee, Council Committee, or Event Staff, to aid in planning and conducting meaningful Shooting Sports Events.

It is strongly suggested that they be made available through a downloadable pdf document.

All Shooting Sports Activities conducted by the Great Trail Council #433 B.S.A., or any of the Districts within the Council, will be conducted in accordance with the most recent edition, and most recent updates and addendums, of the B.S.A. Shooting Sports Manual, National Camp Accreditation Program (NCAP) Standards, and the Shooting Sports Standard Operating Procedures (SOP) adopted by the Great Trail Council #433 B.S.A.

The BSA Shooting Sports Manual, and any applicable NCAP Standards, shall be made available and used in conjunction with these Standard Operating Procedures as reference materials for any Range.

(Updates of the shooting sports manual between printings are available at www.scouting.org/outdoorprograms under the “Shooting Sports” tab.)

The Great Trail Council Shooting Sports Committee, while working with the Great Trail Council Professional Staff and Great Trail Council Camp Properties Staff, will implement, update, supervise, and enforce the Shooting Sports Ranges and Events Standard Operating Procedures (SOP). Any interpretation of, or questions regarding these Standard Operating Procedures should be directed to the Chairman of the Great Trail Council Shooting Sports Committee or Professional Staff Advisor for Shooting Sports.

These Standard Operating Procedures will govern activities conducted on all ranges located on Great Trail Council properties, including Camp Manatoc, Camp Butler, and Camp Stambaugh, and on all Portable Range Equipment and Temporary Ranges used for Council and District Shooting Sports Events.

SECTION 1 GENERAL OPERATIONS

1. Council Owned Facilities for Use

- a. Ranges are available for use utilizing a rental/reservation system at the Great Trail Council Office.
- b. Ranges are NOT available to Rent/Reserve during any District or Council event that offers Shooting Sports activities including, but not limited to, Cub Scout Day Camp, Webelos Resident Camp, Scouts BSA Summer Camp, District Shooting Sports Day Events, Council Shooting Sports Day Events, and other BSA Shooting Sports Training events.
- c. All Scouting Activities will have scheduling priority over any outside group wishing to rent/reserve any Range.
- d. Use of any Great Trail Council Camp Range for any shooting activity, other than a Scouting Event within the Council, will require a Hold Harmless Agreement be signed by an authorized representative of the group participating in, or attending, the activity.
- e. Great Trail Council Outdoor Ranges for Archery, BB, Chalk Ball/Paint Ball, Tomahawk/ Knife Throwing will be closed for these Shooting Sports Activities from November 15 to March 15 due to safety and equipment concerns caused by freezing temperatures.
 - i. March 15 opening date is providing temperature is 45 degrees F or above.
 - ii. Any breakage, or damage to equipment, costs will be the reimbursement responsibility of the Event Budget for that particular activity or Event.
 - iii. During winter operations the RSO will have the authority to suspend range activities due to safety or extreme conditions.

2. Range Supervision

- a. All Range operations will conform to the current *Guide to Safe Scouting* and *Youth Protection Training* policies.
 1. Booklets may be obtained through www.scouting.org/HealthandSafety/GSS/toc.aspx
- b. A complete printed copy of the BSA Shooting Sports Manual and the Great Trail Council Range and Event Standard Operating Procedures will be kept at each range for reference by the Range Supervision.
- c. For all Scouting events Range Supervision requirements will be in accordance with the Activity Charts from the current BSA Shooting Sports Manual (pages 11-15).
- d. To serve as Range Supervision you must have copies of your current certifications on file with the Great Trail Council Office, as well as a copy in your possession while serving as Range Supervision.
 - i. Short term “last minute help” should bring a copy of your certifications to Camp to be kept in the Camp Office if they are not on file already.

- e. Each time you serve as the Range Supervision, you will sign in, and sign out, in the logbook attached to standard operating procedures. (One daily in/out is sufficient during multi-day programs)
 - i. Any equipment issues such as malfunctions requiring repairs, or breakage, shall be entered into the logbook as they occur on that day.
 - 1. These equipment issues should be forwarded by phone or e-mail to the Shooting Sports Committee Chairman or Professional Staff Advisor in a timely manner (48 hours or less) for prompt and proper action to remedy the situation.
 - 2. Any equipment that is in need of repair will be tagged with brief description of the problem.

SECTION 2
RIFLE AND PISTOL RANGE

1. Firearm and Equipment Restrictions

- a. All Firearms used on Camp Ranges for GTC Scouting Programs will meet the guidelines listed in the BSA Shooting Sports Manual regarding calibers, action types, magazine types and capacities.
- b. For Scouting Programs you may have only one class and caliber of firearm and ammunition on the range during live fire.
 - i. Cowboy Action Shooting conducted as a Council Program will be an exception to this section.
 - ii. Venture Crew or Explorer Post Pistol Shooting Activities will be an exception to this section.
- c. The Great Trail Council accepts no responsibility for personal firearms, or personal shooting sports equipment, in regard to damage, theft, or liability.
- d. Any firearm, or ammunition, brought to a Short Term, or Long Term, Camping Program Event for Scouts BSA, Venturing, or Sea Scouts will be immediately checked into Camp by the appropriate Range Director or Range Safety Officer where it will be stored during the time spent at Camp. It will be checked out of Camp immediately before departure.
 - i. Only the owner(s) listed on the check in form and waiver will be permitted the use of this equipment during Camp.
 - ii. The firearm must arrive, and be stored in a lockable hard case supplied by the owner, including a personal lock.
- e. Any Personal Firearms, or ammunition, brought to Camp for a single day event will be Checked into the Range by the appropriate Range Director or Safety Officer immediately upon arrival and will be checked out immediately before departure.
 - i. Only the owner(s) listed on the check in form and waiver will be permitted the use of this equipment during Camp.
 - ii. The firearm must arrive, and be stored in a lockable hard case supplied by the owner, locked with a personal lock, when not in use.
 - iii. Any ammunition brought to camp will be in the factory packaging.
- f. Any personal firearms, and ammunition to be used on Camp Ranges will first be inspected by a Great Trail Council Range Safety Officer, or Rifle Instructor, to ensure that it meets all BSA guidelines as per the Shooting Sports Manual, NCAP Standards, and also Great Trail Council Policies.
- g. The Great Trail Council reserves the right to refuse the use, of any firearm or other shooting sports equipment, by any individual or group, on Camp Ranges.
 - i. Approved Range Safety Officers, Instructors, or Range Directors, will have the authority to make these decisions.

2. Firearm calibers permitted

- a. Rifle Calibers Permitted on Camp Rifle Ranges
 - i. Rifles must be chambered for firing .22 long rifle cartridges.
 - ii. An exception for rifles chambered in a Centerfire Pistol Caliber may be permitted for special events only with the permission of the Council Shooting Sports Committee. Requests for this exemption will only be considered on an individual, event by event, basis.
- b. Revolver and Pistol Calibers Permitted on Camp Ranges
 - i. Revolvers and Pistols of .45 ACP caliber, and smaller, are permitted.
 1. Magnum Calibers are not permitted.
- c. For all Council and District Shooting Events Rifle Ammunition will be provided by the Great Trail Council.
 - i. Ammunition requirements for a specific competition or match will be determined on an event-by-event basis and approved by the Council Shooting Sports Committee.
- d. When the Rifle Range is rented for use by a Scouting Unit the Rifles, and ammunition provided by the Great Trail Council will be available for use as a part of the rental agreement.

3. Rifle and Pistol Competitions and Matches

- a. All Competitions and Matches will fall under the supervision of the Great Trail Council Shooting Sports Committee.
 - i. Rules pertaining to the specific event, equipment permitted, and ammunition types to be used, will be decided by the event committee and approved by the Shooting Sports Committee, and then be published for use by the participants prior to the event.

4. Rifle and Pistol Range Facilities

- a. The wooden structure, under roof, as well as the down range target area and backstop is designated as the Range Ready Area and Firing Line Area.
 - i. The Ready Area is the area accessed when first entering the structure.
 1. Those waiting their turn on the firing line and observers are permitted in this area.
 - ii. The Firing Line Area is only accessed by entering or exiting through the gate in the railing between the Ready Area and the Firing Line.
 1. Only those shooters on the firing line, The RSO, Assigned Range Staff Members, Certified Instructors and Certified Coaches are permitted in this area during a live fire session.
 - iii. The Gathering Area is outside the wooden structure and contains seating and a sun/weather shade.

5. Range Operation During Live Fire Sessions

- a. The Range Safety Officer (RSO) is in charge of the Range at all times during a live fire session.

- i. If more than one RSO is required for an event, a Chief RSO will be designated and be in overall charge. All other RSO's will assist the CRSO.
- b. A Range Safety Briefing will be conducted by the RSO or Chief RSO at the Range at the beginning of each session.
 - i. Include information in Section 2 Rifle Range, numbers 4 & 5, in briefing
 - ii. Include NRA Rules for Safe Gun Handling in briefing
 - iii. Include Emergency Procedure Information in briefing
- c. Only Certified Instructors or Certified Coaches are permitted to assist shooters on the firing line.
- d. Only those designated by the RSO are permitted in the storage room area of the Range.
- e. Shooters must ask permission to enter and exit the Firing Line area of the Range to and from the Ready Area.
- f. Individuals must ask permission to enter the Ready Area of the Range from the Gathering Area.
- g. All individuals in the Ready Area must wear hearing protection.
- h. All individuals in the Firing Line Area must wear both eye protection and hearing protection.
- i. There will be no more than 1 shooter per station at any time on the firing line.
- j. No eating or drinking is permitted in the Ready Area or on the Firing Line Area during live fire sessions.
 - i. The potable water supply located in the Ready Area being the only exception.
- k. There will be no handling of firearms in the ready area.
- l. No one will go forward of the firing line for any reason until the RSO has declared the range safe and gives permission to go Down Range.
- m. Ammunition will be distributed in appropriate quantities to each shooter by the individual designated to do so by the RSO in charge.
 - i. The only exception to this would be the loading of magazines in the ready area during a competition or match which requires it, which will be under the supervision of an RSO.
- n. Empty Chamber Indicators (ECI) will be used to ensure safety is maintained.
- o. Rifle Cradles will be used at firing stations to hold the rifles when not firing to prevent damage to sights and bolts.

6. Opening the Range

- a. All Range Supervision Signs IN on SOP Logbook showing time and date.
- b. The following Check List will be utilized each time the Range is opened.
 - i. Required Certified Adult Supervision is present
 - ii. Prior to opening the Ranges notify the CVNP Rangers (440) 546-5945 that the ranges will be in use with live fire.
 - iii. Range perimeter fence and signs checked.
 - iv. Range equipment and ammunition will be checked out by the Camp Ranger to the Range Safety Officer in charge.

- v. Check and Test that Emergency Communication Equipment is working properly.
- vi. Ammunition supply is sufficient for activity.
- vii. First Aid Kit is present
- viii. Target Supply is sufficient for activity with sufficient thumbtacks
- ix. Safety Posters and Literature in place
- x. Range Safety Briefing Check List is present
- xi. Range RED Safety Lights working
- xii. Check that there is sufficient eye and ear protection equipment present.
- xiii. Check the Range Structure and equipment for safety issues
- xiv. Check the Target Holders are in good repair
- xv. Check the Target and Backstop area for safety concerns such as rocks or obstructions
- xvi. Carpet pads are in place at each station.
- xvii. Rifle Cradle is placed at each firing station.
- xviii. Benchrest Rifle Block at each station
- xix. Rifles placed in Rifle Cradles with ECI inserted
- xx. Ammunition Blocks present for each Station
- xxi. Brass Bucket present
- xxii. Trash Can with Liner present
- xxiii. Range Flag at top of the path to Range is flying
- xxiv. Range Flag at the Range Structure is flying

7. Closing the Range

- a. The following checklist will be utilized each time the Range is closed.
 - i. Range Area Clean and Trash Picked Up
 - ii. Trash bag(s) to dumpster
 - iii. Rifle Cradles and carpet pads in storeroom
 - iv. Benchrest rifle blocks in storeroom
 - v. First Aid Kit in storeroom
 - vi. Rifles Secured
 - 1. If 1 day activity Rifles returned to Ranger after cleaning and checked in
 - 2. If multiple day activity Rifles locked in safe in storeroom
 - a. Rifles cleaned after last day of use prior to check in with Ranger
 - vii. Ammunition Secured and Expended Rounds counted and recorded in Log Book
 - 1. If 1 day activity ammunition returned to Ranger and checked in
 - 2. If multiple day activity ammunition locked in lockbox in storeroom
 - a. Ammunition returned to ranger after last day of activity
 - viii. All Target holders cleared
 - ix. Extra targets placed in storeroom
 - x. Firing Line clear of spent brass
 - xi. Brass Bucket in storeroom

- xii. Storeroom locked
- xiii. Range Flag at Range Structure down
- xiv. Range Flag at top of path to Range Down
- xv. Emergency Communication Equipment returned
- b. All Range Supervision Signs OUT on SOP Logbook showing time and date.
 - i. Notation made in Logbook of number of rounds fired for inventory tracking
 - ii. Notation made in Logbook of any problems or needed repairs
 - iii. Shooting Sports Chairman notified of any equipment repairs or replacement needed.

8. Emergency Procedures

- a. RSO will take charge of the situation and shut down the Range.
- b. RSO, or others with First Aid Training present, will render aid in accordance with their level of First Aid training.
- c. If warranted call for EMS help from off property
 - i. Provide a description of the injury and situation
 - ii. Make it clear whether or not the emergency involves a gunshot wound.
 - iii. Provide Camp Address and direct EMS to Camp Manatoc Service Road Entrance
 - iv. Provide location within the Camp of injured party and tell EMS they will be met
 - v. Designate person(s) to direct medical help to the location.
 - vi. Meet EMS at gate and give directions to the Rifle Range
- d. If minor injury that does not warrant EMS have an Adult accompany injured party to the Health Lodge for treatment.
 - i. If Health Lodge not open and available seek other medical attention as warranted
- e. Notify Camp Office or Camp Ranger of the emergency
- f. Take notes and file an incident report.
 - i. Have any witnesses write down a statement of what they witnessed.
- g. Incident report forms can be obtained from the Camp Ranger, Council Staff, or Council Office and must be filed with the Camp Ranger or Camp Office, who will forward them to the Council Office.

9. Conducting Specific Program Information, Example Range Layouts, and Example Range Safety Briefings, as well as other pertinent information will be found in the following locations and utilized appropriately:

- a. Rifle Instructional Shooting Experience
 - i. Procedures and Information found in Appendix 15 Page 177 Shooting Sports Manual
- b. Open Rifle Shooting Experience
 - i. Procedures and Information found in Appendix 16 Page 183 Shooting Sports Manual
- c. Cowboy Action Shooting Program Guide

- i. Program guide and information for conducting this program found in Appendix 14 Page 165 Shooting Sports Manual

For Other Specific Activity Information See Appropriate Attachment(s):

NCAP Standard PS213

NCAP Standard PS214

NCAP Standard SQ407

NCAP Standard SQ408

Shooting Sports Manual Appendix 14

Shooting Sports Manual Appendix 15

Shooting Sports Manual Appendix 16

SECTION 3 SHOTGUN RANGE

1. Firearm and Equipment Restrictions

- a. All Firearms used on Camp Ranges for GTC Scouting Programs will meet the guidelines listed in the BSA Shooting Sports Manual regarding calibers, action types, magazine types and capacities.
- b. You may have only one gauge of shotgun and ammunition on the Firing Line during live fire.
- c. The Great Trail Council accepts no responsibility for personal firearms, or personal shooting sports equipment, in regard to damage, theft, or liability.
- d. Any firearm, or ammunition, brought to a Short Term, or Long Term, Camping Program Event for Scouts BSA, Venturing, or Sea Scouts will be immediately checked into Camp by the appropriate Range Director or Range Safety Officer where it will be stored during the time spent at Camp. It will be checked out of Camp immediately before departure.
 - i. Only the owner(s) listed on the check in form and waiver will be permitted the use of this equipment during Camp.
 - ii. The firearm must arrive, and be stored in a lockable hard case supplied by the owner, including a personal lock.
- e. Any Personal Firearms, or ammunition, brought to Camp for a single day event will be Checked into the Range by the appropriate Range Director or Range Safety Officer immediately upon arrival and will be checked out immediately before departure.
 - i. Only the owner(s) listed on the check in form and waiver will be permitted the use of this equipment during Camp.
 - ii. The firearm must arrive, and be stored in a lockable hard case supplied by the owner, locked with a personal lock, when not in use.
 - iii. Any ammunition brought to camp will be in the factory packaging.
- f. Any personal firearms, and ammunition to be used on Camp Ranges will first be inspected by a Great Trail Council Range Safety Officer, or Shotgun Instructor, to ensure that it meets all BSA guidelines as per the Shooting Sports Manual, NCAP Standards, and also Great Trail Council Policies.
- g. The Great Trail Council reserves the right to refuse the use, of any firearm or other shooting sports equipment, by any individual or group, on Camp Ranges.
 - i. Approved Range Safety Officers, Instructors, or Range Directors, will have the authority to make these decisions.

2. Permitted Shotguns

- a. Only Shotguns of .410, 28, 20, 16, and 12 gauge are permitted on Camp Shotgun Ranges.

- b. “Fire on Release Trigger” type shotguns are not permitted during any Scouting Activity.

3. Shotgun Ammunition

- a. Shot shells used must be shot size #7 ½ or smaller.
- b. Shot shells used must be 2 ¾ inch in length. No magnum loads permitted.
- c. No re-loaded shot shells are permitted during any Scouting Events including Unit range rentals.
- d. Personal Shotguns to be used during a Scouting Unit Shotgun Range rental, other than 20 gauge, must supply their own ammunition.
 - i. Shotshells must be 2 ¾” in length and with a shot size of #7 ½ or smaller.
 - ii. No re-loaded shotshells are permitted

4. Shotgun Competitions and Matches

- a. All Competitions and Matches will fall under the supervision of the Great Trail Council Shooting Sports Committee.
 - i. Rules pertaining to the specific event, equipment permitted, and ammunition types to be used, will be decided by the event committee and approved by the Shooting Sports Committee, and then be published for use by the participants prior to the event.

5. Shotgun Range Facilities

- a. The wooden structure, under roof, as well as the down range target area and Impact Area is designated as the Gathering Area, Range Ready Area and Firing Line Area.
 - i. The Gathering Area is the area accessed when first entering the structure.
 - 1. Those waiting their turn on the firing line and observers are permitted in this area.
 - ii. The Ready Area/Firing Line Area is only accessed by entering or exiting through the gate between the Gathering Area and the Ready Area/Firing Line.
 - 1. Only those shooters on the firing line, those next in line to fire, the RSO, Assigned Range Staff Members, Certified Instructors, and Certified Coaches, are permitted in this area during a live fire session.
 - a. The Maximum Limit of 6 People in the area will be observed

6. Range Operation During Live Fire Sessions

- a. The RSO is in charge of the range at all times during a live fire session.
- b. The RSO will conduct a Range Safety Briefing at the range at the beginning of each session.
 - i. Include information in Section 3 Shotgun Range, numbers 4 & 5, in briefing

- ii. The briefing will include the NRA rules for safe gun handling.
- iii. The briefing will include the emergency procedures information.
- c. There will be no handling of shotguns or live ammunition in the ready area.
- d. All individuals in the Ready Area/Firing Line Area must wear both eye protection and hearing protection.
- e. Only Certified Shotgun Instructors or Certified Coaches are permitted to assist shooters on the firing line.
- f. There will be a 1:1 Ratio of Instructor/Coach to Student on the Firing Line
- g. There will be no more than one shooter per station at any time on the firing line.
- h. Only Certified Instructors/Coaches may load the shotgun.
 - i. One shell at a time will be loaded and fired.
- i. Only those designated by the RSO are permitted in the storage room area of the range.
- j. Shooters must ask permission to enter and exit the Ready Area/Firing Line Area of the range to and from the Gathering Area.
- k. No eating or drinking is permitted in the Ready Area/Firing Line Area during live firing sessions.
- l. No one will go forward of the firing line for any reason until the RSO has declared the range safe and gives permission to go down range.

7. Opening the Range

- a. All range personnel signs in on SOP logbook showing time and date.
- b. The following checklist will be utilized each time the range is opened.
 - i. Required certified adult supervision is present.
 - ii. Prior to opening the range, notify CVNP Rangers (440) 546-5945 that the range will be in use with live fire.
 - iii. Range perimeter is checked.
 - iv. Range equipment and ammunition will be checked out by camp ranger to the RSO in charge.
 - v. Check and test that Emergency Communications Equipment is working properly.
 - vi. First Aid Kit is present.
 - vii. Ammunition supply is sufficient for activity.
 - viii. Clay supply is sufficient for activity.
 - ix. Safety Posters and Literature in place.
 - x. Range Safety Briefing checklist is present.
 - xi. Check that there is sufficient eye and ear protection equipment present.
 - xii. Sanitize eye and hearing protection between users.
 - xiii. Check the range structure and equipment (throwers) for safety issues.
 - xiv. Trash can with liner present.
 - xv. Range flag at the range structure is flying.

8. Closing the Range

- a. The following checklist will be utilized each time the range is closed.
 - i. Range area clean and trash picked up.
 - ii. Trash bags to dumpster.
 - iii. First Aid Kit in storeroom.
 - iv. Shotguns secured.
 - 1. If a single day activity, shotguns returned to ranger after cleaning and checked in.
 - 2. If multiple day activity, shotguns locked in safe in storeroom.
 - 3. Shotguns cleaned after last day of use prior to check in with ranger.
 - v. Ammunition Secured and Expended Rounds counted and recorded in Log Book
 - 1. If 1 day activity ammunition returned to Ranger and checked in
 - 2. If multiple day activity ammunition locked in lockbox in storeroom
 - a. Ammunition returned to ranger after last day of activity
 - vi. Storeroom locked.
 - vii. Range flag at range structure down.
 - viii. Emergency communication equipment returned.
- b. All Range Supervision Signs OUT on SOP Logbook showing time and date.
 - i. Notation made in Logbook of number of rounds fired for inventory tracking
 - 1. Notation made in Logbook of any problems or needed repairs
 - ii. Shooting Sports Chairman notified of any equipment repairs or replacement needed

9. Emergency Procedures

- a. RSO will take charge of the situation and shut down the Range.
- b. RSO, or others with First Aid Training present, will render aid in accordance with their level of First Aid training.
- c. If warranted call for EMS help from off property
 - i. Provide a description of the injury and situation
 - ii. Make it clear whether or not the emergency involves a gunshot wound.
 - iii. Provide Camp Address and direct EMS to Camp Manatoc Service Road Entrance
 - iv. Provide location within the Camp of injured party and tell EMS they will be met
 - v. Designate person(s) to direct medical help to the location.
 - vi. Meet EMS at gate and give directions to the Shotgun Range
- d. If minor injury that does not warrant EMS have an Adult accompany injured party to the Health Lodge for treatment.
 - i. If Health Lodge not open and available seek other medical attention as warranted
- e. Notify Camp Office or Camp Ranger of the emergency
- f. Take notes and file an incident report.
 - i. Have at witnesses write down a statement of what they witnessed.

- g. Incident report forms can be obtained from the Camp Ranger, Council Staff, or Council Office and must be filed with the Camp Ranger or Camp Office, who will forward them to the Council Office.

10. Conducting Specific Program Information, Example Range Layouts, and Example Range Safety Briefings, as well as other pertinent information will be found in the following locations and utilized appropriately:

- a. Instructional Shotgun Experience
 - i. Procedures and Information found in Appendix 17 Page 189 Shooting Sports Manual
- b. Open Shotgun Shooting Experience
 - i. Procedures and Information found in Appendix 18 Page 195 Shooting Sports Manual

For Other Specific Activity Information See Appropriate Attachment(s):

NCAP Standard PS213
NCAP Standard PS214
NCAP Standard SQ407
NCAP Standard SQ408
Shooting Sports Manual Appendix 17
Shooting Sports Manual Appendix 18

SECTION 4
ARCHERY RANGE

1. Equipment Restrictions

- a. All archery equipment used on Camp Ranges for GTC Scouting Programs will meet the guidelines listed in the BSA Shooting Sports Manual.
- b. The Great Trail Council accepts no responsibility for personal bows, or personal archery equipment, regarding damage, theft, or liability.
- c. Any archery equipment, brought to a Short Term, or Long Term, Camping Program Event for Scouts BSA, Venturing, or Sea Scouts will be immediately checked into Camp by the appropriate Range Director or Archery Range Master where it will be stored during the time spent at Camp. It will be checked out of Camp immediately before departure.
 - i. Only the owner(s) listed on the check in form and waiver will be permitted the use of this equipment during Camp.
 - ii. The archery equipment must arrive, and be stored in a lockable hard case supplied by the owner, including a personal lock.
- d. Any personal archery equipment, brought to Camp for a single day event will be Checked into the Range by the appropriate Range Director or Archery Range Master immediately upon arrival and will be checked out immediately before departure.
 - i. Only the owner(s) listed on the check in form and waiver will be permitted the use of this equipment during Camp.
 - ii. The archery equipment must arrive, and be stored in a lockable hard case supplied by the owner, locked with a personal lock, when not in use.
- e. Any personal Archery equipment to be used on Camp Ranges will first be inspected by a Great Trail Council BSA Archery Range Master, to ensure that it meets all BSA guidelines as per the Shooting Sports Manual and Great Trail Council Policies.
- f. The Great Trail Council reserves the right to refuse the use, of any equipment, by any individual or group, on Camp Ranges.
 - i. Approved Range Directors and Range Master will have the authority to make these decisions without reservation.
- g. Any group renting the range must have an USA Archery Level 1 or higher personal or on site
 - i. The range master must have a Level 1 instructor certification or higher

2. Permitted Archery Equipment

- a. Allowed Bows
 - i. Both recurve and universal draw compound bows are allowed to be used on Great Trail Council ranges.
 - ii. Draw weights must be below 35 pounds
 - iii. Hunting bows are not allowed.
- b. Only field points are allowed, not hunting points are allow

- c. When the Archery Range is rented for use by a Scouting Unit the bows and arrows will be provided by the Great Trail Council. This will be available for use as a part of the rental agreement.
- d. All equipment must be reviewed and approved by a USA Archery Level 1 or higher instructor

3. Archery Range Facilities

- a. The larger metal structure will be used for both the shooting line and waiting line after archers have shot their arrows. This will be called the Firing Area.
 - i. Archers must be given permission by the Archery Range Master to enter the range building
 - ii. Only archers whose turn it is to shoot are permitted in the range building.
 - iii. The Range Master must always be in the building or on the range. No archers are allowed in the building if the range master is not on the range or in the building.
- b. The back wall will be the waiting area once archers have been allowed into the building.
 - i. Bows will be left hanging on the waiting line until instructed to pick them up.
 - ii. The front wall will be considered the shooting line.
- c. The smaller building and open area behind the Shooting Area will be the waiting and spectator area.

4. Range Operation

- a. The Archery Range Master is in charge of the range at all times. There will be a ratio of 1 Range Master for every 8 Archers.
 - i. BB Range Program Aides shall be at least 14 years of age with the proper knowledge, skills, and attitude to fulfill the duties assigned to them.
 - 1. Aides may exercise crowd control, and move and maintain equipment as directed by the Rangemaster.
 - 2. Aides will not supervise live fire or provide instruction.
- b. A range safety briefing will be conducted by the Range Master at the beginning of each session. As laid out on page 135 of the shooting sports guide:
 - i. Safety First
 - ii. Range Rules
 - iii. Whistle commands
 - iv. Equipment description
 - v. Fundamentals and first shot demonstration
 - vi. Range layout
- c. Archers must be wearing safety equipment which will include finger and arm protection while firing. Equipment will be sized to the archer.
- d. Only those designated by the Range Master are permitted in the storage room area of the Range.

- e. Archers must ask permission to enter and exit the Firing Line Area of the Range to and from the Ready Area.
- f. Individuals must ask permission to enter the Gathering Area.
- g. There will be no more than one archer at a given quiver
- h. When retrieving arrows, the Range Master will open the gate and allow archers onto the range.
 - i. After the archers have returned to the waiting area, the range master Will inspect the range to verify everyone has left the range
 - ii. The range master must check behind the straw bales
- i. There is no eating or drinking in the Shooting area
- j. There is no handling of bows in the waiting/spectator area

5. Opening the Range

- a. All Range Supervision will sign in on SOP Logbook showing time and date.
- b. The following Check List will be utilized each time the Range is opened.
 - i. Required Certified Adult Supervision is present.
 - ii. Range equipment will be checked out by the Camp Ranger to the Range Master in charge.
 - 1. The adult supervision must have their certification on them and shown it to the Camp Masters or Camp Ranger before they can receive the equipment
 - iii. Check and Test that Emergency Communication Equipment is working properly.
 - iv. is present
 - v. Safety Posters and Literature in place
 - vi. Range Safety Briefing Check List is present
 - vii. Check that there is sufficient finger and arm protection equipment present.
 - viii. Check the Range Structure and equipment for safety issues
 - ix. Check bows and arrows are in safe condition to use
 - x. Check that sufficient targets are available for the event.
 - xi. Check the target and straw bales/back drops are in good repair
 - xii. Verify the safety curtain is in-place and in good repair
 - xiii. Check the Target and Backstop area for safety concerns such as rocks or obstructions
 - 1. Maintenance crews should be mowing the grass in the range short to help in finding grounded arrows.
 - xiv. Arrow quivers should be in-placed at each firing station
 - xv. Bows are hanging on the hook on the waiting line
 - xvi. Trash Can with Liner present
 - xvii. Range Flag is flying during live Shooting

6. Closing the Range

- a. The following checklist will be utilized each time the Range is closed.

- i. Range Area clean and trash picked up
- ii. Trash bag(s) to dumpster
- iii. If a one-day event return all archery equipment, Emergency Communication Equipment and First Kit Aid to the Camp Ranger
- iv. If a multi-day event bows, arrows and other equipment locked in the storage shed and returned to the Camp Ranger on the last day of the event.
- v. First Aid Kit in storeroom
- vi. Extra targets placed in storeroom
- vii. Storage Shed locked
- viii. Range Flag down
- ix. Emergency Communication Equipment returned
- b. All Range Supervision Signs OUT on SOP Logbook showing time and date.
 - i. Notation made in Logbook of any problems or needed repairs
 - ii. Equipment needing repairs should be tagged and a brief description of the issue written on the tag
 - iii. Shooting Sports Chairman notified of any equipment repairs or replacement needed

7. Emergency Procedures

- a. ARCHERY RANGE MASTER will take charge of the situation and shut down the Range.
- b. ARCHERY RANGE MASTER, or others with First Aid Training present, will render aid in accordance with their level of First Aid training.
- c. If warranted call for EMS help from off property
 - i. Provide a description of the injury and situation
 - ii. Provide Camp Address and direct EMS to Camp Manatoc Service Road Entrance
 - iii. Provide location within the Camp of injured party and tell EMS they will be met
 - iv. Designate person(s) to direct medical help to the location.
 - v. Meet EMS at gate and give directions to the Archery Range
- d. If minor injury that does not warrant EMS have an adult accompany injured party to the Health Lodge for treatment.
 - i. If Health Lodge not open and unavailable seek other medical attention as warranted
- e. Notify Camp Office or Camp Ranger of the emergency
- f. Take notes and file an incident report.
 - i. Have any witnesses write down a statement of what they witnessed.
- g. Incident report forms can be obtained from the Camp Ranger, Council Staff, or Council Office and must be filed with the Camp Ranger or Camp Office, who will forward them to the Council Office

- 8. Conducting Specific Program Information, Example Range Layouts, and Example Range Safety Briefings, as well as other pertinent information will be found in the following locations and utilized appropriately:**
- a. Open Shooting Archery Experience
 - i. Procedures and Information found in Appendix 9 Page 179 Shooting Sports Manual
 - b. Instructional Archery Shooting Experience
 - i. Procedures and Information found in Appendix 10 Page 183 Shooting Sports Manual
 - c. Sporting Arrows Shooting Experience
 - i. Procedures and Information found in Appendix 19 Page 251 Shooting Sports Manual

For Other Specific Activity Information See Appropriate Attachment(s):

NCAP Standard PS213
NCAP Standard PS214
NCAP Standard SQ407
NCAP Standard SQ408
Shooting Sports Manual Appendix 9
Shooting Sports Manual Appendix 10
Shooting Sports Manual Appendix 19

SECTION 5
BB GUN AND SLINGSHOT RANGES

1. Equipment Restrictions

- a. All equipment used on Camp Ranges for GTC Scouting Programs will meet the guidelines listed in the BSA Shooting Sports Manual.
- b. Only Great Trail Council Owned and Maintained Equipment will be permitted for use.
- c. Only Great Trail Council supplied Ammunition, meeting the Shooting Sports Manual Guidelines, will be permitted for use.

2. Cub Scout BB Gun and Slingshot Activities

- a. All BB Gun and Slingshot Activities fall under the supervision of the Great Trail Council Shooting Sports Committee.
- b. All BB Gun and Slingshot Activities will have the required Trained Supervision as per the BSA Shooting Sports Manual.
- c. Cub Scout Shooting Sports Events will only be conducted as a District or Council Event.
- d. All BB Gun and Slingshot Activities and Events will be conducted in accordance with BSA Shooting Sports Manual in all respects.
 - i. Adults supervising these activities will become familiar with the content of the BSA Shooting Sports Manual for the specific activity they are responsible for.

3. BB Gun and Slingshot Range Facilities

- a. Established Camp Ranges at Council Properties may be used for BB Gun or Slingshot Activities
- b. Temporary Ranges may be setup for BB Gun or Slingshot Activities
 - i. BSA Shooting Sports Manual Guidelines must be followed (pages 62-63)
 - ii. Gathering Area, Observer/Ready Area, Firing Line, and Target Area will be established and boundaries marked as required.
- c. Portable Inflatable BB Range.
 - i. Use of the Range will be reserved through Council Shooting Sports Professional Staff Advisor.
 - ii. Designated Professional Staff Member will be responsible for transporting the Range to and from all activities.
 - iii. Professional Staff Member is responsible for the physical condition of the Range.
 - iv. The Inflatable BB Range requires a Certified BB Rangemaster or individuals specified in NCAP SQ-407
- d. BB Gun Targets will not be solid metallic type targets due to ricochet safety concerns.
 - i. Metal Foil "Pie Plates" and Paper targets are the only permitted targets.

4. BB Gun Range Operation During Live Fire Sessions

- a. The Rangemaster will be in charge of the Range at all times during a live fire session.
 - i. If more than one Rangemaster is required for an event, a Chief Rangemaster will be designated and be in overall charge. All other Rangemasters will assist the Chief Rangemaster.
 - ii. BB Range Program Aides shall be at least 14 years of age with the proper knowledge, skills, and attitude to fulfill the duties assigned to them.
 1. Aides may exercise crowd control, and move and maintain equipment as directed by the Rangemaster.
 2. Aides will not supervise live fire or provide instruction.
- b. When operating the range, the safety rules must be remembered and constantly obeyed.
- c. If the range is outdoors, fly a red range flag whenever the range is in use.
 - i. The flag should be large enough and high enough on a flagpole to be seen from all approaches to the range.
- d. Shooters reporting to the firing line will be issued a specific number of BBs and a BB dish that will be placed in plain sight at the firing point.
- e. Shooters will be instructed that in case of a misfire the BB gun will be kept pointed at the target.
 - i. The instructor will be called.
 - ii. If the malfunction is due to a broken part, the gun, after being cleared of BBs, will be removed from the firing line.
- f. BB guns must be left with the action open with ECI in place, or at half-cock in the case of lever action spring-piston air guns, except when the shooter is in position on the firing line and has been given the command to load.
 - i. Half-cock position on a lever action spring-piston air gun is with the lever down, but without the spring compressed or cocked. To check to see if the gun is cocked, pull the lever forward; if there is no pressure on the lever, the spring is compressed and the gun is cocked.
- g. As soon as the command to cease firing is given, the BB guns must be opened and placed on the shooting mat with their muzzles pointing downrange, actions open or at half-cock, whether or not the shooter has completed firing all his shots.
 - i. This rule must be enforced and obeyed absolutely.
- h. In preparing to fire, the targets are first placed in position. The shooters then take their places on the firing line. While the first group is firing, the targets are prepared for the next group of shooters and they are told their firing point. When the first group has completed firing and all BB guns are unloaded and actions open or at half-cock, the fired targets are taken down and the new targets set up.
- i. No one, shooter or instructor, is allowed in front of the firing line after the order has been given to load and before the order has been given to cease firing—actions open.
- j. No one is allowed on the firing line except the shooters and their coaches or instructors.
- k. Horseplay of any kind is forbidden on the range.

- l. Spectators and those who are waiting their turn to fire are not permitted to do anything that may distract the attention of the shooters from the business of shooting accurately and safely.
 - m. The Adult to Scout Ratio specified for the Specific Age Group will be utilized to assist shooters on the firing line.
 - n. Only those designated by the Rangemaster are permitted in the storage room area of the Range.
 - o. All Participants must ask permission to enter and exit the Firing Line area of the Range to and from the Ready Area.
 - p. Individuals must ask permission to enter the Ready Area of the Range from the Gathering Area.
 - q. All individuals in the Firing Line Area must wear eye protection.
 - r. There will be no more than 1 shooter per station at any time on the firing line.
 - s. Adults to assist the shooters will be present as required by age group.
 - t. No eating or drinking is permitted in the Ready Area or on the Firing Line Area during live fire sessions.
 - i. The potable water supply located in the Ready Area being the only exception.
 - u. There will be no handling of BB Guns in the ready area.
 - v. Empty Chamber Indicators (ECI) will be used to ensure safety is maintained.
- 5. Slingshot and Wrist Braced Slingshot Guidelines** (*Instructions are for right eye dominant participants. Reverse instructions for left eye dominant participants where applicable.*)
- a. A certified BB Rangemaster must be present on the range and oversee the program.
 - i. Slingshot Range Program Aides shall be at least 14 years of age with the proper knowledge, skills, and attitude to fulfill the duties assigned to them.
 - 1. Aides may exercise crowd control, and move and maintain equipment as directed by the Rangemaster.
 - 2. Aides will not supervise live fire or provide instruction.
 - b. A 1-to-1 adult-to-participant ratio must be used for Cub Scout level shooting and a 1:4 adult to participant ratio must be used for all other levels in Scouting.
 - c. Use a safe shooting range such as a BB gun range or archery range.
 - d. Properly sized protective eyeglasses or goggles must be worn by participants, adult helpers and rangemaster.
 - e. Participants must only pick up devices when instructed to do so.
 - f. Participants must only shoot when instructed and have a clear view of the target and what is beyond it.
 - g. If a slingshot becomes damaged during use or appears to be worn, this slingshot must be taken off the line and repaired or replaced.
 - h. Slingshots must only be aimed downrange in a safe direction and not into the air.
 - i. Participants must stay behind the firing line while shooting is taking place.
 - j. Participants should point their left foot and shoulder directly at the target with the body turned to the right and turn their head directly toward the target.

- k. Center the ammo in the middle of the pouch. Hold the handle firmly in the left hand and pinch the ends of the pouch together with the thumb and index finger of the right hand, encompassing the ammo.
- l. Hold the left arm out straight and firm. Draw the right hand back level with right cheek—NEVER TO THE EYE—while holding the pouch securely between the thumb and index finger of the right hand.
- m. Aim and release the ammo pouch to shoot.
- n. Always practice courtesy and good sportsmanship!

6. Opening the Range

- a. All Range Supervision Signs IN on SOP Log book or Event Log Sheet, showing time and date.
- b. The following Check List will be utilized each time the Range is opened.
 - i. Required Certified Adult Supervision is present
 - ii. Range equipment and ammunition will be checked out by the Event Chairman or Camp Ranger to the Rangemaster in charge.
 - iii. Check and Test that Emergency Communication Equipment is working properly.
 - iv. Ammunition supply is sufficient for activity
 - v. First Aid Kit is present
 - vi. Target Supply and Target Holders are sufficient for activity
 - vii. Temporary Range Target Holders erected
 - viii. Safety Posters and Literature in place
 - ix. Range Safety Briefing Check List is present
 - x. Check that there is sufficient eye and ear protection equipment present.
 - xi. Check the Range Structure and equipment for safety issues
 - xii. Check the Target Holders are in good repair
 - xiii. Check the Target and Backstop area for safety concerns such as rocks or obstructions
 - xiv. Check that temporary fencing is in place for temporary ranges.
 - xv. Equipment placed at each Firing Line station
 - 1. BB Guns have ECI in place
 - xvi. Ammunition holders present for each Station
 - xvii. Trash Can with Liner present
 - xviii. Range Flag at the Range Structure is flying

7. Closing the Range

- a. The following checklist will be utilized each time the Range is closed.
 - i. Range Area Clean and Trash Picked Up
 - ii. Trash bag(s) to dumpster
 - iii. First Aid Kit in storeroom
 - iv. Equipment Secured
 - 1. If 1 day activity Equipment returned to Event Chair or Ranger
 - a. If multiple day activity Equipment locked in storeroom

- v. Ammunition Secured and Expended Rounds counted and recorded in Log Book or Event Log Sheet
 - 1. If 1 day activity ammunition returned to Event Chairman or Ranger and checked in
 - 2. If multiple day activity ammunition locked in lockbox in storeroom
 - a. Ammunition returned to Event Chairman of Ranger after last day of activity
- vi. All Target holders cleared
- vii. Temporary Target Holders dismantled and taken to storeroom
- viii. Temporary Range Boundaries will be taken down and disposed of properly
- ix. Extra targets placed in storeroom
- x. Storeroom locked
- xi. Range Flag at Range Structure down
- xii. If used, the Inflatable BB Gun Range will be stored properly and the conclusion of the Event.
- xiii. Emergency Communication Equipment returned
- b. All Range Supervision Signs OUT on SOP Logbook or Event Log Sheet showing time and date.
 - i. Notation made in Logbook of number of rounds fired for inventory tracking
 - ii. Notation made in Logbook of any problems or needed repairs
- c. Shooting Sports Chairman notified of any equipment repairs or replacement needed.

8. Emergency Procedures

- a. Rangemaster will take charge of the situation and shut down the Range.
- b. Rangemaster, or others with First Aid Training present, will render aid in accordance with their level of First Aid training.
- c. If warranted call for EMS help from off property
 - i. Provide a description of the injury and situation
 - ii. Make it clear whether or not the emergency involves a gunshot wound.
 - iii. Provide Event Address and direct EMS to Event Entrance
 - iv. Provide location within the Event of injured party and tell EMS they will be met
 - v. Designate person(s) to direct medical help to the location.
 - vi. Meet EMS at gate and give directions to the Range
- d. If minor injury that does not warrant EMS have an Adult accompany injured party to the Health Lodge, or Medical Officer, for treatment.
 - i. If Health Lodge not open and available seek other medical attention as warranted
- e. Notify Event Chairman, Camp Office or Camp Ranger of the emergency
- f. Take notes and file an incident report.
 - i. Have at witnesses write down a statement of what they witnessed.

- g. Incident report forms can be obtained from the Camp Ranger, Council Staff, or Council Office and must be filed with the Camp Ranger or Camp Office, who will forward them to the Council Office.
- 9. Conducting Specific Program Information, Example Range Layouts, and Example Range Safety Briefings, as well as other pertinent information will be found in the following locations and utilized appropriately:**
- a. BSA Shooting Sports Manual Pages 53-63
 - i. BB Gun Shooting – Cub Scouts
 - b. BSA Shooting Sports Manual Pages 77-78
 - i. Slingshots and Wrist Braced Slingshots
 - c. BSA Shooting Sports Manual Appendix 6
 - i. Cub Scout and Webelos Scout BB Gun Shooting Sports Page 123
 - d. BSA Shooting Sports Manual Appendix 20
 - i. Cub Scout Shooting Sports Guide Page 203