



**TIDEWATER COUNCIL, BSA**

**SHOOTING SPORTS MANUAL**

**&**

**STANDARD OPERATING PROCEDURES**



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**TIDEWATER COUNCIL, BSA  
SHOOTING SPORTS MANUAL & RANGE  
STANDARD OPERATING PROCEDURES (SOP)**

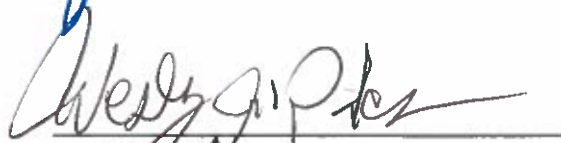
RECORD OF CHANGES

Change No.	Date	Changes Recorded By

**TIDEWATER COUNCIL, BSA**  
1032 Heatherwood Drive  
Virginia Beach, VA 23455  
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TWC Scout executive

02/29/2024  
Date

  
TWC Vice President of Camping

2/29/24  
Date

  
Shooting Sports Committee Chair

2/29/2024  
Date

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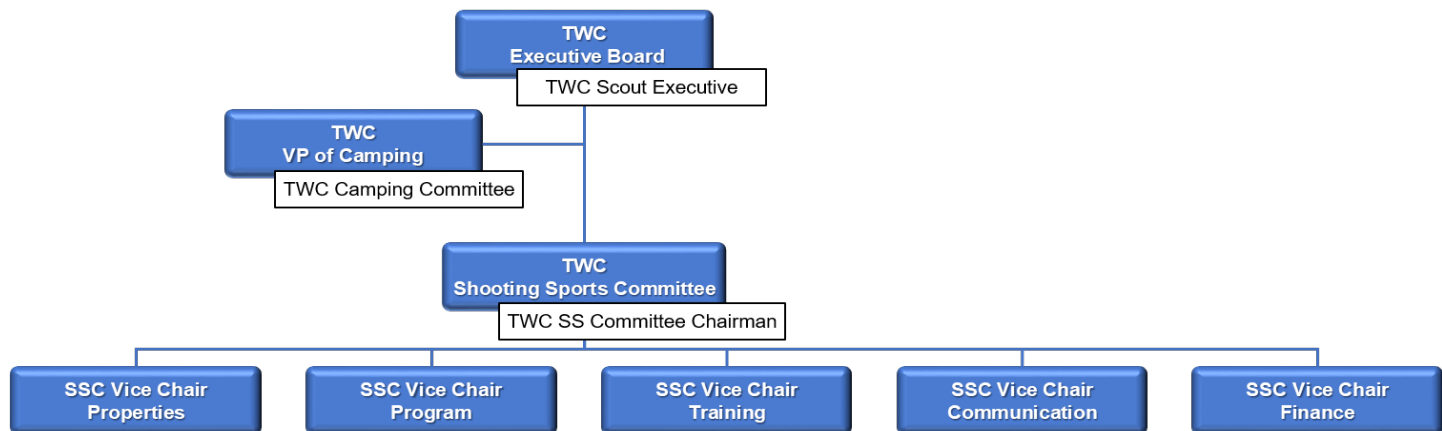
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## LIST OF ABBREVIATIONS

AI	Archery Instructor
ANSI	American National Safety Standards
BSA	By Scouts of America
CMP	Civilian Marksmanship Program
CRSO	Chief Range Safety Officer
EAP	Emergency Action Plan
ECI	Empty Chamber Indicator
ML	Muzzle Loader
NCAP	National Camp Accreditation Program
NCS	National Camp School
NFAA	National Field archery Association
NMLRA	National Muzzle Loading Rifle Association
NRA	National Rifle Association
PSR	Pipsico Scout Reservation
RM	Rangemaster
RSO	Range Safety Officer
SOP	Standard Operating Procedure(s)
SS	Shooting Sports
SSC	Shooting Sports Committee
SSD	Shooting Sports Director
TC	Training Counselor
TWC	Tidewater Council, BSA
USAA	USA Archery
WBR	Water Bottle Rockets
YPT	Youth Protection Training

## CHAPTER 1

### TWC SHOOTING SPORTS MANUAL



### Governance

The Shooting Sports Committee (SSC) reports to the Camping Committee Chair, and operates under the authority of the Tidewater Council (TWC). The Scout executive or their designee shall appoint the SSC Chair. The purpose of the Committee is to manage and provide resources to the council, the camping committee, and the council camps/programs for all activities involving shooting sports, whether during summer camps or during year-round shooting opportunities. All shooting sports activities should be coordinated through the Shooting Sports Committee to verify that a safe and responsible program is planned and conducted by properly trained and currently certified personnel (BSA *Shooting Sports Manual*, page 31).

### Shooting Sports Committee

The SSC comprise of a shooting sports chair, a training director, a properties/equipment director, a program chair, a communications chair, and other members as needed. The committee members are nominated by the TWC SSC Chair, and are approved by the Scout executive or designee. The TWC SSC is responsible for the council's shooting sports policies and procedures, conducting events, and promoting all shooting-related activities for Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships – including Council Day Camps, Summer Camps, and shooting sport-related activities/events within TWC. All related operations will be conducted in accordance with the most recent BSA National and TWC policies including, but not limited the following:

- a. BSA National Camp Accreditation Program (NCAP) National Camp Standards\*  
<https://www.scouting.org/wp-content/uploads/2023/11/2024-NCAP-Standards-430-056-Final-web.pdf>  
*\*Pay particular attention to the Target & Range Sports Operations portions (formerly Shooting Sports Activities)*
- b. BSA Shooting Sports Manual  
<https://www.scouting.org/outdoor-programs/shooting-sports/>
- c. BSA Guide to Safe Scouting  
<https://www.scouting.org/health-and-safety/gss/>
- d. BSA Guide to Advancement & Applicable Merit Badge / Awards Guides & Manuals  
<https://www.scouting.org/resources/guide-to-advancement/>  
<https://www.scouting.org/skills/merit-badges/all/>  
<https://www.scouting.org/outdoor-programs/shooting-sports/venture-and-sea-scout-shooting-sports/>
- e. BSA Shooting Sports Pilot Programs & Initiatives  
<https://www.scouting.org/outdoor-programs/shooting-sports/>
- f. National Rifle Association (NRA) Range Safety Officer (RSO) Manual  
<https://rso.nra.org/>

*Note: NRA RSO Manual is a restricted item and will be provided by Chief Range Safety Officer to participants at each Range Safety Officer course.*



### **Exception to Policies**

TWC has elected to adopt and restrict some activities, methodologies, and policies allowed by the NRA, NMLRA, USAA, and BSA *Shooting Sports Manual*. In all cases, the more restrictive policies are to be followed.

Camp Directors may not change or lessen any TWC SSC Manual, Standard Operating Procedure (SOP), BSA regulations, or requirements. Camp Directors only have the authority to make any temporary changes stricter for health and/or safety reasons. Please direct questions or concerns to the TWC SSC Chair, or the respective TWC SSC Directors/Vice Chairs.

### **Scope of Control**

This document shall be the written regulation and governing document for all shooting sports events and/or related activities held on TWC properties, and by all TWC units conducting shooting events either held on TWC properties, or at/on any commercial and/or private properties.

### **Management of Change**

This TWC *Shooting Sports Manual & Range SOP* shall be reviewed by the TWC Shooting Sports Executive Committee annually at a minimum and will be reviewed regularly to ensure compliance with all local, state, and federal laws, as well as with BSA guidelines and accepted best practices for youth shooting events.

If there is a change to the BSA *Shooting Sports Manual* (2022 revision), the NCAP National Camp Standards, or any other applicable guide/regulation, the TWC SSC shall be responsible for revising this Manual & SOP, and submitting applicable changes to TWC for approval. Requests for changes must be submitted in writing to the TWC SSC at: [shootingsports@pipsicobsa.com](mailto:shootingsports@pipsicobsa.com).

### **Good Judgment**

Notwithstanding the approved policies, procedures and standard operating procedures, conditions may change, and good judgment must always be used to interpret and apply these rules and guidelines to ensure a safe shooting experience. Following the rules is no defense against poor judgment. Good judgment is not permission to break the rules; rather good judgment must be used to ensure the safety of those participating in TWC/BSA Shooting Sports programs. Range operating personnel and shooters must be continually reminded that the ranges are only as safe as the way they are used.

## CHAPTER 2

### TWC SHOOTING SPORTS POLICIES & PROCEDURES

#### **Program Overview**

All TWC Shooting Sports programs must adhere to BSA policy found on the BSA national website, with its updates and improvements on an on-going basis, as well as follow the age-appropriate guidelines within the BSA *National Camp Accreditation Program (NCAP) National Camp Standards* (2024 revision), *Guide to Safe Scouting*, and *Shooting Sports Manual* (2022 revision) for each applicable discipline and the required supervision to operate them. A helpful chart and additional information can be found in the front section of the *Shooting Sports Manual*.

Before any shooting event, participants (youth and adult) must be given a safety orientation briefing per the applicable guidelines mentioned above, which covers Rules of Safe Firearm/Archery Handling and Firearms/Archery Operations or other applicable event-specific rules of safely handling or operating any related tools/equipment. This briefing must be held at the range, before the event, away from the firing line, and must be presented to the entire group and shall apply to the range that has been established. The safety orientation briefing may be conducted by any member of the event Range Team with at least one of the following certifications:

- BSA National Camping School (NCS) Shooting Sports Director
- BSA BB Gun Rangemaster (TWC Cub Scout Day Camp / Cub-level Council events only)
- BSA Archery Rangemaster (TWC Cub Scout Day Camp / Cub-level Council events only)
- USA Archery (USAA) Level 1 Instructor (or higher certification)
- NRA Certified Instructor (for the specific firearm discipline(s) under operation)
- NRA Range Safety Officer (or higher certification)

#### **Tidewater Council (TWC) & Private Property/Commercial Shooting Ranges**

In all cases, the Range Safety Officer (RSO) has the ultimate responsibility at shooting events, and may cease all shooting activity on the range at any time they feel there is the potential for dangerous situations. Range layout and limitations are available in Chapter 4.

##### **Pipsico Scout Reservation (PSR)**

Camp Lions:

- ~ 50-foot Rifle & Pistol Range for BSA-approved firearms and ammunition
- ~ Shotgun Range for BSA-approved firearms and ammunition
- ~ 50-yard Archery Range
- ~ 15-foot Throwing Sports Range for PSR provided tomahawks and throwing knives
- ~ 15-foot Slingshot Range for Slingshots & Wrist Rockets

Camp Kiwanis:

- ~ 50-yard Archery Range
- ~ 15-foot Throwing Sports Range for PSR provided tomahawks and throwing knives
- ~ May have additional authorized temporary ranges set up for Council events with SSC approval

Camp Rotary:

- ~ May have authorized temporary ranges set up for Council Cub Scout events with SSC approval

Camp Powhatan:

- ~ NO authorized ranges to conduct Shooting Sports activities

##### **Camp Baker:**

- ~ NO authorized ranges to conduct Shooting Sports activities

##### **Camp Moonyah:**

- ~ NO authorized ranges to conduct Shooting Sports activities

### **Private Property & Commercial Ranges:**

Requests for private range use shall be submitted to the SSC Chair for approval by the SS Committee.

- Private range certifications require a completed BSA Worksheet 430-065, Private Property Approval for Shooting Sports by Units, Districts, and Councils.
- Private ranges must be inspected and approved for use by an NRA Certified Chief Range Safety Officer (CRSO) appointed by the TWC SSC Chair.
- After range approval, completed application must be approved by the SSC and the Scout executive, or their appointee.
- Range certification is valid for two years from the date of certification. Certifications must be kept on file by the SSC Chair until they expire or are replaced by another certification.

Any Non-BSA Range that is for-profit or non-profit that operates as a shooting range for public access that maintains its own RSOs, and operating procedures may be used for shooting events with approval by SSC.

Any changes to range site or approved SOPs for the range require recertification. All applications, regardless of approval or denial, must be kept on file by the TWC SSC.

### **Adherence to Range Regulations**

All RSOs and Instructors must use the TWC SS Manual & Range SOP, plus any additional posted range regulations, or those conveyed in any manner must be followed regardless of the event venue. In general:

- All range rules must be obeyed and enforced.
- Anyone failing to observe the range rules or the directions of the Instructor, RSO, or any other designated range personnel should be asked to leave, or will be escorted from the firing line, as applicable.
- On TWC property and private property ranges, an RSO must directly supervise live fire on the range. The RSO and Certified Instructor(s) must be present on the firing line when any active shooting operation is underway.
- A trained BSA Rangemaster or applicable instructor must be present for all Cub Scout Shooting Sports events.
- In the case that more than one RSO will be working the range, there will be a designated Chief or Lead RSO for the event.
- Commercial ranges may have their own RSOs. The Unit provided RSO/Certified Instructor(s) will report to and be subordinate to the commercial range's RSO. A briefing of the range's rules and procedures shall be requested prior to the commencement of the shooting activity.

### **Use of Firearms & Ammunition**

All firearms must comply fully with the standards established by the BSA *Shooting Sports Manual*. All firearms to be used during an event must be inspected by the Chief RSO (if present) or RSO and lead Instructor in charge for proper type, operation, and condition prior to use. If there is any question as to the status, compliance with BSA standards, or safe operation of a firearm it will remain properly stowed/secured and not be used.

It is the general policy of TWC that non-TWC provided firearms or ammunition may not be brought onto TWC property, with the following exceptions:

- In some Cub Scout, Scouts BSA, Venturing, Sea Scout, and Exploring activities, the use of firearms and equipment other than those provided by TWC are permitted. In those cases, permission for an exception must be obtained from the SSC Chair, the TWC Scout executive, or their appointee. Such requests for exception should list the type, quantity, and caliber of firearms to be used, as well as how the equipment is to be used in the program. Approval will be based on facility capacity, safety factors, and program justification.
  - ~ Under this exception, all firearms and ammunition for the event must be presented to the Camp Ranger, SSC Chair, or their appointee, upon entry to the camp, to be placed in secure storage.
  - ~ At an agreed time before the start of the event, the Camp Ranger, SSC Chair, or their appointee, will return the firearms and ammunition to the RSO and/or lead Instructors for the event.

- ~ At the conclusion of the event, the firearms and any remaining ammunition will be collected by the Camp Ranger, SSC Chair, or their appointee, and returned to secure storage until the unit/owner's departure.
- NRA Instructor Training may require that private firearms be brought onto TWC property. Students may only apply this exemption at the explicit instruction of the course instructor and in coordination/approval of the SSC.
  - ~ The NRA Training Counselor (TC) and/or lead Instructor must secure approval to use this exemption from the TWC SSC Chair at least 30-days prior to the event.
  - ~ Whenever possible, the TC/Lead Instructor shall attempt to use the facility's firearms and ammunition.
  - ~ As per NRA guidelines and instruction, NO live ammunition is permitted in any classroom.
- For the TWC SSC Annual Shooting Sports planning weekend, only authorized instructors may be allowed to bring personally owned firearms onto PSR property with prior approval of the SSC and coordination with the PSR Camp Ranger/Camp Master.
- For certain TWC events, such as the semi-annual Guns'n' Grillin' or Cowboy Action events, only authorized instructors may be allowed to bring personally owned firearms onto PSR property for use by youth during said events. Only those instructors notified by the SSC Chair, and/or with prior coordination and approval will be allowed to bring personal firearms for the event. Prior coordination will be made by the SSC for proper storage and safeguarding of firearms and ammunition with the Camp Ranger and the TWC VP of Camping.
- Non-TWC firearms are acceptable at commercial and private ranges if they are of the appropriate type and caliber/gauge for the event and BSA program, as per the BSA *NCAP National Camp Standards, Guide to Safe Scouting*, and *the Shooting Sports Manual*. They must also comply with the rules of the range being used, as well as with any applicable local, state, and/or federal laws/ordinances.
  - ~ Unit RSOs and Instructors need to be vigilant in ensuring that these firearms are inspected and meet the minimum standards established by official BSA policies and guidance (*NCAP 5 Levels of Shooting Activities*).

All ammunition must comply fully with the standards established by the BSA *Shooting Sports Manual*. All ammunition to be used during an event must be inspected by the Chief RSO (if present) or RSO / lead Instructor in charge for caliber/gauge and condition prior to use.

- Reloading and/or the use of reloaded ammunition is NOT approved for BSA programs outside certain Nationally approved High Adventure Camps (i.e., Philmont & Summit).
- Tracer, armor-piercing and exploding ammo / kinetic (i.e., Tannerite) targets are not allowed in any BSA program.
- For Trap/Skeet/Sporting Clays/Shotgun Merit Badge – the standard shot size should be 7½ or smaller.
- Only ammunition furnished by TWC is allowed on TWC property without prior approval by the SSC Chair.
- Personal ammunition is acceptable for use on commercial and private ranges if it is of the appropriate type and caliber/gauge for the event, per the BSA *Shooting Sports Manual*.
- When multiple calibers are utilized at the same event, it is imperative that ammunition not be allowed to become mixed or utilized in a different caliber firearm.

### **Use of Archery Equipment & Determining Proper Draw / Arrow Lengths**

All archery equipment must comply fully with the standards established by the BSA *Shooting Sports Manual*. All equipment must be inspected by the USAA Level 1 Instructor or Archery Rangemaster in charge prior to use.

- **Cub Scouts:** A light-draw weight (15- to 20-pound), 54-inch, take-down, recurve bow is recommended because the bow will fit many archers who have different draw lengths. Appropriate arrow length for this age group will be approximately 24 to 26 inches.
- **Scouts BSA:** A recommended draw weight (20- to 25-pound), 62-inch or 66-inch, take-down, recurve bow is highly recommended because the bow will fit many archers who may have significantly different draw lengths at this age. Appropriate arrow length will be approximately 26 to 32 inches.
- **Venturing, Sea Scouts, and Explorer Scouts:** A recommended draw weight (20- to 35-pound), 62-, 66-, or 70-inch, take-down, recurve bow is recommended because the bow will fit many archers who may have different draw lengths. Appropriate arrow length will be approximately 28 to 32 inches.

- All bows should be equipped with an arrow rest in good and proper working condition, and with a proper draw length for the size/age group represented. Limbs should be inspected for excessive wear or possible splinters, cracks/damage. Bow Strings should be 10- to 12-strand, properly waxed and maintained, and have a properly placed nock locator, which should be routinely verified/tuned by using an Archery T-Ruler/Square.
- Determining proper draw length is especially important for compound bows because this bow type has a set window of adjustment, depending on the bow. Improper draw length will prevent the archer's ability to accurately shoot the bow. An over or under-draw could also lead to impalement or other injuries to the archer.
  - ~ If the general tables in the Archery Merit Badge Book and other guides do not lead to proper draw length, have the archer stand with their back and arms outstretched flat against a wall. Measure the entire distance between the archer's middle fingertips. Divide that overall measurement by 2.5, this is the draw length.
- Proper arrow length (not to be confused with draw length) is imperative to accurate and safe shooting as well. Generally, archers would add 2" to their draw length for determining proper arrow length, but that may not always be the case.
  - ~ A quick and standard method to determine proper arrow length is to have the archer place the nock of an arrow in the center of their chest, then while holding the nock of the arrow against their chest with arms outstretched in front of them, the arrow's tip should extend 1-2" beyond the tips of the archers' fingertips.
- As per the BSA *Shooting Sports Manual*, arrows must be fitted with target points. Field points and broadheads are NOT permitted for any BSA programs.

It is the general policy of TWC that non-TWC provided bows or arrows may not be brought onto TWC property, with the following exceptions:

- In some BSA programs, the use of bows other than those provided by TWC are permitted. In those cases, permission for an exception must be obtained from the SSC Chair, the Scout executive, or their appointee. Such requests for exception should list the type and quantity of bows to be used, as well as how they are to be used in the program. Approval will be based on facility capacity, safety factors, and program justification. See Appendix P for the requisite form to bring personal equipment onto TWC properties.
  - ~ Under this exception, all bows and arrows for the event must be presented to the Camp Ranger, or their appointee, upon entry to the camp, to be placed in secure storage.
  - ~ At an agreed time before the start of the event, the Camp Ranger, or their appointee, will return the bows and arrows to the lead Instructor(s) for the event.
  - ~ At the conclusion of the event, the bows and arrows will be collected by the Camp Ranger, or their appointee, and returned to secure storage until departure.

## **Targets**

When possible, place targets in front of a natural berm. If a natural berm is not available, place targets in a wide open or other appropriate space with an applicable safety zone behind them (consult the NRA RSO Handbook, USAA Manuals, and the BSA *Shooting Sports Manual* for further information and potential methods). Additionally:

- All targets and target materials must fully comply with the standards established by the BSA National Shooting Sports Manual. Any questions should be referred to the TWC SSC/Council-designated CRSO for approval.
- Appropriate animal silhouette targets may include wild game species that are normally hunted.
- Human form and zombie silhouettes are not approved for use.
- The use of explosive targets is strictly prohibited in all BSA programs.

## **Staffing Requirements**

The appropriate ratio of range safety/instructor(s) to active shooters per shooting discipline is specified in the BSA *Shooting Sports Manual*. This ratio is the minimum acceptable ratio when the firing line is active. If the ratio cannot be maintained at any time, even temporarily, active shooting must be halted until the ratio is corrected. In the event multiple RSOs are used on a range, one will be designated as the lead/CRSO as applicable.

**Authorized Personnel**

All TWC NRA Certified Instructors and RSOs are approved by the Council Shooting Sports Committee for Shooting Privileges. A copy of approved Instructor/Training Counselor, or RSO credentials will be maintained by the TWC SSC, and a copy will be kept in the PSR Burton Center. Current and valid credentials (NRA CRSO/RSO, Instructor/TC and/or USA Archery Instructor/Counselor) will be necessary to use range facilities. Credentials must be presented at check-in and kept on your person while at the range. The following persons are allowed to participate in shooting activities at a TWC Scouting event:

- Members of BSA in good standing, with current/applicable Medical Forms and Youth Protection Training.
- Personnel approved by the SSC Chair and appropriate TWC Program Directors. The SSC Chair has final authority for approval of participating guests.
- BSA/NRA/USA Archery approved current certification(s) for the shooting sports discipline being conducted.

The Range Safety Officer (RSO) supervises shooting activities as prescribed by the Range SOPs. At least one Certified NRA Instructor and at least one NRA Certified Range Safety Officer must be present for shooting events. The instructor and RSO must be different people. Applicable credentials must be obtained for the discipline being used (i.e., if instructing or teaching shotgun, the instructor must have a valid NRA Shotgun Instructor Certification). An NRA Instructor cannot fill in as an RSO, unless they also possess the applicable certification, and vice-versa.

*\*Note: Current NCAP rules applying to events requiring a certified BSA Shooting Sports Director must also be followed!*

Non-certified adults may serve as range helpers. These adults are trained for a particular event to help maintain safety and order and must be under the supervision of a NRA Certified Instructor and RSO. This training does not extend to any other shooting event.

In addition to the presence of a RSO and Instructor, youth groups must maintain the proper adult to youth ratio as required in the BSA Youth Protection Guidelines both on and off the range.

**Parental Participation and Hold-Harmless Agreements**

All youth participating in shooting sports activities at Pipsico Scout Reservation or at shooting sports activities sponsored by Tidewater Council are required to have a signed Parental Participation and Hold-Harmless Agreement at each activity. These forms are to be gathered by a Pack, Troop, Crew, or Ship leader that is accompanying youth to the range. Upon arrival at the range, said leader will give the Parental Permission Forms to the Shooting Sports Staff member in charge of the activity. At the close of the activity the forms will be returned to the leader. Copies of the Parental Participation and Hold-Harmless Agreements can be found in Appendix B of this document.

**Use of TWC Properties for Shooting Events (Scheduling & Rules/Regs)**

All shooters and/or units must have proper reservations to use TWC ranges. When using the range(s), the Instructor and RSO must check-in with the Camp Ranger or Camp Master before proceeding to the range or campsite. If bringing privately owned firearms to camp you must let the Camp Ranger or Camp Master know, and they will verify your credentials and inform you of any additional procedures. You may not keep firearms or ammunition in camp with you.

- At a minimum, events must be scheduled two months in advance, and TWC Camping Services must be provided the following information for use of TWC properties:
  - ~ Unit Number
  - ~ Unit Leader
  - ~ Desired Location for Camping
  - ~ Type of Shooting Event (i.e., Shotgun, Archery, Muzzleloading, etc.)
  - ~ Approximate number of shooters
  - ~ Certified Instructor and RSO names and credential numbers
  - ~ Purpose of the shooting event (i.e., Merit Badge(s), Marksman Awards, Familiarization, Practice, etc.)

- ♦ If assistance from RSOs or instructors outside of the unit is required, the event coordinator shall make the request to the SSC Chair via email no less than two months prior to the event.
- ♦ If a private shooting range is to be utilized and requires TWC SSC certification, the event coordinator shall make the request to the SSC Chair no less than two months prior to the scheduled event.

*\*Note: If a common public range is used, and likely will be on a recurring basis, like Freedom Shooting Center, Bob's Gun Shop, or the Airfield Shooting Club (ASC) in Wakefield, etc., the SSC can put on their annual rotation for inspection and certification. Please coordinate such with the SSC.*

- A completed and approved BSA Worksheet 430-065 Private Property Approval for Shooting Sports by Units, districts, and councils shall be included if using a private range or property that has not yet been approved.
- Ensure all fees/dues are paid at least two weeks prior to the event.
  - ♦ Range fees will NOT be accepted on site.
  - ♦ If PSR does not have records indicating that payment has been made in full, the event may be canceled or restricted.
- The Unit Leader, Instructor(s), and RSO(s) will check-in at the facility office/pre-designated area upon arrival.
- ~ The Camp Ranger, Camp Master, or a designated SSC member shall verify all range team members' identification and credentials. Valid credentials are mandatory for checking-in.
 

*\*Note: in the event the RSO/Instructor(s) are not camping on-site with the unit, they must check-in with the Camp Ranger, Camp Master, or SSC Designee and have their identity/credentials verified prior to any shooting commencing*
- ~ The Camp Ranger, Camp Master (or their designee) shall check out all equipment to designated range team members of the event, and will maintain a record of the following:
  - ♦ The equipment issued shall be in good operating condition, clean, and ready for use.
  - ♦ Serial numbers shall match those recorded by the Camp Ranger/Master or designated SSC member.
  - ♦ Transportation of all shooting sports equipment to the range area shall be the responsibility of the Camp Ranger/Master or designated event member on TWC property.
  - ♦ For non-TWC properties, the range's SOPs shall be followed, or the Range Safety shall provide transportation of the firearms and ammunition.
- ~ The Camp Ranger, Camp Master, or designated SSC member shall allocate ammunition to the event's Range based upon the number of paid shooters.
  - ♦ The event's range team shall verify that the ammunition is of the correct caliber, type, and quantity.
  - ♦ Leftover ammunition shall be returned to the Camp Ranger, Camp Master, or designated SSC member for proper disposal if damaged, or for reallocation if unused.
  - ♦ If ammunition has been chambered in a firearm, it shall be deemed used and turned in for disposal.
- ~ The event's range team shall ensure that all required safety and training materials are present at the range before allowing any shooting activity to begin.

### **Opening TWC Shooting Ranges**

All RSOs and Instructors must use the Range SOP written and approved by the TWC Shooting Sports Committee. The Range SOP(s) will specify among other things, ratios for adults, RSO and Instructor supervision for different types of shooting activities with different age Scouts according to BSA policies. All Instructors and RSOs using Council Ranges must sign a pledge each time they use the ranges to follow the Policies and Procedures in the *TWC Shooting Sports Manual and Standard Operating Procedures*. See Appendix A.

- Instructors & RSOs must have checked in with the Camp Ranger, before proceeding to the range. If Ranger is not there or available, the user must proceed to the Camp Master or their/the SSC's coordinated designee.
- A Range Checklist that specifies how to open the range will be appended to the SOPs.
- ~ The Ranger/designee will review a Range Inspection Checklist & Equipment Request Form (see applicable appendices for range(s) being used) upon check-in. The Checklist will list the number of eye and ear pro, arm guards, finger tabs, etc. being used. Units will be responsible for replacing any missing or damaged equipment.



- Private firearms and/or archery equipment need to be approved and inspected prior to entering TWC property and/or ranges. See Appendix P for the appropriate forms and inspection sheet. Once personally owned guns and archery equipment are inspected, immediately proceed to lock them in the appropriate gun locker, along with any camp guns that may be being rented/used. Ammunition shall be locked in a separate storage container, away from any firearms. This includes pellets and/or BBs.
- The range(s) may not open until sunrise.
- **Before Shooting:**
  - ~ Walk around the range(s) to make sure they are clear of any personnel or hazards.
  - ~ Open the range shed / storage unit.
    - ♦ Scouts may not enter the range shed unless under direct supervision of the Instructor, RSO, or SSD.
  - ~ Raise the Red Range Flag(s) for ranges to be used.
  - ~ Place the First Aid / Trauma Kit in a prominent place (if all ranges are in use, may keep in its place).
  - ~ Setup table stands and chairs as needed.
  - ~ Place eye & ear protection at every shooting station.
  - ~ Setup any Targets and Backboards as necessary
  - ~ Only use targets approved/listed in the Manual/SOPs.
  - ~ RSO calls the range “Hot for Handling”
  - ~ Move the guns from the Gun Locker to the appropriate racks.
  - ~ Assign an adult to supervise and count the Scouts as they enter and exit the range.

### **Safety Brief / Shooting**

- Conduct a “Safety Briefing” for all shooter (See Appendix C) for a generic TWC Safety Brief, and applicable appendices for other range-specific safety briefings.
  - Conduct shooting exercise/program according to the applicable SOP.
- \*Note: The ratio of Instructors to Shooters for the specific shooting event(s) must be followed and adhered to at all times.*

### **Cleaning up TWC Shooting Ranges**

- Shooters will retrieve their targets / arrows as instructed to do so by the RSO / appropriate range staff.
- Eye and Ear protection should be sanitized, inspected, and put away (annotate any missing or damaged eye and ear protection on the Inspection Checklist found in the appropriate appendixes)
- Police all brass and place in the appropriate brass bucket.
- SAFELY clean any firearms before returning to Camp Ranger / designee.
- Return all tables and chairs to their original positions.
- Return the Red Range Flag to the range storage shed.
- Police the area for trash & take to dumpster.
- Report any range or equipment issues to the Camp Ranger / designee (see below).

### **Closing TWC Shooting Ranges**

A Range Checklist that specifies procedures how to close the range will be appended to the SOPs. In general, the ranges must close by sundown unless special events have prior approval from the Camp Ranger/SSC Chair.

- All shooting sports equipment must be properly secured in or by use of a locking device before the certified range team members are allowed to leave range observation or the firing line area. Ammunition and firearms must be secured in separate locking devices that require different codes, combinations, or keys to access.



**Reporting Damage or Malfunctions of TWC Equipment and/or Property**

Any property damaged during or after an event shall be identified and brought to the attention of the Camp Ranger, Camp Master, or SSC Designee.

- The TWC Camping Committee will be notified of the damage and determine any necessary actions.
- Units found to have willfully or maliciously caused the damage will be billed for repairs and/or replacement.

Any equipment found to be broken or inoperable before, during, or after the event shall be “tagged” in a manner that renders the firearm inoperable, such as tagging through the action area. The event range team shall provide a description of any problem(s) to allow for prompt repair or replacement.

- The Camp Ranger and Camp Director (as applicable) shall be notified of the malfunction.
- The Shooting Sports Committee shall be notified of the malfunction, and an appointed member will inspect the firearm/equipment to determine the necessary repairs or action to be taken.
- Under no circumstance shall any member of the TWC SSC, Summer Camp SSD, or any other affiliate remove or discard any firearm, shooting sports equipment, or other related materials without prior coordination and/or approval from the TWC SSC Vice Chair of Properties & Equipment, or the TWC SSC Chair.

## CHAPTER 3

### TWC SHOOTING SPORTS STANDARD OPERATING PROCEDURES

#### Purpose

The Tidewater Council (TWC) Range Standing Operating Procedures (SOPs) were developed by National Rifle Association (NRA) Certified Chief Range Safety Officers (CRSOs) and approved by the Council Shooting Sports Committee. The SOPs include the NRA Gun Safety Rules, General Range Rules, and Site Specific/Administrative Rules as applicable. The SOPs were developed in recognition of the BSA National Camp Accreditation Program (NCAP) *National Camp Standards Manual*, the BSA *Guide to Safe Scouting*, the BSA *Shooting Sports Manual*, the Council's specific range capabilities, and the expected capabilities/requirements of Cub Scouts, Scouts BSA, Venturers, Sea, and Explorers. These rules and procedures are for the safety and comfort of all visitors to TWC camps, including guests, the surrounding community, the wildlife and environment, as well as to preserve the camps and facilities for the safe use of firearms, archery, or other shooting sports tools and equipment.

#### Range Inspection

Ensure the condition of range is safe and accessible. Also, ensure the range area is **clear of personnel** and hazards. Refer to the applicable Range Inspection Checklists contained in the Appendices. Ensure Firing Line, Targets, Target holders, Backstop, and Shooting Tables are properly set up and aligned for the intended course of fire. At a minimum, all TWC Shooting Sports events will have on site:

- A complete First-Aid & Trauma Kit prominently marked and centrally located near the shooting range(s).
- A completed copy of the event's emergency action plan.
- A copy of the BSA Incident Reporting Form.
- The Tidewater Council's *Shooting Sports Manual & Standard Operating Procedures* (SOP).
- Any applicable Range Specific SOPs.
- All applicable Range Checklists will be filled out and turned in to the Camp Ranger, Camp Master, SSC Chair, or their appointee upon completion of event.

#### Range Personnel

The Range Safety Officer (RSO) supervises shooting activities as prescribed by the Range SOPs. At least one Certified NRA Instructor and at least one NRA Certified Range Safety Officer must be present for shooting events. The instructor and RSO must be different people. Certification must be for the firearms being used. Instructors and RSOs must be currently certified and in good standing with the NRA as an Instructor or RSO. Likewise, for Archery-related events, at least one currently certified USA Archery Level 1 Instructor must be present.

*\*Note: Current NCAP rules applying to events requiring a certified BSA Shooting Sports Director must also be followed!*

#### Safety Briefing

Everyone shooting on the range will attend a Safety Briefing in sight of the range conducted by the RSO. (Posters and visual aids should be used when possible). See Appendices for TWC Range Safety Briefings.

- Point out key areas of the range and briefly describe actions that occur within each.
  - ~ **Spectator Area:** Located behind the ready line, where visitors and range users may wait and observe.
  - ~ **Ready Area:** Located behind the firing line where shooters may store and prepare their equipment.
  - ~ **Firing Point:** Shooters may occupy their firing points (i.e., rifle station, shotgun position) 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.
  - ~ **Backstop:** 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.

- ~ **Cleaning Area:** should be designated before start of the event and is the authorized location where any cleaning and/or maintenance will be conducted. No ammunition is allowed in the cleaning area. Quick field cleaning by Instructor on the firing line should be only done once ammunition has been removed from that firing position.

### **Emergency Response Plan**

The RSO must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc. Additionally, Render aid (treat or call for help decision).

#### **Communications Equipment:**

- At least one working cell phone must be kept available while the range(s) are operational.
- Phone numbers of emergency response personnel, camp administration, law enforcement, and the address / directions to the range must be posted in a location where everyone can see it when the range is in operation.

#### **Must be Called in Case of a Shooting-related Accident:**

- Camp Ranger and/or Camp Master: Depends on who is on staff for that weekend/event
- Camp Ranger: (540) 537-6305
- Council Office: (757) 497-2688
- Direct help to location (stage people along route).  
Have location and instructions to get to range
- Address of Location: 57 Pipsico Rd, Spring Grove, VA 23881
- Take notes
- Take names of everyone present
- Take statements from witness(es)
- File out Incident Report Form

#### **Call Emergency Dispatcher**

- ☐ Location of Accident
- ☐ Your Phone Number
- ☐ Your Name
- ☐ What Happened
- ☐ Nature of Injury(ies)
- ☐ Location of person who will direct responder(s) to the scene

### **Range Operations, Layout, and Limitations**

TWC adheres to the Boy Scouts of America's longstanding policy of teaching its youth and adult members the safe, responsible, intelligence handling, care, and proper use of firearms, air rifles, BB guns, various archery, as well as other throwing sports and range-related equipment under planned, carefully managed, and well-supervised shooting sport programs. From Cub Scouts to Venturing & Sea Scouts, all program areas use responsible outdoor activities to promote character development and values-based leadership training. Shooting sports has the ability to attract and retain youth in that movement. The TWC SSC verifies qualified supervision, appropriate planning, approved ranges, and proper equipment to teach knowledge, skills, and attitude in all its marksmanship activities.

#### **Shooting Events Allowed:**

- Cub Scouts ~ restricted to Archery & BB guns at District & Council events.
- Webelos Scouts ~ restricted to Archery, BB guns & Air Rifles (pellet variants only) at District & Council events.
- Scouts BSA ~ in addition to above, may also use single action .22 caliber rifles, shotguns, muzzle-loading long guns, Air Rifles, Chalkball/Paintball, tomahawks & throwing knives, unless participating in Cowboy Action.  
*\*Note: single action does not negate the use of magazines, as long as the action is manually operated in-between shots*
- Venturing/Sea Scouts/Explorers ~ in addition to above, may use any caliber rim or centerfire handguns/rifles.
- Shooting Events for all official NRA Qualification shoots are allowed.
  - ~ Instruction for marksmanship consistent with NRA Basic Rifle, Shotgun, Pistol or Muzzle Loaders.
  - ~ Competitions being run with NRA match standards.
- Merit badge instruction and qualification shooting.
- All other Shooting Events require permission from the Council Shooting Sports committee.

**Courses of Fire:**

- Course of fire will be determined by program / Instructor and supervised by the RSO; as well as target selection; number of rounds being fired; timing of firing; shooting position; target line; firing line; scoring, etc.
- The RSO must inspect all firearms prior to use to ensure they are in safe working condition and of the proper caliber and action for the intended course of fire. *Extra care should be taken to inspect private firearms.*

**Prohibited Events:**

- Scouts/Venturers/Sea Scouts may not hold or fire while moving with a loaded firearm.
- Scouts/Venturers/Sea Scouts may not use or draw firearms from holsters or any other location.
- Scouts/Venturers/Sea Scouts may not swing firearms into shooting position with or without a sling of any type.
- Scouts/Venturers/Sea Scouts may not engage in uncontrolled firing at any time (e.g., point and shoot, from the ready position, from a seated to standing position, or from the hip).
- No trick shooting of any type.
- Any unsafe or other prohibited shooting activity/firearm delineated in official BSA Manuals, Guides, etc.
- No armor piercing, incendiary, tracer, or explosive ammunition may be used.
- No kinetic (i.e., Tannerite) targets may be used.

**Gun and Ammunition Storage**

- Cleaning. Guns must be cleaned by or under the supervision of a RSO or Instructor.
- No Ammunition may be present in the cleaning area.
- Unused guns must be kept locked in a gun safe.
- Ammunition must be stored separately from firearms.
- Private guns and ammunition must be kept in the Camp safes until ready to use ~ you may not keep guns or ammunition in camp with you.

**General Range Rules**

Use the range specific SOP while conducting range safety brief, and every effort should be made to conduct a range orientation on, or within view of, the range. The shooting event and course of fire must be determined and communicated to the shooters before entering the range. Firing positions (bench, prone, sitting, kneeling, standing) shooting positions, target types, number of rounds to be fired, types of targets, any timing of shooting, etc. must be communicated to the shooters before they enter the range.

There must be one Range Safety Officer (RSO) and one Instructor (different people) present for all shooting events. Credentialed personnel-to-shooter ratios must also be maintained.

- For Rifle shooting there must be one Certified Instructor for every eight shooters.
- For Shotgun shooting there must be one Certified Instructor for each shooter ~ not counting the RSO.
- For Handgun shooting there must be one Certified Instructor for every two shooters ~ not including the RSO.  
*One adult must be American Heart Association, American Red Cross, or E.C.S.I. Basic First Aid and CPR certified.*

**Admission:**

- All personnel must wear applicable protective gear required for their shooting program / activity area.
- Personnel must know and obey all range commands.
- Shooters may only enter the range when given personal permission, an adult will be assigned to count shooters as they enter and exit the range.
- Shooters must wait behind the ready line until directed to take a shooting station.
- 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. Uncased guns carried behind the firing line should have their muzzles pointed up.

**Targets:** Shoot only at authorized targets. Only paper targets (clay targets for shotgun) fit for the purpose of the shooting event will be used. No bottles, glass, or explosive targets may be used. Reactive, metal, solid targets or other types of targets may be used in the Cowboy Action Program.

- Targets will not be placed on the posts.
- Shoot only at authorized targets.
- Shooting cross-range at extreme angles on ranges with multiple firing points is prohibited.
- 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 TWC SSC or camp management.
- No targets depicting a human (to include zombies and silhouettes) or animal figures will be used.

*\*Note: Appropriate animal silhouette targets (paper and 3-D Targets) including wild game species normally hunted are appropriate for Scouts BSA, Venturing, Sea Scout, or Explorer use.*

**Retrieving targets:** Shooters may only retrieve their targets when instructed to do so.

- Before shooters are allowed to retrieve targets, the RSO must ensure that all shooters are behind the ready line and that all guns are unloaded and made safe (action open and laid on the bench with action side up). An adult will count the number of shooters as they pass in front of the firing line to retrieve targets and ensure that the same number returns. Loaded firearms and live ammunition must not leave the firing line.
- Anytime someone is down range, all firearms, bows, and other shooting sports tools must be grounded, benched, or placed in the proper rack. All hands off until range is verified cleared.
- Call a “Cease Fire” if the line becomes staggered (one or more shooters is in front of or behind other shooters).
- All firearms must remain unloaded with the action open except when on the firing line and authorized to load.
- Leave dropped ammunition/objects on the ground until the course of fire is over and the RSO clears the range.

### **Helping with Malfunctions:**

- RSO and Instructors must know how to remedy firearm stoppages for all firearms being used in the proposed shooting event (both Firearm and Ammunition malfunctions).
- Misfires, Hang Fires, and Squibs:
  - ~ Keep gun pointed in safe direction & Call for assistance if needed.
- Keep other adults supervising other shooters, take control of firearm correctly and remedy the situation.

### **Hours of Operation:**

- Shooting must not start before sunrise.
- Shooting must stop at sunset (unless approved by Camp Ranger or the Shooting Sports Committee).
- No alcohol, drugs, mind altering substances, or tobacco products are allowed on the range.

**Warnings & Penalties:** The Attitude of the shooter, parent, guardian or any on--lookers on or around the range are a priority of the RSO/Instructor. A warning will be given for any behavior that might lead to an unsafe condition.

- All shooters, Instructors, and other range personnel must notify the RSO of all safety concerns.
- Shooters must conduct themselves in an orderly manner at all times. Disruptive activities, such as loud music or horseplay, are not permitted on any shooting sports range.
- Unsafe behavior will result in penalties including removal from the range and loss of shooting privileges.

### **Removal from Range & Loss of Privileges:**

- Shooting at wildlife is strictly prohibited.
- Any unsafe behavior or any behavior that interferes with other people hearing or concentration is subject to removal from the range.
- Any uncooperative behavior is subject to removal from the range.
- Severe or repeated misconduct will result in removal from the range and loss of shooting privileges.

## Common Range Commands

Range commands may vary ~ these commands are to be used as a guide. In any regard, range commands are to be spoken clearly, loudly, and in the direction of the participants. All participants are to be given a review of the range commands to be used before any shooting-related activity can begin. The following are common commands:

**Cease Fire:** Stop firing immediately and await further instruction ~ May be called by anyone

- A Cease Fire command shall be issued when any of the following occur:
  - ~ A safety violation has occurred.
  - ~ Wildlife or wayward individuals have entered the target area “down range.”
  - ~ Any other time that the range needs to become immediately safe for emergent/other issues.
- When the Cease Fire command is heard, all Shooters will stop shooting and remove their hand from the action, while awaiting further instructions from the range staff. Archers will slowly ease off pressure on the bow string, lower the bow towards the ground, and wait for further instructions. Throwing Sports will hold all remaining Tomahawk/Throwing Knives by their side and wait further instructions.
- During a Cease Fire, no guns may be handled unless the RSO directs the Instructors to show clear. In such cases, the instructors will take whatever action is necessary to clear any firearm, stow archery equipment, etc.

*\* Note: for Muzzleloaders, removal of the primer cap will satisfy the immediate need, unless the RSO directs further action.*

**Line/Range [is] Cold:** All firearms are benched, actions opened, ammunition/magazine removed. No handling of firearms or ammunition while the line is cold. This is typically the safe command given prior to going downrange.

**Range [is] Hot:** Firearms may be uncased, function checks performed, positions acquired, actions initially opened, ammunition/magazines may be filled or placed at shooting positions. Typically this command is given in two forms ~ **Hot for Handling**, where all the above may be performed, and **Hot for Firing** – depending on course of fire/program being run. *Note: when the range is hot, the applicable Range Flag(s) must be raised (and lowered when cold).*

**Move into Position:** Shooters move from Ready Area to the Firing Line/Shooting Positions.

**Line [is] Ready:** Check that all shooters are in position with their firearms and ammunition ~ Only called by RSO

**Fill Magazine:** Fill magazines (if used/not already filled) with applicable rounds for course of fire.

**Load:** Insert magazine/ammunition into the firearm ~ Only called by the RSO

**Start (Fire):** The range is Hot, Shooters may shoot the prescribed course of fire ~ Only called by the RSO

**Stop (Fire):** Shooters stop firing, ground firearms on the bench, open actions, remove ammunition and/or magazine, and show clear ~ Only called by the RSO

**Remove Magazine:** In accordance with BSA standards, this additional command is to be given to ensure this critical step is not missed when the command “Stop Firing” is given ~ Only called by the RSO

**Line/Range [is] Clear:** RSO inspects all firearms to ensure firearm is laying on the bench with the action open and no ammunition is present in the firearm or at the firing position ~ Called by the RSO

**Go Down Range or Proceed Forward of the Firing Line:** Shooters may go forward of the firing line to score and/or retrieve targets ~ Called only by the RSO

## Hygiene Guidelines

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 they 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 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 particulates, lead remnants and/or solvent and cleaning product residue.

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## CHAPTER 4

### PIPSICO SCOUT RESERVATION (PSR) RANGES & EQUIPMENT

#### **Pipsico Scout Reservation Range Reservations**

The PSR may be available for BSA chartered units, Hunter Safety groups, NRA training courses supporting TWC/BSA, military or law enforcement agencies, and other organizations approved by the TWC Shooting Sports Committee on a scheduled basis. All ranges must be under the supervision of TWC certified RSOs and Instructors for the firearm discipline being used, or certified RSO's and Instructors (to include Shooting Sports Directors) approved by the TWC SSC.

- The management of range availability will be done through the Camping and Facilities Reservations on the Council Website at: <https://campreservation.com/596/Home> and must be made at least four (4) weeks prior to arrival.
- All firearms used on the ranges must meet the previously defined standards and be approved for use by the RSO in charge of the event/activity.

#### **Pipsico Shooting Sports Equipment Rental**

The following equipment is available at an additional cost for authorized unit-level events for PSR ranges. For current Pipsico Facility & Equipment Rental Rates, logon to: <https://pipsicobsa.com/events-programs/visting-renting-pipsico/>

##### **Archery:**

- Appropriately sized Bows (Recurve & Mathew's Genesis Compound Bows ~ in Left/Right-hand configurations)
- 8 Arrows per bow
- Foam Targets and Ground Quivers per shooting lane
- Arm Guard and proper finger protection per participant

##### **Rifle Shooting:**

- .22 Caliber, Single/Bolt Action Rifles
- .22 Caliber LR Ammunition (if available)
- NRA/BSA Approved Paper Targets (if available)
- Eye Protection (Eye Pro) per participant
- Ear Protection (Ear Pro) per participant

##### **Air Rifle Shooting (Scouts BSA & Above Only at Unit Level):**

- Pellet Rifles
- .177 Caliber Pellets (if available)
- Eye Protection (Eye Pro) per participant

##### **BB Gun Shooting (Scouts BSA & Above Only at Unit Level):**

- BB Guns
- BBs (if available)
- Eye Protection (Eye Pro) per participant

##### **Shotgun Shooting:**

- 12 & 20-Gauge Shotgun(s) ~ preponderance being 20-Gauge, and recommended for most BSA programs
- Box of Clay Pigeons
- Auto-Feed Electronic Clay Trap/Thrower
- Eye Protection (Eye Pro) per participant
- Ear Protection (Ear Pro) per participant



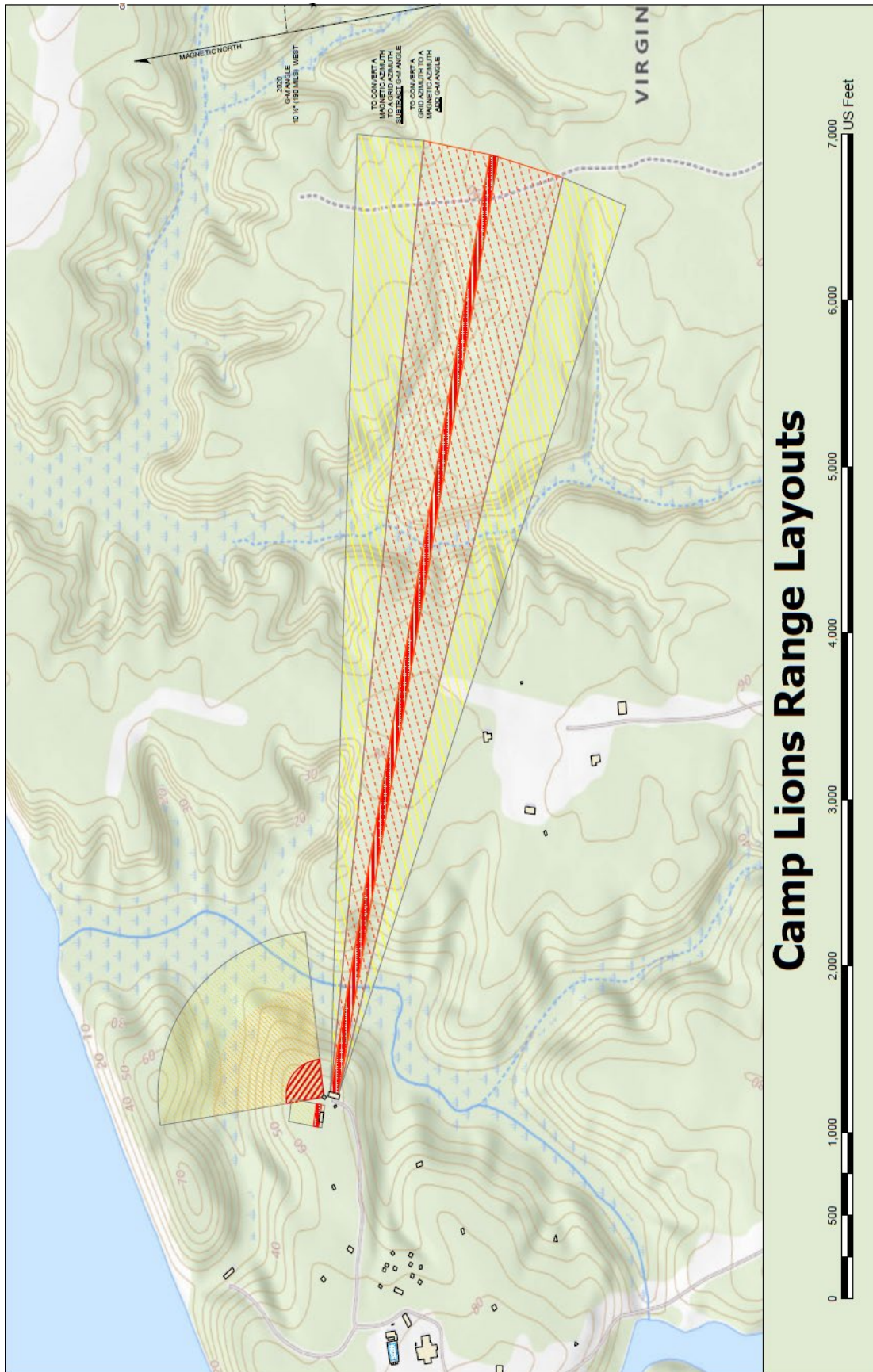
**Pistol Shooting (Venturing, Sea Scouts, and Explorers):**

- .357 Revolvers
- Ammunition (if available)
- Eye Protection (Eye Pro) per participant
- Ear Protection (Eye Pro) per participant

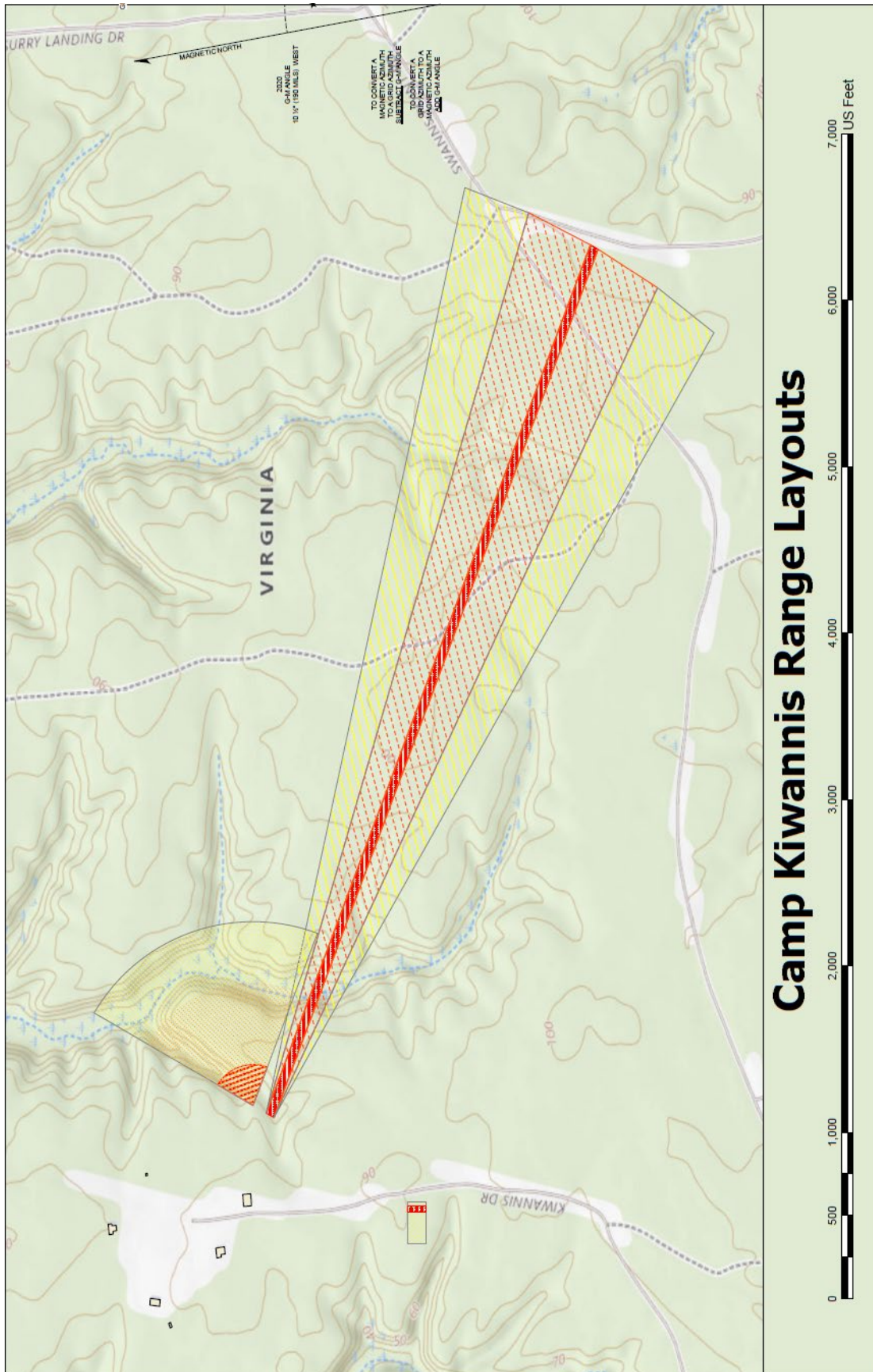
**Tomahawk & Knife Throwing (Scouts BSA & Above Only):**

- 3x Tomahawks per throwing lane
- Eye Protection (Eye Pro) per participant

## CAMP LIONS RANGE LAYOUTS

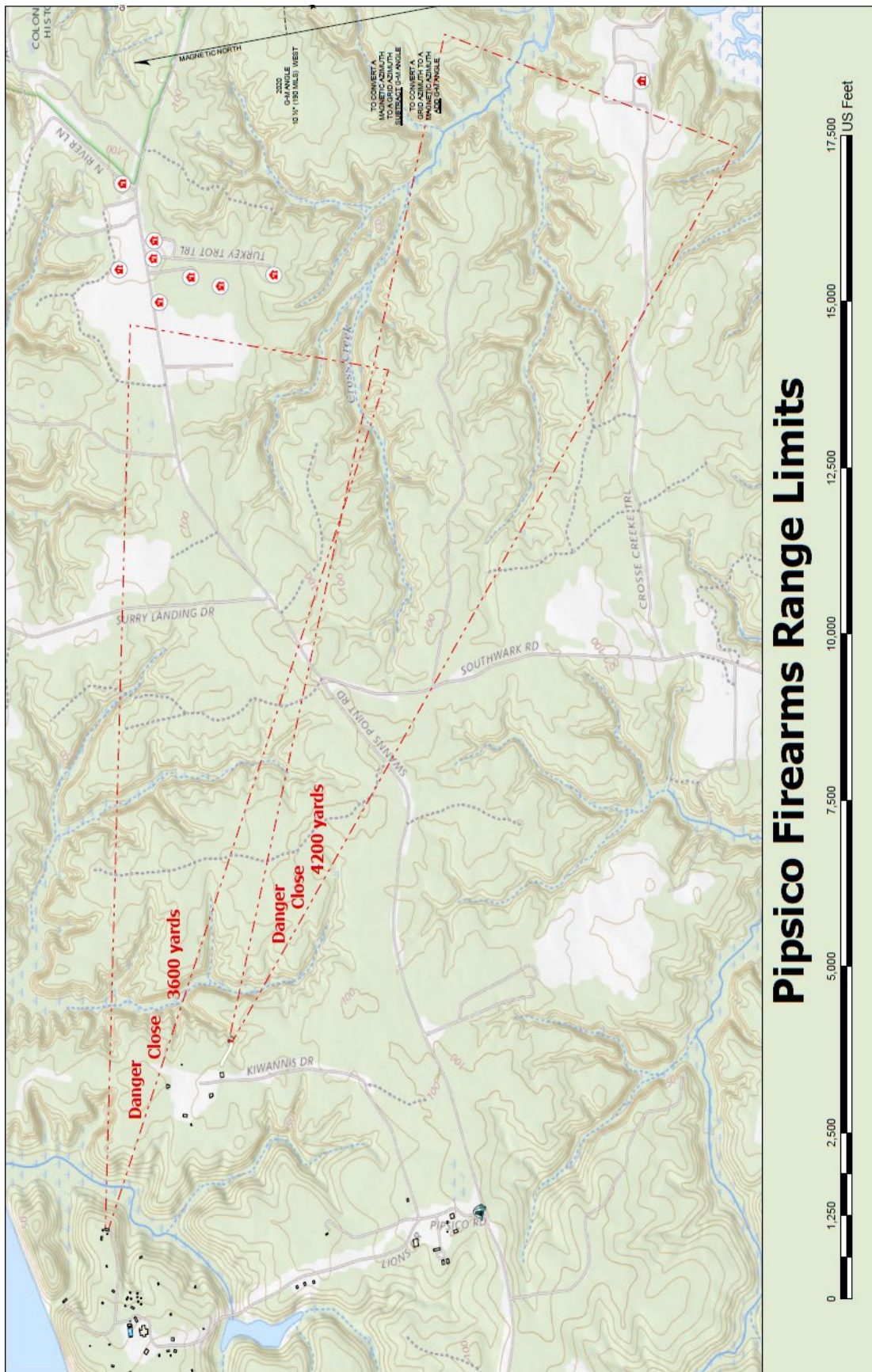


## CAMP KIWANIS RANGE LAYOUTS





## PIPSICO SCOUT RESERVATION (PSR) RANGE LIMITATIONS



## APPENDIX A: INSTRUCTOR & RSO PLEDGE

I, \_\_\_\_\_ (print name) have obtained a copy of the Tidewater Council's *Shooting Sports Manual & Range Standard Operating Procedures*. I have read and agree to abide by these policies and procedures, the current BSA Camp Accreditation Program (NCAP) *National Camp Standards*, the current BSA *Shooting Sports Manual*, BSA's *Guide to Safe Scouting*. Any violation of these rules could result in my privileges being revoked for all shooting sports activities in the Tidewater Council.

\_\_\_\_\_  
(Signature) (Position) (Date)

\_\_\_\_\_  
Personal Contact Information While on the Range

\_\_\_\_\_  
Emergency Contact Name (Primary Number) (Alternate Number)

\_\_\_\_\_  
(Signature of Witness) (Printed Name) (Date)

NRA Member No: \_\_\_\_\_ USAA Member No: \_\_\_\_\_

-----  
--- For Office Use Only:

NRA Range Safety Officer Credentials:

☐ RSO ☐ CRSO

NRA Credentials: Instructor / Training Counselor (TC) [Circle One] and check all that apply below:

☐ Rifle ☐ Shotgun ☐ Pistol ☐ Muzzleloader (Full)  
☐ CCW ☐ PITH ☐ POTH ☐ Muzzleloader (CO-OP)

USA Archery: Instructor / Counselor [Circle One] and check all that apply below:

☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4

\_\_\_\_\_  
NRA Credential Expiration Date

\_\_\_\_\_  
USAA Credential Expiration Date

## APPENDIX B:

# TWC SHOOTING SPORTS PARTICIPATION FORM AND HOLD-HARMLESS AGREEMENT

TWC/Pipsico Scout Reservation

*BSA Airsoft, Archery, BB, Chalk/Paintball, Slingshot, Rifle, Pistol, Shotgun, and Tomahawk/Knife-Throwing Programs  
Participation Form and Hold-Harmless Agreement*

\_\_\_\_\_ is conducting a shooting sports program. Your Scout will be instructed how to safely handle, maintain, and shoot various firearms and archery equipment listed below in a SAFE manner, and will be provided instruction to increase their shooting skills. Scouts will have range instruction in which they will fire under the supervision of a trained Range Safety Officer and NRA/USAA Certified Instructor. Scouts will be required to wear eye protection and hearing protection always while on the range. Scouts are expected to abide by all safety rules and the instructions of the Range Safety Officer(s) and Range Instructor(s).

Cub Scouts: Can use BB guns, archery equipment, and slingshots/wrist rockets; Webelos may also shoot pellet guns.  
*Note: there are certain restrictions for Lion & Tiger Cubs and all Cub Scout shooting events are done at Council/District level events.*

Scouts BSA: Can use the above, in addition to .22-caliber single-action rimfire rifles, shotguns, muzzleloaders, chalk and paintball guns, as well as tomahawks & throwing knives.

Venturers, Sea Scouts, & Explorers: Can use the above, in addition to any caliber rim or centerfire rifle & pistol.

I, the undersigned, give my child permission to participate in this program. I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct.

I release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from all claims or liability arising out of this participation. For safety, my child and I agree that they will do the following or they will be removed from the program.

I also understand that any additional cost associated with participation in this program will not be refunded if my child is removed due to behavioral problems. All participants in these activities will be required to:

1. Attend the Range Safety Officer's brief prior to entering the range.
2. Wear all safety gear always while on the range.
3. Follow all safety rules and instructions of the Range Safety Officer(s) and applicable Instructors.
4. Do not handle any firearm and/archery/other shooting sports equipment until explicitly instructed to do so by the Range Instructor(s).

Participant Name: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ BSA Registration ID: \_\_\_\_\_

Pack/Troop/Crew/Ship/Post No. \_\_\_\_\_ Council: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPENDIX B:**  
**TWC SHOOTING SPORTS PARTICIPATION FORM**  
**AND HOLD-HARMLESS AGREEMENT**

TWC/Pipsico Scout Reservation  
*Cowboy Action Shooting Program*  
*Participation Form and Hold-Harmless Agreement*

Camp \_\_\_\_\_, Tidewater Council will be conducting a Scout Cowboy Action Shooting Program. In this program, Scouts will shoot a rifle, pistol, and shotgun under the direct supervision of an NRA Range Safety Officer and NRA Certified Rifle, Pistol, and Shotgun Instructors. Scouts will be required to wear proper eye and ear protection at all times. Scouts are expected to abide by all safety rules and the instructions of the Range Safety Officer(s) and the Rifle, Pistol, and Shotgun Instructor(s).

I, the undersigned, give my child permission to participate in this program. I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct. I release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

**For safety, my child and I agree that they will do the following, or they will be removed from the program.** I also understand that any additional cost associated with participation in this program will not be refunded if my child is removed due to behavioral problems.

All participants in this activity will be required to:

1. Attend the Range Safety Officer's brief prior to entering the range.
2. Wear all safety gear at all times while on the range.
3. Follow all the safety rules provided in the briefing.
4. Follow the instructions of the Range Safety Officer(s), as well as the Rifle, Pistol, and Shotgun Instructor(s).
5. Do not handle the firearms until instructed to do so by the RSO(s)/Instructor(s).
6. Participants are 14 years of age, or is 13 and has completed the eighth grade, as of the start of the event and must be in full compliance with all local, state, and federal guidelines, including age restrictions and original equipment manufacturer standards.

Participant Name: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ BSA Registration ID: \_\_\_\_\_

Troop/Crew/Ship No. \_\_\_\_\_ Council: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPENDIX B:**  
**TWC SHOOTING SPORTS PARTICIPATION FORM**  
**AND HOLD-HARMLESS AGREEMENT**

TWC/Pipsico Scout Reservation  
*Venturing Experience Shooting Program*  
*Participation Form and Hold-Harmless Agreement*

Camp \_\_\_\_\_, Tidewater Council will be conducting a Venturing Experience Shooting Program. This event will be used to introduce participants to advanced rifle shooting sports concepts, offer insight into high adventure programs, and some of the things Venturing and Sea Scouts have to offer. Scouts will be instructed how to handle, maintain, and shoot a .223 rifle safely under the direct supervision of an NRA Range Safety Officer and NRA Certified Rifle, Instructors. Scouts will be required to wear proper eye and ear protection at all times. Scouts are expected to abide by all safety rules and the instructions of the Range Safety Officer(s) and the Rifle Instructor(s).

I, the undersigned, give my child permission to participate in this program. I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct. I release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

**For safety, my child and I agree that they will do the following, or they will be removed from the program.** I also understand that any additional cost associated with participation in this program will not be refunded if my child is removed due to behavioral problems.

All participants in this activity will be required to:

1. Attend the Range Safety Officer's brief prior to entering the range.
2. Wear all safety gear at all times while on the range.
3. Follow all the safety rules provided in the briefing.
4. Follow the instructions of the Range Safety Officer(s) & Rifle Instructor(s).
5. Do not handle the firearms until instructed to do so by the RSO(s)/Instructor(s).
6. Participants are 14 years of age at the start of the event and must be in full compliance with all local, state, and federal guidelines, including age restrictions and original equipment manufacturer standards.

Participant Name: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ BSA Registration ID: \_\_\_\_\_

Troop/Crew/Ship No. \_\_\_\_\_ Council: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_



## APPENDIX B:

# TWC SHOOTING SPORTS PARTICIPATION FORM AND HOLD-HARMLESS AGREEMENT

TWC/Pipsico Scout Reservation  
*Scouting Pistol Safety and Marksmanship Program  
 Participation Form and Hold-Harmless Agreement*

Camp \_\_\_\_\_, Tidewater Council is conducting a Scouting Pistol Safety and Marksmanship program. Scouts will be instructed how to handle, maintain, and shoot a pistol safely and be provided instruction to increase their marksmanship skills. Scouts will have classroom and range instructions, in which they will fire a pistol under the direct supervision of an NRA trained Range Safety Officer and NRA Certified Pistol Instructor. Scouts will be required to wear proper eye and ear protection at all times. Scouts are expected to abide by all safety rules and the instructions of the Range Safety Officer(s) and Pistol Instructor(s).

I, the undersigned, give my child permission to participate in this program. I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct. I release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

**For safety, my child and I agree that they will do the following, or they will be removed from the program.**

I also understand that any additional cost associated with participation in this program will not be refunded if my child is removed due to behavioral problems.

All participants in this activity will be required to:

1. Complete the FIRST Steps class taught at \_\_\_\_\_.
2. Wear all safety gear always while on the range.
3. Follow all safety rules provided in the training class.
4. Follow the instructions of the Range Safety Officer(s) & Pistol Instructor(s).
5. Do not handle any firearm until instructed to do so by the Pistol/Range Instructor(s).
6. Attend the Range Safety Officer's briefing and follow their instructions at all times.
7. Be 14 years of age, or 13 and have completed the 8<sup>th</sup> Grade, as of the start of class and will be in full compliance with all local, state, and federal guidelines, including age restrictions and original equipment manufacturer standards.

Participant Name: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ BSA Registration ID: \_\_\_\_\_

Troop No. \_\_\_\_\_ Council: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

## APPENDIX C:

# STANDARD RANGE SAFETY BRIEFING

Everyone shooting on the range – to include adults will attend a Range Safety Briefing, preferably in sight of the range. This briefing will be conducted by the lead/Chief RSO. Posters and visual aids should be used when possible.

- Introduce yourself as the RSO.
- Introduce other range personnel and their roles.
- Explain what occurs during live fire.

### NRA's Three Fundamental Rules for Safe Gun Handling

- **ALWAYS** keep the gun pointed in a safe direction.  
*\*Typically, the only safe direction when live ammunition is present is downrange (towards the targets)*
- **ALWAYS** keep your finger off the trigger until ready to shoot.
- **ALWAYS** keep the gun unloaded until ready to use.

### Rules for Using a Gun, Archery Equipment, and Throwing Objects

- Shoot only at designated targets. Be sure the gun is safe to operate. Know how to use the gun safely; when in doubt, ask for assistance. Use only the correct ammunition. Wear proper eye and ear protection when instructed to do so. Never use alcohol or mind-altering substances before or while shooting. Never use firearms or archery equipment when emotionally upset. Store guns and archery equipment so they are not accessible to unauthorized persons. Some types of firearms and many types of shooting activities require additional safety precautions. In those instances, an additional safety briefing may be given.

### The RSO should:

- Explain the purpose of the shooting event:
 

*Open Shoot	*Zeroing Firearms	*Shooting Match
*Qualification	*Training	*Familiarization
*Merit Badge	*Marksman Shooting	*Other Awards/Purposes
- Point out the range layout, features, and limitations
 

*Backstop/Berm	*Left & Right Lateral Limits	*Target Line
*Firing Line	*Firing Position	*Ready & Spectator Areas
- Explain to participants the Range Rules
 

*Know & Obey all Range Rules	*Stop shooting immediately upon command "Cease Fire"
*Shoot only at authorized targets	*Keep gun pointed in a safe direction
*Know where others are at all times	*Wait for command to handle firearm/bow
*Do not handle firearm or stand at/by the firing line with people downrange	*Do not load ammunition/nock an arrow or fire until given the command to do so

### Participants should know:

- How to use the firearm/archery or other shooting sports equipment safely
- To raise their non-shooting hand for assistance
- How to load/nock...how to fire
- Proper use of the safety (if one is to be used)
- How to unload live ammunition / safely remove magazine
- How to extract a spent shell casing or ask for assistance
- What to do in case of a misfire, hangfire, or squib

### Emergency Procedures:

1. Anyone must call a “Cease Fire” in case of an unsafe condition.
2. Seek immediate help from the RSO in case of an emergency.
3. Everyone must stay at the range in the event of a shooting accident until dismissed.

### Common Range Commands:

**Cease Fire:** Stop firing immediately and await further instruction ~ May be called by anyone

**Line/Range [is] Cold:** All firearms are benched, actions opened, ammunition/magazine removed. No handling of firearms or ammunition while the line is cold. This is typically the safe command given prior to going downrange.

**Range [is] Hot:** Firearms may be uncased, function checks performed, positions acquired, actions initially opened, ammunition/magazines may be filled or placed at shooting positions. Typically this command is given in two forms ~ **Hot for Handling**, where all the above may be performed, and **Hot for Firing** – depending on course of fire/program being run. *Note: when the range is hot, the applicable Range Flag(s) must be raised (and lowered when cold).*

**Move into Position:** Shooters move from Ready Area to the Firing Line/Shooting Positions

**Line [is] Ready:** Check that all shooters are in position with proper eye & ear protection ~ Only called by RSO

**Fill Magazine:** Fill magazines (if used/not already filled) with applicable rounds for course of fire

**Load:** Insert magazine/ammunition into the firearm ~ Only called by the RSO

**Start (Fire):** The range is Hot, Shooters may shoot the prescribed course of fire ~ Only called by the RSO

**Stop (Fire):** Shooters stop firing, ground firearms on the bench, open actions, remove ammunition and/or magazine, and show clear ~ Only called by the RSO

**Remove Magazine:** In accordance with BSA standards, this additional command is to be given to ensure this critical step is not missed when the command “Stop Firing” is given ~ Only called by the RSO

**Line/Range [is] Clear:** RSO inspects all firearms to ensure firearm is laying on the bench with the action open and no ammunition is present in the firearm or at the firing position ~ Called by the RSO

**Go Down Range or Proceed Forward of the Firing Line:** Shooters may go forward of the firing line to score and/or retrieve targets ~ Called only by the RSO

**Police Your Firing Point:** Shooters clean up their shooting stations, police their brass (as directed)

**Move to the Ready Area / Depart the Range:** Shooters stand at the ready area and/or depart the range based upon the instruction(s) given ~ Called by the RSO

*\*Note: during a long-term camp the RSO may be replaced by the Shooting Sports Director (SSD), provided they carry proper RSO credentials.*

## APPENDIX D: EMERGENCY ACTION PLAN

*The documented procedures for PSR shall be followed in the case of an emergency. The Shooting Sports area of PSR is very remote and requires careful planning and strict RSO oversight whenever activities are conducted in the Shooting Sports area. A medic is required for all Council level Shooting Sports events on PSR. If an individual unit is hosting a Shooting Sports event, a medic is only recommended; however, CPR and Wilderness First Aid Training should be considered a must by at least one of the RSOs/Instructors/other unit leader. Due to the remote nature of the Shooting Sports area, at least one vehicle must be present to transport any injured person to aid as quickly as possible or to meet and direct EMS as deemed necessary.*

### EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS	911			
Police	911			
Fire	911			
Poison Control				
Camp Ranger	(540) 537-6305			

### First Aid Kit

A Red Cross approved First Aid & Basic Trauma Kit is available in the Shooting Sports Storage Shed, and must be kept in an obvious/easily accessible place when the range(s) are in operation.

### Communications Equipment

At least one working cell phone must be kept available while the range is operational.

- Phone numbers of emergency response personnel, camp administration and law enforcement, as well as the address and directions to the range must be posted in a location where everyone can see it while the range is in operation.

### Emergency Action Procedures

First and foremost, take charge of the situation and assign responsibilities. If not already done, call a “Cease Fire” and secure all guns, ammunition, and archery/other shooting sport equipment. This can be accomplished by showing clear, and moving Shooters back to the ready lines with proper supervision.

- **Give immediate first aid to the victim(s), and;**
- Determine severity of injury and assign duties.
  - ~ During Summer Camp/Council Event, Call or Radio the Camp Medic
  - ~ During the off-season, or if injuries are deemed critical, call 911
    - ♦ Ask 911 Operator to send EMS to the main entrance of Pipsico Scout Reservation, located at 57 Pipsico Rd, Spring Grove, VA 23881
    - ♦ Immediately send two (2) adults in a vehicle to the camp entrance to meet EMS. If First Responders arrive, one (1) adult should go with the First Responders to the victim; the other should wait for EMS to arrive and take them to the victim

## TIDEWATER COUNCIL SHOOTING SPORTS MANUAL & STANDARD OPERATING PROCEDURES

- ♦ After the victim is taken care of, contact (or assign someone to contact) the Scout executive or assistant Scout executive. During Summer Camp, contact the Camp Director. During a District or Council event or activity, contact the professional advisor for that activity.
- ♦ Keep everyone that was at the activity together and ask them not to discuss the incident until someone from the Scout Office is contacted.
- ♦ Do NOT talk to the media at all. The Scout executive or their designee is the spokesperson for the council. All media contact should be referred to one of them.
- ~ If injury is not life threatening, apply appropriate first aid and wait for Camp Medic to arrive
- If injury is a gunshot wound to the torso or is otherwise life threatening, apply first aid and immediately move injured person to the field by the Order of the Arrow (OA) Shelter for possible medevac.
- If a medic is not present in camp, contact the Camp Ranger and/or EMS and drive to the nearest medical facility, based upon severity of injury.
- Call for help via radio or telephone, using emergency phone numbers and information listed herein.
  - ~ Direct help to the location.
  - ~ Take detailed notes using the BSA Incident Reporting Form.

## APPENDIX E: TWC INCIDENT REPORTING TOOL

### 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 or No Which one(s): \_\_\_\_\_

### 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 or No Describe: \_\_\_\_\_

\*Adventure/Program/Event: \_\_\_\_\_

Cause/Nature/Injury Detail: \_\_\_\_\_

\*If medical treatment was provided, please describe: \_\_\_\_\_

If transported by air/ambulance, please describe: \_\_\_\_\_

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

\*Witness Name: \_\_\_\_\_

Witness Address: \_\_\_\_\_

Witness Email: \_\_\_\_\_

Witness Primary Phone: \_\_\_\_\_ Witness Secondary Phone: \_\_\_\_\_

Witness Type: Adult or Youth or Unknown

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 F:

# SAFE SCOUTING PRINCIPLES FOR SHOOTING SPORTS



*Scouts and their parents expect all Boy Scouts of America activities to be conducted safely. To ensure the safety of participants, the Boy Scouts of America expects leaders to use the four points of SAFE when delivering the Scouting program. In that regard, the Boy Scouts of America adheres to its longstanding policy of teaching its youth and adult members the safe, responsible, and intelligent handling, care, and use of firearms, archery equipment, and hand-held throwing sports under planned, carefully managed, and supervised programs. Safety during shooting sports must always remain top of mind.*

## **SUPERVISION**

Youth are supervised by qualified and trustworthy adults who set the example for safety. Supervision includes:

- Range Management ~ a range safety position(s) who oversee the shooting stations and participants.
- Instruction ~ participants with the right demeanor, skills, abilities and validated credentials to teach safety and develop the participant's ability at that activity.
- During live fire, range safety positions and instructors may be supplemented by coaches, registered leaders, and even parents, partners, and other participants (Coach-Pupil Method) to support a safe experience for participants.
- Cub Scout Shooting Sports events are only conducted and supervised by local Councils.

## **ASSESSMENT**

Activities are assessed for risks during planning. Leaders have reviewed applicable program guidance or standards and have verified the activity is not prohibited. Risk avoidance or mitigation is incorporated into the activity. Assessment includes:

- Validating shooting or throwing sports are age-appropriate for the participants being served  
<https://filestore.scouting.org/filestore/HealthSafety/pdf/680-685.pdf>.
- Ranges are located on local Council properties, and Standard Operating Procedures (SOPs) for each venue are available, fitting the discipline, equipment, and ammunition being used.
- If private ranges are used by older youth programs, the local shooting sports committee, an appointed NRA Chief Range Safety Officer (CRSO) and the Scout executive has reviewed and approved the location and SOPs
- A copy of the Private Property Approval for Shooting Sports by Units, Districts, and Councils form can be found at <https://www.scouting.org/outdoor-programs/shooting-sports/>
- Verification that state and local laws regarding shooting sports are followed.

## **FITNESS & SKILL**

Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely. This includes:

- An instructor reviewing participant's ability (with or without accommodations) to safely operate the device, firearm, bow, or throwing object.
- Participants have received the appropriate on-site safety briefing before participation including the NRA's three "Always" rules of firearm handling safety.

## **EQUIPMENT & ENVIRONMENT**

Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used correctly. Leaders periodically check gear use and the environment for changing conditions that could affect the safety of its participants.

This include, but is not limited to:

- Before any use, and periodically, all equipment (shooting devices, firearms, bows, slingshots, tomahawks, knives, target frames or targets, etc.) should be inspected by range safety officers/instructors, reputable gunsmiths or archery retailers.
- Safe and Secure Storage and transportation for Firearms, Ammunition, Bows, etc.
- Personal Protective Equipment for all participants and observers is available and used as required, to include:
  - ~ Eye Protection (polycarbonate lenses or those rated ANSI Z-87+ or greater)
  - ~ Hearing Protection (minimum of Foam Ear Pro for firearms, recommend doubling with Ear Muffs for Shotguns)
  - ~ Proper fitting arm guards for Archery
  - ~ Finger tabs or finger savers for Archery
  - ~ Appropriate Range Attire (Long-sleeves recommended for Muzzleloading, hats removed if obscuring view/ear protection, females may consider crew-neck t-shirts to prevent hot brass from entering sensitive areas, etc.)



## **APPENDIX G:**

# **ARCHERY RANGE OPERATING GUIDE**

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules on the specific level of shooting and operating an Archery Range. Below are additions and/or clarifications. BSA Units are responsible for meeting the requirements for the level of shooting that they are executing (refer to the Five Levels of Shooting Activities in the BSA *Shooting Sports Manual*).

### **Supervision**

For Council/District events, archery ranges will be under the supervision of a trained Archery Rangemaster. An Archery Rangemaster must be 18 years of age or older, trained by a National Camping School Shooting Sports Director, or USA Archery / NFAA Level 1 Archery Instructor.

- USA Archery (USAA) Level 1 Instructor is required for unit level events for Scouts BSA, Venturers, Sea Scouts, and Explorers. If using this appendix for unit level Archery events, replace Archery Rangemaster (RM) with a minimum USAA Archery Level 1 or higher Archery Instructor (AI).
- Archery RMs / AIs are limited to a 1:8 ratio; additional RMs/AIs will be required to directly supervise any additional active shooting positions, while maintaining the 1:8 RM/AI-to-Participant ratio.
- For Lion & Tiger Cub Archery events, the Lion & Tiger Cubs must be paired with their adult partners in order to participate in any archery activities.
- Additionally, the Archery RM is responsible for the safe operation of the range. They are to run the range, maintain safety, and ensure rules are followed. To properly fulfil these duties, they cannot engage in instruction at the same time as running the range.

### **Assessment**

All participants involved in the Archery shooting event must have a current BSA Health form on file with appropriate leadership of the individual.

- The RM/AI will be required to inspect the Archery Range before and after each event using the Archery Range Inspection Checklist.
- The RM/AI is required to hold a Safety Brief prior to the start of each evolution.
- Any Archery Shooting event conducted at a non-BSA operated range is required to contact the Shooting Sport Committee (SSC) to have a Council-appointed Chief Range Safety Officer (CRSO) inspect and certify the range for safe operation. This certification will be maintained by the Unit and the SSC and reviewed every two years.

### **Fitness and Skill**

While archery is open to all program levels, Cub Scouts may only participate at Council/District events at a BSA Accredited Camp.

- Any participant may be removed from the Archery Range if the RM/AI, or other range staff, observe any safety violations or the lack of participant's ability to safely operate the Archery equipment.
- All participants must attend the Range Safety Brief.

### **Equipment and Environment**

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Director. The RM/AI will use the Archery Range Inspection Checklist prior to operating the range and/or checking out PSR Archery equipment.

- Range equipment will be checked out by SSD/Ranger/SSC to the RM/AI for the Archery shooting event.
- Cub Scout Bows should be a draw-weight of (15- to 20-pounds) and less than 54-inches. Scouts BSA Bows should be a draw-weight of (20- to 25-pounds) and less than 62-inch or 66-inches. Venturing, Sea Scout and Explorer Scout Bows should have a draw-weight of (20- to 35-pound) and be 62-inch, 66-inch, or 70-inches in length.

**Scouts BSA Archery Merit Badge Requirements**

Using a recurve bow or longbow and arrows with a finger release, shoot a single round of one of the following BSA, USA Archery, or NFAA rounds:

- An NFAA field round of 14 targets and make a score of 60 points
- A BSA Scout field round of 14 targets and make a score of 80 points
- World Archery/USA Archery indoor\* round and make a score of 80 points
- An NFAA indoor\* round and make a score of 50 points

-OR-

- Shooting 30 arrows in five-arrow ends at an 80-centimeter (32-inch) five-color target at 10 yards, and using the 10 scoring regions, make a score of 150.

-OR-

- Using a compound bow and arrows with a finger release, shoot a single round of ONE of the following BSA, NAA, or NFAA rounds:
  - ~ An NFAA field round of 14 targets and make a score of 70 points
  - ~ A BSA Scout field round of 14 targets and make a score of 90 points
  - ~ A World Archery/USA Archery indoor\* round and make a score of 90 points
  - ~ An NFAA indoor\* round and make a score of 60 points

-OR-

- Shooting at an 80-centimeter (32-inch) five-color target using the 10 scoring regions, make a minimum score of 160. Accomplish this in the following manner:
  - ~ Shoot 15 arrows in five-arrow ends, at a distance of 10 yards

-AND-

- ~ Shoot 15 arrows in five-arrow ends, at a distance of 15 yards

**Venturing Shooting Sports Outstanding Achievement Award**

(Magnifying sights are OK to use in this discipline)

- Recurve Bow
  - ~ Indoor: Shoot 30 arrows at 18 meters on a 60-centimeter five color target. You must score 150 of a possible 300.
  - ~ Outdoor: Shoot 30 arrows at 40 meters on a 122-centimeter five color target. You must score 200 of a possible 300.

-OR-

- Compound bow
  - ~ Indoor: Shoot 30 arrows at 18 meters on a 40-centimeter five color target. You must score 150 of a possible 300.
  - ~ Outdoor: Shoot 30 arrows at 40 meters on a 122-centimeter five color target. You must shoot 210 of a possible 300.

## **APPENDIX G:**

# **ARCHERY RANGE SAFETY BRIEF**

### **Purpose of the Archery Shooting Event**

State the purpose of the Archery shooting event ~ such as an open or instructional shooting event to provide shooters with the Knowledge, Skill, and Attitude necessary to shoot a bow and arrow safely, under the direct supervision of a certified instructor.

- Introduce yourself and explain the responsibilities of an Archery RM/AI.
  - ~ Introduce additional range staff (as needed)
  - ~ Indicate any identifiable marking/clothing the Range Team is wearing.
- Review/verify eye dominance with shooters as necessary.

### **Range Layout and Limits**

Conduct a range orientation and point out the key areas

- Controlled Access Area (Entrance/Exit)
- Spectator Area
- Waiting Area
- Shooting Line
- Target Line
- Safety Zones
- Backstop / Overshot Area / Berms

Explain required safety gear for Archery shooting.

- Show proper fit and placement of Arm Guards and Finger Tabs to participants.

Explain the main parts of a bow and arrow, and demonstrate correctly nocking, drawing, how to aim and shoot an arrow, as well as the following 10 Archery shooting fundamentals:

- Stance: Feet shoulders' width apart, stand perpendicular to the target, straddling the shooting line.
- Nock: Place arrow on string (should snap/lock in place), review proper orientation of the index fletching.
- Hook and Grip: Place three fingers below the nock on the string (may place index finger over - don't pinch).
- Posture/Alignment (\*Set): Square shoulders (keep level), set hand into handle of the bow, prepare to raise.
- Raise the Bow (\*Set-up): Raise the bow hand until arrow is pointing at the target, rotate elbow out to get forearm out of the way of the string.
- Draw (\*Draw to Load): Keep bow hand shoulder level, draw hand & elbow should also remain shoulder level.
- Anchor: Point where archer's hand and bowstring touch the face at full draw (should be same point each time).
- Transfer to Hold: Move holding power from archer's arms to their back muscles to brace the draw weight.
- Aim (\*Expand/Aim): Point-of-aim is usually just in front of the target, using the point of the arrow as a sight.
- Release (\*Loose) / Follow-Through: Relax fingers holding string while maintaining tension in the back. Keep eyes on target and try to move as little as possible until after the arrow has left the bow.

### **Archery Range Safety Rules**

The range may be opened only by a TWC SSC certified Archery Range Officer (Archery Rangemaster (Cub events) NCS Shooting Sports Director, or USAA Level 1 /NFAA or above Archery Instructor. No one is to enter the range unless given explicit permission to do so by the Range Staff. When operating an Archery Range, the safety rules must be remembered and constantly obeyed. Range flags must be flown while the range is in use, and should be visible from all approaches.

## TIDEWATER COUNCIL SHOOTING SPORTS MANUAL & STANDARD OPERATING PROCEDURES

Three Rules when on the Shooting Line:

- Know and obey the range commands
- Always point the arrow in a safe direction, either at the ground, or at the target
- When done shooting, place the bow on the stand/hook and step back to the waiting area

Three Rules when Retrieving Arrows:

- Retrieve arrows only when the Shooting Line is clear and the RM/AI signals “Retrieve your Arrows” or gives three (3) blasts on a whistle
- While walking towards the Target Line, pick up any arrows on the ground (to include others in your path)
- Only one archer at a time may pull arrows from a single target, the other archer will wait to pull theirs

Additional Archery Range Safety Rules:

- Observe all state and local laws on using bows and arrows / other archery equipment.
- Shoot only with proper range supervision.
- Walk, do not run, on the archery range.
- Keep arrows in quiver until ready/given instruction to shoot.
- NEVER dry-fire a Bow, only release the bow string when an arrow is nocked and safely pointed toward target.
- 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.
- 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.
- 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 fletchings up. This is to warn other archers that you are behind the target.
- Carry arrows palms down, one hand should cover the tips and the other should be along the shaft.
- Always use proper safety equipment, including an arm guard and finger tab/gloves.
- Always inspect your equipment before shooting. Repair or replace damaged equipment.

Hygiene Guidelines

- Remind range users of these guidelines prior to, during, and immediately after occupying the range.
- No eating, drinking, or smoking while on the range.

## APPENDIX G:

# ARCHERY RANGE COMMANDS & EMERGENCY PROCEDURES

### Archery Range Commands

Command: **CEASE FIRE** or five (5) or more Whistle Blasts

- Purpose: to stop all shooting immediately in case of an emergent situation. Anyone seeing a hazardous condition may call a cease fire.
- Action: Shooters 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.

Command: "Archers Ready?"

- Purpose: Archery RM/AI checks that everyone has their finger tabs/gloves and arm guards on correctly.
- Action: Shooters will hold their hands up so that the range officer can see their gear and make corrections as necessary. Remind them as required: **DO NOT PICK UP BOWS OR ARROWS!**

Command: "Archers to the Line" or two (2) Whistle Blasts.

- Purpose: To get ready to shoot.
- Action: Shooters will remove bow from rack, get into a good stance and await further instruction.

Command: "Archers may Nock an Arrow and Begin/Commence Shooting" or one (1) Whistle Blast

- Purpose: Inform archers it's safe to shoot.
- Action: Nock an arrow with the index fletching in the correct direction. Shooters will shoot arrows at their target, while remaining vigilant of their surroundings and listening for any other commands.

Command: "Archers, you may proceed to the Target Line & Retrieve your Arrows" or three (3) Whistle Blasts

- Action: Shooters will walk down range, while picking up all arrows that they find, remove arrows from target one at a time, as they were instructed to do during the range walk-through. They will mark their target before going behind retrieve arrows and carry arrows correctly (one hand over the tips, with the other over the shaft).

Command: "Please remove your safety equipment and return it to their proper containers."

- Action: Shooters will remove Arm Guards and Finger Tabs and place them in their designated location.

### Emergency Procedures

The Archery Rangemaster / USAA Level 1 (or above) Archery Instructor must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc. Additionally, render appropriate first aid (treat or call for help decision).

- If necessary, yell "CEASE FIRE" and the RM/AI shall secure the firing line.
- Direct someone to immediately render first aid if victim is conscious and agrees; if unconscious get permission from a leader; if no leader present proceed with first aid.
- Direct someone else to Call for Help.
  - ~ They shall take charge of and direct additional people to:
    - ♦ Clear immediate area and prepare for medical support arrival.
    - ♦ Direct medical help to the location.
- Direct someone else to start an Incident Report form
  - \**Note: pay particular attention to and document the time things occur.*
  - ~ They shall take charge of and direct additional people to:
    - ♦ Observe the scene to gather all details needed to fully fill out Incident Report form.

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- Direct someone else to talk with people not involved and collect information of anything they saw prior to the incident. Do not release anyone until directed to do so, and do not speak to the press about any incident. As necessary, direct any press inquiries to the Scout executive or their designee.
- For additional guidance, follow the Emergency Action Plan found in Appendix D of the TWC *Shooting Sports Manual & Range SOPs* if incident occurs on TWC property. Follow Private / Commercial Property's EAP if available. At a minimum, the policies and procedures outlined herein and contained in Appendix D should serve as your primary response and actions in an emergent situation.

## APPENDIX G: ARCHERY RANGE INSPECTION CHECKLIST

Event Name: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

	Yes	No
Controlled Access / Fencing / Gates Closed	_____	_____
Range Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop / Impact Area Inspected	_____	_____
Target Frames / Mounts in Good Repair	_____	_____
Shooting Line Marked / Clearly Established	_____	_____
Shooting Positions Numbered / Clean / Clearly Visible	_____	_____
Bow Stand / Hooks Inspected	_____	_____
Ground Quivers / Bow Rests on Hand	_____	_____
Waiting Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available (Targets/Arrows/Arm Guards/Finger Tabs/Gloves/etc.)	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled / Available and Accessible	_____	_____
Range Rules Clearly Posted	_____	_____
Bulletin Board Hung	_____	_____
Bow Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash / Sanitization Area Identified	_____	_____
Lockable Storage Available	_____	_____
Lights Available (as necessary)	_____	_____

\_\_\_\_\_  
ARCHERY RANGEMASTER/INSTRUCTOR'S NAME\_\_\_\_\_  
Signature\_\_\_\_\_  
ADDITIONAL STAFF NAME (as needed)\_\_\_\_\_  
Signature

Items Consumed or Missing when Gear is Returned:

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Comments:

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## APPENDIX G: ARCHERY EQUIPMENT REQUEST FORM

<u>Bow Type, Model, Size, and Serial (if avail)</u>	<u>Condition</u>	
	<u>Checked-Out</u>	<u>Checked-In</u>

**Personal Protective Equipment**

Arm Guards

Finger Tabs/Gloves


**Other Equipment**

Bow Rack

Ground Quivers

Targets


ARCHERY RANGEMASTER/INSTRUCTOR'S NAME

Signature

Items Consumed, Missing, or Damaged when Gear is Returned:


Comments:




## APPENDIX H:

# BB & PELLET GUN RANGE OPERATING GUIDE

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules on the specific level of shooting and operating a BB or Pellet Gun Range. Below are additions and/or clarifications. Units are responsible for meeting the requirements for the level of shooting that they are executing (refer to the Five Levels of Shooting Activities in the BSA *Shooting Sports Manual*).

### Supervision

All BB & Pellet Gun Shooting events require on the range at all times: a BB Gun Rangemaster (RM) or Certified NRA Rifle Instructor (Note: Pellet Guns Requires the Latter). The BB Gun Rangemaster or NRA Rifle Instructor is limited to a 1:8 ratio of RM/Instructors to shooters.

- Additional RM(s) will be required to directly supervise any additional active shooting positions, in order to maintain the 1:8 ratio required.
- Cub Scouts (with the exception of Lions) may participate in BB Gun Shooting at Council or District events.
- Webelos Scouts (age 10+) may participate in Pellet Gun Shooting at a long-term camp.
- Scouts BSA, Venturers, Sea Scouts, and Explorers can participate in BB & Pellet Gun Shooting activities at the unit level.

### Assessment

All participants involved in the BB & Pellet Gun shooting event must have a current BSA Health form on file with appropriate leadership of the individual.

- The RM/Instructor will be required to inspect the BB/Pellet Gun Range before and after each event using a Range Checklist.
- The RM/Instructor is required to hold a Safety Brief prior to the start of each evolution.
- Any BB or Pellet Gun Shooting event conducted at a non-BSA operated range is required to contact the TWC Shooting Sport Committee (SSC) to have a Council-appointed Chief Range Safety Officer (CRSO) inspect and certify the range for safe operation. This certification will be maintained by the Unit and the SSC and reviewed every two years.

### Fitness and Skill

BB Gun Shooting is open to all program levels except Lions. Cub Scouts may only participate at Council/District events at a BSA Accredited Camp.

- Any participant may be removed from the BB / Pellet Gun Range if the RM or other range staff observe any safety violations or the lack of participant's ability to safely operate the BB / Pellet Gun.
- All participants must attend the Range Safety Brief.

### Equipment and Environment

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Director. The RM will use the BB & Pellet Gun Inspection Checklist prior to operating the range and/or checking out PSR BB & Pellet guns.

- Range equipment and ammunition will be checked out by SSD/Ranger/SSC to the RM for the shooting event.
- Any personal BB or Pellet Guns are required to be approved by the SSC or Camp Ranger prior to bringing them on to Pipsico Scout Reservation property.
- BB or Pellet Guns must be of a style that requires they be individually cocked between each shot.
- BB Guns may not exceed a muzzle velocity of 350 feet per second.
- Pellet Guns may not exceed a muzzle velocity of 540 feet per second, and must have a trigger pull of at least 2.5.

## **APPENDIX H: BB & PELLET GUN RANGE SAFETY BRIEF**

### **Purpose of the BB / Pellet Gun Shooting Event**

State the purpose of the BB / Pellet Gun shooting event.

- Introduce yourself and explain the responsibilities of a BB Gun Rangemaster / NRA Rifle Instructor.
  - ~ Introduce additional range staff (as needed).
  - ~ Indicate any identifiable marking/clothing the Range Team is wearing.
- Review/verify eye dominance with shooters as necessary.

### **BB / Pellet Gun Range Layout and Limits**

Conduct a range orientation and point out the key areas

- Spectator Area
- Ready Area
- Firing Line
- Backstop / Berm(s)
- Side Berms
- Cleaning Area

Explain required safety gear for BB / Pellet Guns (eye protection).

Explain / demonstrate the safe operation of, as well as the basic BB / Pellet Gun shooting fundamentals.

- Aiming
- Breath control
- Hold control
- Trigger control
- Follow through

### **BB / Pellet Gun Range Safety Rules**

The Three (3) Fundamental NRA Rules for ANY 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.

Additional BB/Pellet Gun Range Safety Rules:

- Know your target, what is beyond it, and shoot only at authorized targets.
- Listen to and obey all commands from RM / Instructor, when in doubt ask for clarification.
- No unnecessary talking on the range while firing line is active.
- If you have any questions raise your non-shooting hand.
- No one enters or leaves the range without explicit permission or while the range is hot.
- Anything that falls on the ground is to be left there, raise non-shooting hand and RSO / Inst. will provide further instruction as necessary. Likely object will be left there until the line is clear or range is cold.

Hygiene Guidelines

- Remind range users of these guidelines prior to, during, and immediately after occupying the range.
- No eating, drinking, or smoking while on the range.
- Wash your hands with cold water before eating or drinking.

## APPENDIX H:

# BB & PELLET GUN RANGE COMMANDS & EMERGENCY PROCEDURES

### BB / Pellet Gun Range Commands

Command: **CEASE FIRE**

- Purpose: to stop all shooting immediately in case of an emergent situation. 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.

Command: “Range is Hot”

- Purpose: To notify the shooters the range is ready for shooting to begin.

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 the ready line to their assigned shooting position. Remind them as required: DO NOT TOUCH THE GUNS! Let them get comfortable, and ensure they are in the correct shooting position.

Command: “Ensure Eye Protection is on”

- Action: Shooters should already be wearing eye pro if they are at the ready line; more of a reminder/verification.

Command: “Ready on the Line/Is the Line Ready?”

- Purpose: To determine if all shooters along the line are ready.
- Action: Any shooter NOT ready should indicate their status to the RM/Instructor audibly, or by raising a hand. Sufficient time will be allowed for the shooter to complete their preparation.

Command: Once the RM/Instructor has verified the line is ready they will state, “The Line is Ready”

- Action: Shooters simply await the next command.

Command: “Shooters, you may pick up your BB / Pellet Guns and **Load**.”

- Action: Shooters will pick up their BB / Pellet Guns, sight in on the target, make any final adjustments to their shooting station, and prepare to load BBs/Pellets with additional guidance from RM/Instructor (as necessary).

Command: “**Start** Firing!”

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

Command: “**Stop** Firing!”

- Purpose: To declare that the live fire period has ended.
- Action: Shooters will stop firing, bench their BB / Pellet Guns, with muzzles pointed downrange, actions and/or feed-ports open, mechanical safety engaged (if so equipped), and await further instruction.

Command: “Show Clear.”

- Purpose: All BB / Pellet Guns are unloaded (as necessary) and rendered safe.
- Action: Guns are laid down with the actions /feed ports open and facing up, empty chamber indicator (ECI) inserted (if possible), any extra/remaining ammo is removed from shooting positions.

Command: “Range is clear.”

- Purpose: The RSO visibly & physically has verified that all BB / Pellet Guns are unloaded and rendered safe.
- Action: Guns remain laid down with the actions /feed ports open and facing up, empty chamber indicator (ECI) inserted (if possible), ammo is removed from shooting positions, ALL hands remain off BB / Pellet Guns, and shooters remain in position until given further instructions.

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Command: "Shooters may remove protective gear."

- Action: Shooters should remove their eye protection and place down at shooting station.
  - ~ *Adjust this command as needed...if shooter is using hearing protection due to other nearby active ranges and/or each shooter is to use same eye pro for remainder of the event, then adjust commands accordingly.*

Command: "Range is Cold" typically combined with "Shooters, you may stand and..."

- Purpose: Notifies shooters firing line is rendered safe and they may proceed downrange / back to ready line as directed by the RM/Instructor clears.
- Action: Ammo remains removed from shooting positions, and ALL hands remain off BB /Pellet Guns.

Command: "Shooters, you may head downrange and retrieve/score your targets"

- Purpose: Shooters can safely go down range to collect and replace targets.
- Action: Everyone on firing line will yell, "SAFETY or CEASE FIRE" if they observe anything that would make the range unsafe to proceed in front of the firing line.

### **Emergency Procedures**

The Range Master / NRA Rifle Instructor must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc. Additionally, render appropriate first aid (treat or call for help decision).

- If necessary, yell "CEASE FIRE" and the RM/Instructor shall secure the firing line.
- Direct someone to immediately render first aid if victim is conscious and agrees; if unconscious get permission from a leader; if no leader present proceed with first aid.
- Direct someone else to Call for Help.
  - ~ They shall take charge of and direct additional people to:
    - ♦ Clear immediate area and prepare for medical support arrival.
    - ♦ Direct medical help to the location.
- Direct someone else to start an Incident Report form
  - \**Note: pay particular attention to and document the time things occur.*
  - ~ They shall take charge of and direct additional people to:
    - ♦ Observe the scene to gather all details needed to fully fill out Incident Report form.
- Direct someone else to talk with people not involved and collect information of anything they saw prior to the incident. Do not release anyone until directed to do so, and do not speak to the press about any incident. As necessary, direct any inquiries to the Scout executive or their designee.
- For additional guidance, follow the Emergency Action Plan found in Appendix D of the TWC *Shooting Sports Manual & Range SOPs* if incident occurs on TWC property. Follow Private / Commercial Property's EAP if avail. At a minimum, the policies and procedures outlined herein and contained in Appendix D should serve as your primary response and actions in an emergent situation.



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## **APPENDIX I:**

# **MUZZLELOADER RANGE OPERATING GUIDE**

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules on the specific level of shooting and safely operating a Muzzleloading (ML) Range (most Council /Unit events will conduct ML CO-OP events, which is Rifle-only, and operate at a level 2/3). Below are some additions and/or clarifications. Units are responsible for meeting the requirements for the level of shooting they are executing (refer to Five Levels of Shooting Activities in the BSA *Shooting Sports Manual*).

### **Supervision**

All Muzzleloader shooting events require a minimum of a NCS Shooting Sports Director (SSD) on the range at all times (for long-term camps), or an NRA/NMLRA Certified Muzzleloader/ML CO-OP (rifle only) Instructor and Range Safety Officer (RSO) for any short-term camp, or unit level activity. The RSO is limited to a 1:8 ratio for BSA Scouts, Venturers, Sea Scouts, and Explorers, and the NRA Rifle Instructor is limited to a 1:8/1:6 ratio for instruction (depending on discipline), and a 1:1 ratio for the loading and operation of a ML.

*Note: While this SOP is designed to tailor ML events to TWC activities and serve as a quick reference, it does not supplant the BSA's Shooting Sports Manual. Ensure and RSO/Instructor is consulting the latest BSA policies/memorandums prior to any shooting activities.*

- Additional Instructors/RSOs will be required to directly supervise any additional active shooting positions, in order to maintain the 1:8/1:6/1:1 ratios described above and required by BSA policies.
- Scouts BSA, Venturers, Sea Scouts, and Explorers can participate in Muzzleloading Rifle & Shotgun activities at the unit level with properly trained and certified Instructors/RSOs at the ratios listed above.
- Venturers, Sea Scouts, and Explorers can participate in Muzzleloading Pistol activities at the unit level with properly trained and certified Instructors/RSOs at a 1:3 ratio for instruction and 1:1 for loading and firing.

### **Assessment**

All participants involved in the Muzzleloading shooting event must have a current BSA Health form on file with appropriate leadership of the individual.

- The SSD/RSO will be required to inspect the Muzzleloading Range before and after each event using a Muzzleloading Range Inspection Checklist.
- The SSD/RSO is required to hold a Safety Brief prior to the start of each evolution.
- Any ML shooting event conducted at a non-BSA operated range is required to contact the TWC SSC to have a Council-appointed Chief Range Safety Officer (CRSO) inspect and certify the range for safe operation. This certification will be maintained by the Unit/TWC SSC, and will be reviewed every two years.

### **Fitness and Skill**

Muzzleloading Rifles, Shotguns, and Pistols can be of any caliber, but can NOT include canons, or flintlock actions. ML shooting events may occur at official Council or District sanctioned events and/or the Unit level while attending BSA Accredited Camps, or at private/commercial ranges.

- All participants must be older than 11 years old to participate in a Muzzleloader Shooting event.
- Any participant may be removed from the ML Range if the SSD/RSO/Instructor, or other range staff observe any safety violations or the lack of participant's ability to safely operate the equipment in use.
- All participants must attend the Range Safety Brief.

**Equipment and Environment**

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Director/SSC as applicable. The RSO will use the Muzzleloader Range Inspection Checklist prior to operating the range and/or checking out TWC ML Rifles or Equipment.

- Range equipment and ammunition will be checked out by SSD/Ranger/SSC to the Inst. for the shooting event.
- Any personal Muzzleloaders are required to be approved by the SSC or Camp Ranger prior to bringing them onto TWC/ Pipsico Scout Reservation (PSR) property – see TWC SSC SOP, Appendix P for required form.
- Recently manufactured (or assembled from a kit) percussion cap muzzleloading rifles or pistols, or inline muzzleloading rifles or pistols of any caliber may be used. Rifles & Pistols made from a kit must be checked by a qualified gunsmith.
- Only a commercially manufactured, sporting grade black powder or black powder substitute offered for sale by a reputable firm should be used in muzzleloading firearms.

**Scouts BSA Rifle Shooting Merit Badge**

Using a muzzleloading rifle of .45 or .50 caliber and shooting from a bench rest or supported prone position, fire three groups (three shots per group) at 50 feet that can be covered by the base of a standard-size soft drink can.

-AND-

Center the group on the target and fire three groups (five shots per group). According to the target used, each shot in the group must meet the following minimum score:

- (1) at 25 yards using NRA A-23 or NMLRA 50-yard targets - 7
- (2) at 50 yards using NRA A-25 or NMLRA 100-yard targets - 7

**Scouts BSA Shotgun Shooting Merit Badge**

Shooting score required-Hit at least five out of 15 targets in each of two 15-target groups. The two groups need not be shot in consecutive order. A minimum of 30 shots must be fired.

**Venturing Shooting Sports Outstanding Achievement Award**

Muzzleloader Rifle

- Shoot one shot at each bullseye on 10 targets (M02400-NMLRA) for a total of 50 shots from the standing (off-hand) position at a distance of 25 yards. Shooters must score 250 out of a possible 500.

-THEN-

- Shoot five shots at one target (M02406-NMLRA) from the standing (off-hand) position at a distance of 50 yards. Shooters must score 25 out of a possible 50.



## **APPENDIX I: MUZZLELOADER RANGE SAFETY BRIEF**

### **Purpose of the Muzzleloader Shooting Event**

The shooting event and course of fire must be determined and communicated to the shooters before entering the range/ready area. Firing and shooting positions (bench, prone, sitting, kneeling, standing, and/or adaptive, etc.), target type(s), number of rounds to be fired, sequence of targets, any timing of shooting, etc. must be communicated to the shooters before they enter the range/ready area as well.

- Introduce yourself and explain the responsibilities of a Range Safety Officer (RSO) / NRA ML Instructor.
  - ~ Introduce additional range staff (as needed).
  - ~ Indicate any identifiable marking/clothing the Range Team is wearing.
- Review/verify eye dominance with shooters as necessary.

### **Rifle Range Layout and Limitations**

Conduct a range orientation and point out the following key areas:

- Spectator Area
- Ready Area
- Loading Area/Table
- Firing Line
- Target Line
- Backstop / Berm(s)

Explain required safety gear for Muzzleloading (eye /ear protection).

Explain / demonstrate the safe operation of, as well as the basic ML shooting fundamentals.

- Aiming
- Hold Control
- Breath Control
- Trigger Control
- Follow-through

Explain Ammunition Malfunctions.

- Misfire ~ The powder failed to ignite/projectile failed to fire when the hammer hit the cap/primer.
- Hang Fire ~ The powder/powder substitute does not ignite immediately, but may after a perceptible delay. Keep ML pointed in a safe direction for at least two (2) minutes, at which time the action may be opened and the cap/primer may be replaced or other appropriate action may be taken, as determined by the ML Instructor.
- Squib Load ~ The powder ignites, but there's not enough pressure to typically force the round out of barrel. ML should be removed from the firing line (after waiting the 2 minutes indicated above), it should be inspected, the blockage is cleared, and the ML is deemed fully operational again.

### **Muzzleloader Range Safety Rules**

Review the Three (3) Fundamental NRA Rules for ANY 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.

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### Additional Muzzleloader Range Safety Rules:

- No one enters or leaves the range without explicit permission or while the range is hot.
- No running, horseplay, or excessive talking while on the range.
- Listen to and obey all commands from RSO / SSD / Instructor, when in doubt ask for clarification.
- Shooters must remain in the Ready Area until instructed to move forward/sit/stand at a given shooting position.
- If you have any questions raise your non-shooting hand.
- Know your target, what is beyond it, and shoot only at authorized targets.
  - ~ No targets depicting a human (or zombie), or a resembling silhouette may be used in any BSA Program
  - ~ Care must be taken to ensure posts and other fixtures are never shot, do not place targets on posts
  - ~ Reactive, metal, solid, and 3D targets may be used in conjunction with guidance provided in the BSA *Shooting Sports Manual*.
- Cannons and Flintlocks are NOT permitted for use in any BSA program.
- Long-sleeve, natural material (such as cotton) shirts are highly recommended for Muzzleloading activities to avoid potential flash/powder burns from the ignition of black powder.
- Anything that falls on the ground is to be left there, raise non-shooting hand and RSO / Inst. will provide further instruction as necessary. Likely object will be left there until the line is clear or range is cold.
- The RSO or an assigned adult should count shooters as they enter/exit range and move forward/return from retrieving their targets (as applicable).

### Hygiene Guidelines

- Remind range users of these guidelines prior to, during, and immediately after occupying the range.
- No eating, drinking (other than in the instruction/waiting area), or smoking while on the range.
- Wash hands and face with cold water after leaving the range or cleaning area and 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.

## APPENDIX I: MUZZLELOADER LOADING PROCEDURES

### Muzzleloader Loading Procedures

- ★ Prior to starting any ML shooting activity, the ramrod being used should clearly be marked for an unloaded and minimally loaded gun.

**Note:** it is highly recommended that for any BSA program, the amount of powder used should be equivalent the caliber of the projectile (e.g., for a .50-caliber ML, 50 grains of powder should be used). Therefore, a loaded mark on the ramrod should be equivalent to that amount of powder, along with the patch and projectile inserted and properly seated.

#### **Loading a ML Rifle or Pistol:**

1. Wipe the bore clean to remove any oil before beginning the loading process.
2. Bring the lock to half-cock and inspect the nipple for any obstructions.
3. Point the muzzle of an unloaded percussion gun toward a blade of grass; cap the nipple and snap the hammer. Repeat a minimum of two times. As each cap is fired, watch for the movement of the grass, which indicates that the nipple and flash channel are clear. Visually inspect the flash hole to verify that the path is clear. If the ignition path is fouled, use a nipple pick to remove fouling and repeat Step 3.

**WARNING: Never load with the hammer on full cock.**

4. Before loading, place hammer at half cock.
5. Position the gun for loading: stand it on the ground so that the muzzle is pointing upward and away from your body. For ML Pistols, use a secure brace or stand to hold the pistol in place following the same principles.

**WARNING: Avoid working directly over the muzzle.**

6. Measure the correct powder load into a powder measure, and then and pour it into the barrel.

**WARNING: Never load directly into the barrel from any bulk container, flask, horn, etc.**

7. If using a Ball & Patch: Center a pre-cut, lubricated cotton or linen patch on the muzzle. Place ball of proper size in the center of the patch. Note: if not using lubricated patch material, this will require an additional step. If using a Conical: Seat the conical in the muzzle (if pre-lubricated), if not, this will require an additional step.
8. Start the ball and patch or the conical into the muzzle ~ use a ball starter as necessary.
9. Trim any excess patch material as required.
10. Fully seat the load down into barrel and verify with marked ramrod.
  - For muzzleloading pistols this must be performed for each chamber, followed by sealing each chamber with “bore butter” or approved grease to prevent chain firing of the revolver cylinder.

#### **Loading a ML Shotgun:**

1. Wipe the bore(s) clean to remove any oil before beginning the loading process.
2. Bring the lock(s) to half-cock and inspect the nipple(s) for any obstructions. Point the muzzle toward a blade of grass; cap the nipple(s) and snap the hammer(s). Repeat a minimum of two times for each barrel. As each cap is fired, watch for the movement of the grass, which indicates that the nipple and flash channel are clear. Visually inspect the bore/flash channel to verify that the path is clear. If the ignition path is fouled, use a nipple pick to remove fouling and repeat Step 2.

**WARNING: Never load with the hammer on full cock.**

3. If the shotgun is a double barrel, between loading steps, place the ram rod in the barrel NOT being loaded to avoid confusion about which barrel needs charging.
4. Use the appropriate powder measure to carefully transfer the powder from a horn or flask to the barrel. Place a properly fitting over-powder wad into the muzzle.

5. Seat a lightly lubricated fiber or felt filler wad firmly against the over-powder wad. Use the ramrod to seat the wads firmly against the powder charge.
6. Using the same measure as in Step 4, measure the lead shot and pour it into the barrel.
7. Seat a thin over-shot wad firmly on top of the shot.
8. Repeat for second barrel.

### **Shooting a Muzzleloader:**

- After the loading is complete, move the shooter and muzzleloader to the firing line and place a cap on the nipple(s). The muzzleloader is now ready for firing. After firing repeat the loading step for the next shooter.
- Failure to Fire/Unloading
  1. Even if you have followed all the loading steps carefully, a muzzleloader may surprise you.
  2. Hang-fire is a delay between the ignition of cap and the ignition of the primary charge.
  3. 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:
  1. Remove 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 Step 2.
  2. Use a CO<sup>2</sup> ball discharger at the uncapped nipple to discharge the entire load downrange. If this fails to clear the muzzleloader, go to Step 3.
  3. Remove the nipple. Pour additional powder behind the load. Reinstall nipple, cap, and fire the muzzleloader. If this step fails, go to Step 4.
  4. 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 deactivate the powder charge. 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 deactivated 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/reputable 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 deactivating the powder charge.
- A ramrod puller may be used to remove stuck ramrods.

## APPENDIX I: MUZZLELOADER RANGE COMMANDS & EMERGENCY PROCEDURES

### Muzzleloader Range Commands

Command: **CEASE FIRE**

- Purpose: to stop all shooting immediately in case of an emergent situation. 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.

Command: “Range is Hot”

- Purpose: To notify the shooters the range is ready for shooting to begin.
- Action: Shooters should don eye and ear protection if they are not already being worn.

Command: “Move forward/take your position in the loading area / on the firing line.”

- Purpose: To get shooters into position to prepare to begin loading their muzzleloaders and start shooting.
- Action: Shooters will move from the ready line to their assigned shooting position or loading area. Remind them as required: DO NOT TOUCH THE GUNS until instructed to do so.

Command: “Shooters, you may pick up your Muzzleloaders and **Load**.”

- Action: Shooters will pick up / move to their ML loading station and follow the procedures outlined previously, while under the direct supervision of a Muzzleloading (Co-Op) Instructor.

Command: “Shooters, you may move to the firing line.”

- Purpose: To get shooters into position to prepare to begin shooting.
- Action: Shooters will move from the loading area to their assigned shooting position. The Instructor will move with the muzzleloader to firing line, keeping the muzzle pointed in a safe direction. Shooters should also be moving into a comfortable shooting position (seated ~ preferably with aiming sticks, bench, standing, etc.).

Command: “Ready on the Line/Is the Line Ready?”

- Purpose: To determine if all shooters along the line are ready.
- Action: Any shooter NOT ready should indicate their status to the RSO/Instructor audibly, or by raising a hand. Sufficient time will be allowed for the shooter to complete their preparation.

Command: Once the RSO has verified the line is ready they will state, “The Line is Ready!”

- Action: The Instructor will hand the Muzzleloader over to the Shooter using positive control. Shooters will then await the next command.

Command: “**Start** Firing!”

- Purpose: To declare that the range is formally open for live fire.
- Action: The shooters may commence the prescribed course of fire and repeat the loading/shooting procedures previously described until the set number of rounds have been fired for the prescribed course of shooting.

Command: “**Stop** Firing!”

- Purpose: To declare that the live fire period has ended.
- Action: Shooters will stop firing, bench their Muzzleloaders, with muzzles pointed downrange, or place in gun rack with ramrod inserted to indicate an unloaded/charged barrel and await further instruction.

Command: “Range is clear.”

- Purpose: The RSO visibly & physically has verified that all Muzzleloaders are unloaded and rendered safe.
- Action: Guns remain in racks, with ramrod(s) inserted (if possible), ammo is removed from shooting positions, ALL hands remain off guns, and shooters remain in position until given further instructions.

Command: “Shooters may remove protective gear.”

- Action: Shooters should remove their eye protection and place down at shooting station.  
 ~ *Adjust this command as needed...if shooter is using hearing protection due to other nearby active ranges and/or each shooter is to use same eye pro for remainder of the event, then adjust commands accordingly.*

Command: “Range is Cold” typically combined with “Shooters, you may stand and...”

- Purpose: Notifies shooters firing line is rendered safe and they may proceed downrange / back to ready line as directed by the RSO.
- Action: Ammo/powder remains removed from shooting positions, and ALL hands remain off the guns.

Command: “Shooters, you may head downrange and retrieve/score your targets”

- Purpose: Shooters can safely go down range to collect and replace targets.
- Action: Everyone on firing line will yell, “SAFETY or CEASE FIRE” if they observe anything that would make the range unsafe to proceed in front of the firing line.

## **Emergency Procedures**

The RSO / NRA/NMLRA Muzzleloader (Co-Op) Instructor must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc. Additionally, render appropriate first aid (treat or call for help decision).

- If necessary, yell “CEASE FIRE” and the RSO/Instructor shall secure the firing line.
- Direct someone to immediately render first aid if victim is conscious and agrees; if unconscious get permission from a leader. If no leader is present proceed with first aid.
- Direct someone else to Call for Help.
  - ~ They shall take charge of and direct additional people to:
    - ♦ Clear immediate area and prepare for medical support arrival.
    - ♦ Direct medical help to the location.
- Direct someone else to start an Incident Report form
  - \**Note: pay particular attention to and document the time things occur.*
  - ~ They shall take charge of and direct additional people to:
    - ♦ Observe the scene to gather all details needed to fully fill out Incident Report form.
- Direct someone else to talk with people not involved and collect information of anything they saw prior to the incident. Do not release anyone until directed to do so, and do not speak to the press about any incident. As necessary, direct any inquiries to the Scout executive or their designee.
- For additional guidance, follow the Emergency Action Plan found in Appendix D of the TWC *Shooting Sports Manual & Range SOPs* if incident occurs on TWC property. Follow Private / Commercial Property’s EAP if available. At a minimum, the policies and procedures outlined herein and contained in Appendix D should serve as your primary response and actions in an emergent situation.

## APPENDIX I: MUZZLELOADER RANGE INSPECTION CHECKLIST

Event Name: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

	Yes	No
Controlled Access / Fencing / Gates Closed	_____	_____
Range 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 / Clearly Established	_____	_____
Firing Points Numbered / Clean / Clearly Visible	_____	_____
Shooting Benches / Tables / Aiming Stakes Inspected	_____	_____
Sandbags / Gun Rests on Hand	_____	_____
Ready Line / Area Marked	_____	_____
Loading Area Established	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available (Targets/Ammo/Patches/Lube/Powder/Eye Pro/Ear Pro/Cleaning Gear, Ramrods, etc.)	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled / Available and Accessible	_____	_____
Range Rules Clearly Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Rack(s) Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash / Sanitization Area Identified	_____	_____
Lockable Storage Available	_____	_____
Lights Available (as necessary)	_____	_____

\_\_\_\_\_  
RANGE SAFETY OFFICER'S NAME\_\_\_\_\_  
Signature\_\_\_\_\_  
NRA / NMRLA MUZZLELOADER INSTRUCTOR'S NAME\_\_\_\_\_  
Signature\_\_\_\_\_  
ADDITIONAL STAFF NAME (as needed)\_\_\_\_\_  
Signature

Items Consumed or Missing when Gear is Returned:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

I-10



## **APPENDIX J:**

# **PISTOL RANGE OPERATING GUIDE**

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules on the specific level of shooting and safely operating a Pistol Range (most Council /Unit events will operate at a level 2/3). Below are some additions and/or clarifications. Units are responsible for meeting the requirements for the level of shooting they are executing (refer to Five Levels of Shooting Activities in the BSA *Shooting Sports Manual*).

### **Supervision**

All Pistol shooting events require a minimum of an NRA Certified Pistol Instructor and NRA Range Safety Officer (RSO) for Venturing, Sea Scouts and Explorer Scouts. For the Scouts BSA Pistol and Marksmanship Program (Council level only, and must have National approval), two (2) NRA Certified Pistol Instructors, both with the additional Scouting Pistol Marksmanship Training, and one with the RSO Certification are required. Whomever is the RSO cannot also instruct. The Instructor-to-Student ratios are limited to a 1:6 for instruction and 1:2 for loading/operating a pistol.

- Additional Instructors/RSOs will be required to directly supervise any additional active shooting positions, to maintain the 1:2/1:6 ratios currently required
- Scouts BSA (14 and older, or 13 and have completed 8<sup>th</sup> Grade) can partake in the Scouting Pistol & Marksmanship Program at an accredited camp; however, Council must apply to operate this activity on an annual basis. Venturers, Sea Scouts, and Explorers can participate in Pistol Shooting activities at the unit level with properly trained and certified Instructors/RSOs at the ratios listed above.

### **Assessment**

All participants involved in the Pistol shooting event must have a current BSA Health form on file with appropriate leadership of the individual.

- The RSO/Instructor will be required to inspect the Pistol Range before and after each event using a Pistol Range Inspection Checklist.
- The RSO is required to hold a Safety Brief prior to the start of each evolution.
- Any Pistol shooting event conducted at a non-BSA operated range is required to contact the TWC SSC to have a Council-appointed Chief Range Safety Officer (CRSO) inspect and certify the range for safe operation. This certification will be maintained by the Unit/TWC SSC, and will be reviewed every two years.

### **Fitness and Skill**

Pistols used for Scouts BSA should be .22-caliber handguns at Council events/camps only. Venturing, Sea Scouts and Explorer Scouts can shoot any caliber/action handguns (except full auto) they are comfortable with handling and may occur at official Council/District sanctioned events and/or the Unit level at BSA Accredited Camps, or at private/commercial ranges.

- Any participant may be removed from the Pistol Range if the RSO/Instructor, or other range staff observe any safety violations or the lack of participant's ability to safely operate the equipment in use.
- All participants must attend the Range Safety Brief.

### **Equipment and Environment**

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Director/SSC as applicable. The RSO will use the Pistol Range Inspection Checklist prior to operating the range and/or checking out TWC Pistols & Equipment.

- Range equipment and ammunition will be checked out by SSD/Ranger/SSC to the Inst. for the shooting event.
- Any personal Pistols are required to be approved by the SSC or Camp Ranger prior to bringing them onto TWC/Pipsico Scout Reservation (PSR) property – see the TWC SSC SOP, Appendix P for required form.

### **Scouts BSA Scouting Pistol Safety & Marksmanship**

Review the latest Scouting Pistol Safety & Marksmanship program manual for recommended course of fire.

### **Venturing Shooting Sports Outstanding Achievement Award**

#### **Air Pistol**

- Sporter Course: Shoot five shots each at eight TQ7 targets at a distance of 25 feet for a total of 40 shots. Shooters must score 240 out of a possible 400. (Venturers may use any .177 air pistol with a maximum retail value of \$75 and may use a one hand grip, two-hand grip, or a combination of both).

-OR-

- International Course: Shoot five shots each at eight bull's-eye B-40 targets at a distance of 33 feet for a total of 40 shots. Shooters must score 220 points of a possible 400. (Venturers may use any .177 air pistol. All targets must be fired in the standing position only using only one hand to support the pistol).

#### **Pistol**

- Shoot 10 shots at each of six targets (B-2) from the standing (off-hand) position in a maximum time of 10 min per target from a distance of 50 feet. Shooters must score 360 of a possible 600. (Venturers may use any .22-cal pistol/revolver and can use either the one- or two-hand grip or both). Total shots for pistol is 60 shots.

### **Sea Scouts Marksmanship Award**

#### **Pistol Basic Shooter**

- Using a .22-caliber revolver or semi-automatic, shooting from the benchrest position with two hands at 15 feet, and using 9-inch paper plates or paper disks, shoot 10 plates with five shots on each plate. All shots must be inside a half-inch margin from the edge of the plate. Plates do not have to be fired in succession or on same day.

#### **Pistol Intermediate Shooter**

- Using a .22-caliber revolver or semi-automatic, shooting from the standing position with two hands at 15 feet, and using 9-inch paper plates or paper disks, shoot 10 plates with 10 shots on each plate. All shots must be inside a 1½-inch margin from the edge of the plate. Plates do not have to be fired in succession or on same day.

#### **Pistol Advanced Shooter**

- Pistol Advanced Shooter: Using a .22-caliber revolver or semi-automatic, shoot from the standing position, using two hands with strong side and weak side stages. (Note: Strong side means the strong hand, usually the writing hand, grips the gun first and functions the trigger while the weak hand provides additional support. Weak side means the weak hand grips first and functions the trigger while the strong hand provides additional support.) Note that this is conducted in two stages. Both stages must be completed in the same session to qualify as one completed course of fire. Using an AP-2 target at 15 feet:
  - ~ Stage 1 Strong Side: Fire at five targets with 10 shots each in six minutes.
  - ~ Stage 2 Weak Side: Fire at five targets with 10 shots each in six minutes.
 (Total of 10 shots per target with a possible score per target of 100)
- Scoring requirements: Shoot 10 targets, five with a score of 46 or better and five with a score of 56 or better.

#### **Pistol Expert Shooter**

- Pistol Expert Shooter - Using a .22-caliber revolver or semi-automatic, shoot from the standing, ready position, using two hands with strong side and weak side stages. (Note: Strong side means the strong hand, usually the writing hand, grips the gun first and functions the trigger while the weak hand provides additional support. Weak side means the weak hand grips first and functions the trigger while the strong hand provides additional support. This is conducted in two stages. Both stages must be completed in the same session to qualify as one completed course of fire.) Using an AP-2 target at 15 feet:
  - ~ Stage 1 Strong Side—Five shots in 20 seconds
  - ~ Stage 2 Weak Side—Five shots in 20 seconds
 (Total of 10 shots per target with a possible score per target of 100).
- Scoring requirements: Shoot 10 targets, five with a score of 60 or better and five with a score of 65 or better. The 10 targets do not have to be fired in succession or on the same day.

## **APPENDIX J:**

# **PISTOL RANGE SAFETY BRIEF**

### **Purpose of the Pistol Shooting Event**

The shooting event and course of fire must be determined and communicated to the shooters before entering the range/ready area. Firing and shooting positions (benchrest, standing, and/or adaptive, etc.), target type(s), number of rounds to be fired, sequence of targets, any timing of shooting, etc. must be communicated to the shooters before they enter the range/ready area as well.

- Introduce yourself and explain the responsibilities of a Range Safety Officer (RSO) / NRA Pistol Instructor.
  - ~ Introduce additional range staff (as needed).
  - ~ Indicate any identifiable marking/clothing the Range Team is wearing.
- Review/verify eye dominance with shooters as necessary.

### **Rifle Range Layout and Limitations**

Conduct a range orientation and point out the following key areas:

- Spectator Area
- Ready Area
- Firing Line
- Target Line
- Backstop / Berm(s)
- Cleaning Area

Explain required safety gear for Pistol Shooting (eye /ear protection).

Explain / demonstrate the safe operation of, as well as the basic Pistol shooting fundamentals.

- Aiming
- Breath Control
- Hold Control
- Trigger Control
- Follow-through

Explain Ammunition Malfunctions.

- Misfire ~ The round failed to fire when the firing pin hit the primer/rim of case.
- Hang Fire ~ The priming compound does not ignite immediately, but may after a perceptible delay. Keep pistol pointed in a safe direction for at least a 30 second count, at which time the action may be opened and the misfired cartridge removed. Misfired cartridges should be placed in the range “Dud” bucket.
- Squib Load ~ The primer ignites, but there’s not enough gasses to typically force the round out of barrel. Pistol should be removed from the firing line until inspected, the blockage is cleared, and deemed fully operational.

### **Rifle Range Safety Rules**

Review the Three (3) Fundamental NRA Rules for ANY 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.

Additional Pistol Range Safety Rules:

- No one enters or leaves the range without explicit permission or while the range is hot.
- No running, horseplay, or excessive talking while on the range.
- Listen to and obey all commands from RSO / Instructor, when in doubt ask for clarification.

## TIDEWATER COUNCIL SHOOTING SPORTS MANUAL & STANDARD OPERATING PROCEDURES

- Shooters must remain in the Ready Area until instructed to move forward/sit at a given shooting position.
  - If you have any questions raise your non-shooting hand.
  - Know your target, what is beyond it, and shoot only at authorized targets.
    - ~ No targets depicting a human (or zombie), or a resembling silhouette may be used in any BSA Program
    - ~ Care must be taken to ensure posts and other fixtures are never shot, do not place targets on posts
    - ~ Reactive, metal, solid, and 3D targets may be used in conjunction with guidance provided in the BSA *Shooting Sports Manual*.
  - Revolver speed loaders (if avail for caliber/model handgun) and semi-auto magazines may be used.
    - ~ Magazines with a round capacity over 10 rounds are not authorized for BSA usage.
  - Anything that falls on the ground is to be left there, raise non-shooting hand and RSO / Instructor will provide further instruction as necessary. Likely object will be left there until the line is clear or range is cold.
  - The RSO or an assigned adult should count shooters as they enter/exit range and move forward/return from retrieving their targets.
- Hygiene Guidelines
- Remind range users of these guidelines prior to, during, and immediately after occupying the range.
  - No eating, drinking (other than in the instruction/waiting area), or smoking while on the range.
  - Wash hands and face with cold water after leaving the range or cleaning area and 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.

## APPENDIX J: PISTOL RANGE COMMANDS & EMERGENCY PROCEDURES

### Rifle Range Commands

Command: **CEASE FIRE**

- Purpose: to stop all shooting immediately in case of an emergent situation. 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.

Command: “Range is Hot”

- Purpose: To notify the shooters the range is ready for shooting to begin.
- Action: Shooters should don eye and ear protection if they are not already being worn.

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 the ready line to their assigned shooting position. Remind them as required: DO NOT TOUCH THE GUNS! Let them get comfortable, and ensure they are in the correct shooting position.

Command: “Ready on the Line/Is the Line Ready?”

- Purpose: To determine if all shooters along the line are ready.
- Action: Any shooter NOT ready should indicate their status to the RSO/Instructor audibly, or by raising their non-dominant shooting hand. Sufficient time will be allowed for the shooter to complete their preparation.

Command: Once the RSO has verified the line is ready they will state, “The Line is Ready”

- Action: Shooters simply await the next command.

Command: “Shooters, you may pick up your Pistols and **Load**.”

- Action: Shooters will pick up their Pistols, sight in on the target, make any final adjustments to their shooting station, and prepare to load Pistols with additional guidance from the Instructor (as necessary).

Command: “**Start** Firing!”

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

Command: “**Stop** Firing!”

- Purpose: To declare that the live fire period has ended.
- Action: Shooters will stop firing, bench their Pistols with muzzles pointed downrange, actions and/or cylinder open, mechanical safety engaged (if so equipped), and await further instruction.

Command: “Show Clear.”

- Purpose: All Pistols are unloaded (as necessary) and rendered safe.
- Action: Guns are laid down with the actions / cylinders open and facing up, empty chamber indicator (ECI) inserted (as applicable), and any extra/remaining ammo is removed from the shooting positions.

Command: “Range is clear.”

- Purpose: The RSO visibly & physically has verified that all Pistols are unloaded and rendered safe.
- Action: Guns remain laid down with the actions / cylinders open and facing up, empty chamber indicator (ECI) inserted (if applicable), ammo is removed from shooting positions, ALL hands remain off guns, and shooters remain in position until given further instructions.

Command: "Shooters may remove protective gear."

- Action: Shooters should remove their eye protection and place down at shooting station.  
~ *Adjust this command as needed...if shooter is using hearing protection due to other nearby active ranges and/or each shooter is to use same eye pro for remainder of the event, then adjust commands accordingly.*

Command: "Range is Cold" typically combined with "Shooters, you may stand and..."

- Purpose: Notifies shooters firing line is rendered safe and they may proceed downrange / back to ready line as directed by the RSO.
- Action: Ammo remains removed from shooting positions, and ALL hands remain off the guns.

Command: "Shooters, you may head downrange and retrieve/score your targets"

- Purpose: Shooters can safely go down range to collect and replace targets.
- Action: Everyone on firing line will yell, "SAFETY or CEASE FIRE" if they observe anything that would make the range unsafe to proceed in front of the firing line.

### **Emergency Procedures**

The Range Master / NRA Pistol Instructor must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc. Additionally, render appropriate first aid (treat or call for help decision).

- If necessary, yell "CEASE FIRE" and the RSO/Instructor shall secure the firing line.
- Direct someone to immediately render first aid if victim is conscious and agrees; if unconscious get permission from a leader; if no leader present proceed with first aid.
- Direct someone else to Call for Help.
  - ~ They shall take charge of and direct additional people to:
    - ♦ Clear immediate area and prepare for medical support arrival.
    - ♦ Direct medical help to the location.
- Direct someone else to start an Incident Report form
  - \**Note: pay particular attention to and document the time things occur.*
  - ~ They shall take charge of and direct additional people to:
    - ♦ Observe the scene to gather all details needed to fully fill out Incident Report form.
- Direct someone else to talk with people not involved and collect information of anything they saw prior to the incident. Do not release anyone until directed to do so, and do not speak to the press about any incident. As necessary, direct any inquiries to the Scout executive or their designee.
- For additional guidance, follow the Emergency Action Plan found in Appendix D of the TWC *Shooting Sports Manual & Range SOPs* if incident occurs on TWC property. Follow Private / Commercial Property's EAP if available. At a minimum, the policies and procedures outlined herein and contained in Appendix D should serve as your primary response and actions in an emergent situation.

## APPENDIX J: PISTOL RANGE INSPECTION CHECKLIST

Event Name: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

	Yes	No
Controlled Access / Fencing / Gates Closed	_____	_____
Range 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 / Clearly Established	_____	_____
Firing Points Numbered / Clean / Clearly Visible	_____	_____
Shooting Benches / Tables Inspected	_____	_____
Sandbags / Gun Rests on Hand	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available (Targets/Ammo/Eye Pro/Ear Pro/Cleaning Gear, etc.)	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled / Available and Accessible	_____	_____
Range Rules Clearly Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Rack(s) / Table(s) Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Bucket(s) Labeled and Available	_____	_____
Wash / Sanitization Area Identified	_____	_____
Lockable Storage Available	_____	_____
Lights Available (as necessary)	_____	_____

RANGE SAFETY OFFICER'S NAME	Ratio 1:6	
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	Signature
--	-----------

NRA PISTOL INSTRUCTOR'S NAME	Ratio 1:6/1:2	
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	Signature
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ADDITIONAL STAFF NAME	(as needed)	
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	Signature
--	-----------

Items Consumed or Missing when Gear is Returned:

_____
_____
_____

Comments:

_____
_____
_____

## APPENDIX K: RIFLE RANGE EQUIPMENT REQUEST FORM

<u>Pistol Make, Model, and Serial Number</u>	<b>Condition</b>	
	<u>Checked-Out</u>	<u>Checked-In</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Personal Protective Equipment**

Eye Protection

Ear Protection

_____	_____
_____	_____

**Other Equipment**

Targets

Cleaning Gear

Bench Rests

Ammo Blocks

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RANGE SAFETY OFFICER'S NAME	Ratio 1:6
-----------------------------	-----------

Signature

NRA PISTOL INSTRUCTOR'S NAME	Ratio 1:6/1:2
------------------------------	---------------

Signature

Items Consumed or Missing when Gear is Returned:

_____
_____
_____

Comments:

_____
_____
_____



## APPENDIX K:

# RIFLE RANGE OPERATING GUIDE

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules on the specific level of shooting and safely operating a Rifle Range (most Council /Unit events will operate at a level 2/3). Below are some additions and/or clarifications. Units are responsible for meeting the requirements for the level of shooting they are executing (refer to Five Levels of Shooting Activities in the BSA *Shooting Sports Manual*).

### Supervision

All Rifle shooting events require a minimum of a NCS Shooting Sports Director (SSD) on the range at all times (for long-term camps), or an NRA Certified Rifle Instructor and Range Safety Officer (RSO) for any short-term camp, or unit level activity. For all Rifle shooting activities, the SSD, NRA Instructor and the NRA RSO Instructor-to-Student ratio is 1:8. *Note: a SSD can suffice as RSO/Instructor for a short-term Council-led event only – but not at the unit level.*

- Additional Instructors/RSOs will be required to directly supervise any additional active shooting positions, in order to maintain the 1:8.
- Scouts BSA, Venturers, Sea Scouts, and Explorers can participate in Rifle Shooting activities at the unit level with properly trained and certified Instructors/RSOs at the ratio listed above.

### Assessment

All participants involved in the Rifle shooting event must have a current BSA Health form on file with appropriate leadership of the individual.

- The SSD/RSO will be required to inspect the Rifle Range before and after each event using a Rifle Range Inspection Checklist.
- The SSD/RSO is required to hold a Safety Brief prior to the start of each evolution.
- Any Rifle shooting event conducted at a non-BSA operated range is required to contact the TWC SSC to have a Council-appointed Chief Range Safety Officer (CRSO) inspect and certify the range for safe operation. This certification will be maintained by the Unit/TWC SSC, and will be reviewed every two years.

### Fitness and Skill

Rifles used for Scouts BSA will be single-action rimfire rifles that shoot .22 Caliber LR ammunition. Venturing, Sea Scouts and Explorer Scouts can shoot any caliber rim or centerfire rifles. Rifle shooting events may occur at official Council or District sanctioned events and/or the Unit level at BSA Accredited Camps, or at private/commercial ranges.

- Any participant may be removed from the Rifle Range if the SSD/RSO/Instructor, or other range staff observe any safety violations or the lack of participant's ability to safely operate the equipment in use.
- All participants must attend the Range Safety Brief.

### Equipment and Environment

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Director/SSC as applicable. The RSO will use the Rifle Range Inspection Checklist prior to operating the range and/or checking out PSR Rifles & Equipment.

- Range equipment and ammunition will be checked out by SSD/Ranger/SSC to the Instructor for the shooting event.
- Any personal Rifles are required to be approved by the SSC or Camp Ranger prior to bringing them onto TWC/ Pipsico Scout Reservation (PSR) property – see applicable TWC SSC SOP Appendix for required form.
- Rifles must have a trigger pull of at least three (3) pounds. Camp rifles will be tested and logged weekly, personal rifles will be tested upon inspection by SSD/RSO/Instructor directing shooting activity. Any rifle not meeting the minimum standard will be properly adjusted or removed from the line and properly secured.

**Scouts BSA Rifle Shooting Merit Badge Requirements**

Using a .22 caliber rimfire rifle and shooting from a benchrest or supported prone position at 50 feet, fire five groups (3x shots per group) that can be covered by a quarter. Using these targets, explain how to adjust sights to zero a rifle:

- A-32 targets: 9
- A-17 or TQ-1 targets: 7
- A-36 targets: 5

-OR-

Using a BB gun or pellet air rifle and shooting from a bench rest or supported prone position at 15 feet for BB guns or 33 feet for air rifles, fire five groups (three shots per group) that can be covered by a quarter.

Adjust sights to center the group on the target and fire five groups (five shots per group). According to the target used, each shot in the group must meet the following minimum score:

- BB rifle at 15 feet or 5 meters using TQ-5 targets: 8
- Pellet air rifle at 25 feet using TQ-5 targets: 8
- Pellet air rifle at 33 feet or 10 meters using AR-1 targets: 6

-OR-

Refer to the Rifle Shooting Merit Badge Book, or Appendix I for Alternate Qualification Course of Fire.

**Venturing Shooting Sports Outstanding Achievement Award****Air Rifle**

- Sporter Course: Shoot two shots at each bull (10 shots per target) from a distance of 33 feet using six AR5/5 targets. Of the 60 shots total, shoot 20 shots in each position ~ prone, standing (off-hand), and kneeling. Shooters must score 225 of a possible 600. (Venturers may use any stock, out-of-the-box .177 air rifle).

-OR-

- Precision Course: Shoot two shots at each bull (10 shots per target) from a distance of 33 feet. Of the 60 shots total, shoot 20 shots in each position 0 prone, standing (off-hand), and kneeling. Shooters must score 420 of a possible 600. (Venturers may use any .177 air rifle)

**Small Bore Rifle**

- Sporter Course: Using six A17 targets, shoot one shot at each record bull from a distance of 50 feet for a total of 60 shots. Of the 60 shots, shooters must shoot 20 shots in each position ~ prone, standing (off-hand), and kneeling. Shooters must score 225 of a possible 600. (may use any .22 rifle with a max retail value of \$235).

-OR-

- Precision Course: Using six A36 targets, shoot one shot at each record bull from a distance of 50 feet for a total of 60 shots. Of the 60 shots, shoot 20 shots in each position ~ prone, standing (off-hand), and kneeling. Shooters must score 420 of a possible 600. (Venturers may use any .22 rifle)

**Sea Scouts Marksmanship Award****Rifle Basic Shooter**

- Using a .22-caliber rimfire rifle, and shooting from the benchrest position at 50 feet, fire five groups (three shots per group) that can be covered by a quarter. Using these targets, explain how to adjust the sights to zero a rifle.

**Rifle Intermediate Shooter**

- Using a .22-caliber rimfire rifle and an A-17 or A-32 target, and shooting from the prone or benchrest position at 50 feet, fire 2x rounds of 20 shots in each round, scoring a minimum of 100 out of a possible 200 points in ea round.

**Rifle Advanced Shooter**

- Using a .22-caliber rimfire rifle and an A-17 or A-32 target, and shooting from the standing position at 50 feet, fire four rounds of 10 shots in each round, scoring a minimum of 40 out of a possible 100 points in each round.

**Rifle Expert Shooter**

- Using a .22-caliber rimfire rifle and an A-17 or A-32 target, and shooting from the standing position at 50 feet, fire six rounds of 10 shots in each round, scoring a minimum of 50 out of a possible 100 points in each round.

## APPENDIX K: RIFLE RANGE SAFETY BRIEF

### Purpose of the Rifle Shooting Event

The shooting event and course of fire must be determined and communicated to the shooters before entering the range/ready area. Firing and shooting positions (bench, prone, sitting, kneeling, standing, and/or adaptive, etc.), target type(s), number of rounds to be fired, sequence of targets, any timing of shooting, etc. must be communicated to the shooters before they enter the range/ready area as well.

- Introduce yourself and explain the responsibilities of a Range Safety Officer (RSO) / NRA Rifle Instructor.
  - ~ Introduce additional range staff (as needed).
  - ~ Indicate any identifiable marking/clothing the Range Team is wearing.
- Review/verify eye dominance with shooters as necessary.

### Rifle Range Layout and Limitations

Conduct a range orientation and point out the following key areas:

- Spectator Area
- Ready Area
- Firing Line
- Target Line
- Backstop / Berm(s)

Explain required safety gear for Rifle Shooting (eye /ear protection).

Explain / demonstrate the safe operation of, as well as the basic Rifle shooting fundamentals.

- Aiming
- Hold Control
- Breath Control
- Trigger Control
- Follow-through

Explain Ammunition Malfunctions.

- Misfire ~ The round failed to fire when the firing pin hit the primer/rim of case.
- Hang Fire ~ The priming compound does not ignite immediately, but may after a perceptible delay. Keep rifle pointed in a safe direction for at least a 30 second count, at which time the action may be opened and the misfired cartridge removed. Misfired cartridges should be placed in the range “Dud” bucket.
- Squib Load ~ The primer ignites, but there’s not enough gasses to typically force the round out of barrel. Rifle should be removed from the firing line until inspected, the blockage is cleared, and deemed fully operational.

### Rifle Range Safety Rules

Review the Three (3) Fundamental NRA Rules for ANY 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.

Additional Rifle Range Safety Rules:

- No one enters or leaves the range without explicit permission or while the range is hot.
- No running, horseplay, or excessive talking while on the range.
- Listen to and obey all commands from RSO / SSD / Instructor, when in doubt ask for clarification.
- Shooters must remain in the Ready Area until instructed to move forward/sit at a given shooting position.

## TIDEWATER COUNCIL SHOOTING SPORTS MANUAL & STANDARD OPERATING PROCEDURES

- If you have any questions raise your non-shooting hand.
- Know your target, what is beyond it, and shoot only at authorized targets.
  - ~ No targets depicting a human (or zombie), or a resembling silhouette may be used in any BSA Program
  - ~ Care must be taken to ensure posts and other fixtures are never shot, do not place targets on posts
  - ~ Reactive, metal, solid, and 3D targets may be used in conjunction with guidance provided in the BSA *Shooting Sports Manual*.
- Box and Straight Magazines may be used but will not be loaded with more than 5 rounds.
  - ~ Magazines with a round capacity over 10 rounds are not authorized for BSA usage.
- Anything that falls on the ground is to be left there, raise non-shooting hand and RSO / Instructor will provide further instruction as necessary. Likely object will be left there until the line is clear or range is cold.
- The RSO or an assigned adult should count shooters as they enter/exit range and move forward/return from retrieving their targets.

### Hygiene Guidelines

- Remind range users of these guidelines prior to, during, and immediately after occupying the range.
- No eating, drinking (other than in the instruction/waiting area), or smoking while on the range.
- Wash hands and face with cold water after leaving the range or cleaning area and 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.

## APPENDIX K: RIFLE RANGE COMMANDS & EMERGENCY PROCEDURES

### Rifle Range Commands

Command: **CEASE FIRE**

- Purpose: to stop all shooting immediately in case of an emergent situation. 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.

Command: “Range is Hot”

- Purpose: To notify the shooters the range is ready for shooting to begin.
- Action: Shooters should don eye and ear protection if they are not already being worn.

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 the ready line to their assigned shooting position. Remind them as required: DO NOT TOUCH THE GUNS! Let them get comfortable, and ensure they are in the correct shooting position.

Command: “Ready on the Line/Is the Line Ready?”

- Purpose: To determine if all shooters along the line are ready.
- Action: Any shooter NOT ready should indicate their status to the RSO/Instructor audibly, or by raising a hand. Sufficient time will be allowed for the shooter to complete their preparation.

Command: Once the RSO has verified the line is ready they will state, “The Line is Ready”

- Action: Shooters simply await the next command.

Command: “Shooters, you may pick up your Rifles and **Load**.”

- Action: Shooters will pick up their Rifles, sight in on the target, make any final adjustments to their shooting station, and prepare to load Rifles with additional guidance from the Instructor (as necessary).

Command: “**Start** Firing!”

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

Command: “**Stop** Firing!”

- Purpose: To declare that the live fire period has ended.
- Action: Shooters will stop firing, bench their Rifles with muzzles pointed downrange, actions and/or bolt open, mechanical safety engaged (if so equipped), and await further instruction.

Command: “Show Clear.”

- Purpose: All Rifles are unloaded (as necessary) and rendered safe.
- Action: Guns are laid down with the actions / bolts open and facing up, empty chamber indicator (ECI) inserted, and any extra/remaining ammo is removed from shooting positions.

Command: “Range is clear.”

- Purpose: The RSO visibly & physically has verified that all Rifles are unloaded and rendered safe.
- Action: Guns remain laid down with the actions / bolts open and facing up, empty chamber indicator (ECI) inserted (if possible), ammo is removed from shooting positions, ALL hands remain off guns, and shooters remain in position until given further instructions.

Command: "Shooters may remove protective gear."

- Action: Shooters should remove their eye protection and place down at shooting station.
  - ~ *Adjust this command as needed...if shooter is using hearing protection due to other nearby active ranges and/or each shooter is to use same eye pro for remainder of the event, then adjust commands accordingly.*

Command: "Range is Cold" typically combined with "Shooters, you may stand and..."

- Purpose: Notifies shooters firing line is rendered safe and they may proceed downrange / back to ready line as directed by the RSO.
- Action: Ammo remains removed from shooting positions, and ALL hands remain off the guns.

Command: "Shooters, you may head downrange and retrieve/score your targets"

- Purpose: Shooters can safely go down range to collect and replace targets.
- Action: Everyone on firing line will yell, "SAFETY or CEASE FIRE" if they observe anything that would make the range unsafe to proceed in front of the firing line.

### **Emergency Procedures**

The Range Master / NRA Rifle Instructor must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc. Additionally, render appropriate first aid (treat or call for help decision).

- If necessary, yell "CEASE FIRE" and the RSO/Instructor shall secure the firing line.
- Direct someone to immediately render first aid if victim is conscious and agrees; if unconscious get permission from a leader; if no leader present proceed with first aid.
- Direct someone else to Call for Help.
  - ~ They shall take charge of and direct additional people to:
    - ♦ Clear immediate area and prepare for medical support arrival.
    - ♦ Direct medical help to the location.
- Direct someone else to start an Incident Report form
  - \**Note: pay particular attention to and document the time things occur.*
  - ~ They shall take charge of and direct additional people to:
    - ♦ Observe the scene to gather all details needed to fully fill out Incident Report form.
- Direct someone else to talk with people not involved and collect information of anything they saw prior to the incident. Do not release anyone until directed to do so, and do not speak to the press about any incident. As necessary, direct any inquiries to the Scout executive or their designee.
- For additional guidance, follow the Emergency Action Plan found in Appendix D of the TWC *Shooting Sports Manual & Range SOPs* if incident occurs on TWC property. Follow Private / Commercial Property's EAP if available. At a minimum, the policies and procedures outlined herein and contained in Appendix D should serve as your primary response and actions in an emergent situation.

## APPENDIX K: RIFLE RANGE INSPECTION CHECKLIST

Event Name: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

	Yes	No
Controlled Access / Fencing / Gates Closed	_____	_____
Range 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 / Clearly Established	_____	_____
Firing Points Numbered / Clean / Clearly Visible	_____	_____
Shooting Benches / Tables / Mats Inspected	_____	_____
Sandbags / Gun Rests on Hand	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available (Targets/Ammo/Eye Pro/Ear Pro/Cleaning Gear, Range Rods, etc.)	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled / Available and Accessible	_____	_____
Range Rules Clearly Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Rack(s) Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Bucket(s) Labeled and Available	_____	_____
Wash / Sanitization Area Identified	_____	_____
Lockable Storage Available	_____	_____
Lights Available (as necessary)	_____	_____

RANGE SAFETY OFFICER'S NAME	Ratio 1:10	
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	Signature
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NRA RIFLE INSTRUCTOR'S NAME	Ratio 1:8	
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	Signature
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ADDITIONAL STAFF NAME	(as needed)	
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	Signature
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Items Consumed or Missing when Gear is Returned:


Comments:


## APPENDIX K: RIFLE RANGE EQUIPMENT REQUEST FORM

<u>Rifle Make, Model, and Serial Number</u>	<b>Condition</b>	
	<u>Checked-Out</u>	<u>Checked-In</u>
_____	_____	_____
_____	_____	_____
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**Personal Protective Equipment**

Eye Protection

Ear Protection

_____
_____

_____
_____

**Other Equipment**

Targets

Cleaning Gear

Range Rods

Bench Rests

Ammo Blocks

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RANGE SAFETY OFFICER'S NAME	Ratio 1:10
-----------------------------	------------

Signature

NRA RIFLE INSTRUCTOR'S NAME	Ratio 1:8
-----------------------------	-----------

Signature

Items Consumed or Missing when Gear is Returned:

_____
_____
_____

Comments:

_____
_____
_____



## APPENDIX L: SHOTGUN RANGE OPERATING GUIDE

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules on the specific level of shooting and safely operating a Shotgun Range (most Council/Unit events operate at a level 2/3). Below are some additions and/or clarifications. Units are responsible for meeting the requirements for the level of shooting they are executing (refer to Five Levels of Shooting Activities in the BSA *Shooting Sports Manual*).

### Supervision

All Shotgun shooting events require a minimum of a NCS Shooting Sports Director (SSD) on the range at all times, for long-term camps, or an NRA Certified Shotgun Instructor and Range Safety Officer (RSO) for any short-term camp, or unit level activity. The RSO is limited to a 1:6 ratio for BSA Scouts, Venturing, Sea Scouts, and Explorer Scouts, and the NRA Shotgun Instructor is limited to a 1:6 ratio for instructing and 1:1 ratio for loading/operating. *Note: a SSD can suffice as RSO/Instructor for a short-term Council-led event only – but not at the unit level.*

- Additional Instructors/RSOs will be required to directly supervise any additional active shooting positions, in order to maintain the 1:6/1:1 ratios required.
- Scouts BSA, Venturers, Sea Scouts, and Explorers can participate in Shotgun Shooting activities at the unit level with a properly trained and certified Instructors/RSOs at the ratios listed above.

### Assessment

All participants involved in the Shotgun shooting event must have a current BSA Health form on file with appropriate leadership of the individual.

- The SSD/RSO/Instructor will be required to inspect the Shotgun Range before and after each event using a Shotgun Range Inspection Checklist.
- The SSD/RSO is required to hold a Safety Brief prior to the start of each evolution.
- Any Shotgun shooting event conducted at a non-BSA operated range is required to contact the TWC SSC to have a Council-appointed Chief Range Safety Officer (CRSO) inspect and certify the range for safe operation. This certification will be maintained by the Unit/TWC SSC, and will be reviewed every two years.

### Fitness and Skill

Shotguns used for Scouts BSA, Venturing, Sea Scouts, or Explorer Scouts will be 12 or 20-Gauge pump or gas operated semi-auto (preferred) guns. Shotgun shooting events may occur at official Council or District sanctioned events and/or at the Unit level at BSA Accredited Camps, or at approved private properties/commercial ranges.

- Any age-appropriate youth may also participate with a signed parental waiver as part of an official recruiting event.
- Any participant may be removed from the Shotgun Range if the SSD/RSO/Instructor, or other range staff observe any safety violations or the lack of participant's ability to safely operate the equipment in use.
- All participants must attend the Range Safety Brief.

### Equipment and Environment

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Director/SSC as applicable. The RSO will use the Shotgun Range Inspection Checklist prior to operating the range and/or checking out PSR guns and equipment.

- Range equipment and ammunition will be checked out by SSD/Ranger/SSC to the Inst. for the shooting event.
- Any personal Shotguns are required to be approved by the SSC or Camp Ranger prior to bringing them onto TWC/ Pipsico Scout Reservation (PSR) property ~ see TWC SSC SOP, Appendix P for required form.
- Shotguns will be inspected weekly or before use, personal guns will be inspected by SSD/RSO/Instructor prior to shooting activity. Any shotgun not meeting the minimum standards, or deemed unsafe/questionable to operate will be properly adjusted or removed from the line and properly secured.

**Scouts BSA Shotgun Shooting Merit Badge Requirements**

Using a 12 or 20 Gauge Shotgun, with a shot size no greater than 7½, hit at least 12 (48 percent) out of 25 Targets in two (2) 25-target groups (shooters must shoot in 25 round groups). The two groups need not be shot in consecutive order and can be shot on separate days/events. A minimum of 50 shots must be fired.

-OR-

Refer to the Rifle Shooting Merit Badge Book and/or the Muzzleloader Range SOP (Appendix (I) for Alternate Qualification Course of Fire.

**Venturing Shooting Sports Outstanding Achievement Award**

Combination

- Break 25 clay birds of a possible 50 on a skeet course and 25 clay birds of a possible 50 on a trap course.

-OR-

Singe Disciplines

- Break 50 clay birds of a possible 100 on a skeet course.

-OR-

- Break 50 clay birds of a possible 100 on a trap course.

**Sea Scouts Marksmanship Award**

Shotgun Basic Shooter

- Using a 20- or 12-gauge shotgun, hit 11 or more out of 25 targets in one 25-target group.

Shotgun Intermediate Shooter

- Using a 20- or 12-gauge shotgun on a trap or skeet course, hit 11 or more out of 25 targets two times.

Shotgun Advanced Shooter

- Using a 20- or 12-gauge shotgun on a trap or skeet course, hit 13 or more out of 25 targets four times.

Shotgun Expert Shooter

- Using a 20- or 12-gauge shotgun on a trap or skeet course, hit 15 or more out of 25 targets six times.

## APPENDIX L: SHOTGUN RANGE SAFETY BRIEF

### Purpose of the Shotgun Shooting Event

The shooting event (e.g., Shotgun Shooting Merit Badge, Venturing Ranger Award, Sea Scouts Shooting Sports Medal, open shoot, etc.); and course of fire (slow, single straight away, incoming, trap, skeet, 5-Stand, wobblers, etc.) must be determined and communicated to the shooters before entering the range/ready area. Firing and shooting positions, target types (mainly clays), number of rounds to be fired, etc. must be communicated to the shooters before they enter the range/ready area as well.

- Introduce yourself and explain the responsibilities of a Range Safety Officer (RSO) / NRA Shotgun Instructor.
  - ~ Introduce additional range staff (as needed).
  - ~ Indicate any identifiable marking/clothing the Range Team is wearing.
- Review/verify eye dominance with shooters as necessary.

### Shotgun Range Layout and Limitations

Conduct a range orientation and point out the following key areas:

- Spectator Area
- Ready Area
- Firing Line
- Target Area
- Backstop / Berm(s)

Explain required safety gear for Shotgun Shooting (eye /ear protection).

Explain / demonstrate the safe operation of, as well as the basic Shotgun shooting fundamentals.

- Stance
- Hold Point
- Mount
- See the Target
- Swing
- Pull the Trigger
- Follow-through
- Focus on the Target

Explain Ammunition Malfunctions.

- Misfire ~ The round failed to fire when the firing pin hit the primer.
- Hang Fire ~ The priming compound does not ignite immediately, but may after a perceptible delay. Keep rifle pointed in a safe direction for at least a 30 second count, at which time the action may be opened and the misfired cartridge removed. Misfired cartridges should be placed in the range “Dud” bucket.
- Squib Load ~ The primer ignites, but there’s not enough gasses to typically force the round out of barrel. Rifle should be removed from the firing line until inspected, the blockage is cleared, and deemed fully operational.

### Shotgun Range Safety Rules

Review the Three (3) Fundamental NRA Rules for ANY 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.

## TIDEWATER COUNCIL SHOOTING SPORTS MANUAL & STANDARD OPERATING PROCEDURES

### Additional Shotgun Range Safety Rules:

- No one enters or leaves the range without explicit permission or while the range is hot.
- No running, horseplay, or excessive talking while on the range.
- Listen to and obey all commands from RSO / SSD / Instructor, when in doubt ask for clarification.
- Shooters must remain in the Ready Area until instructed to move forward to a given shooting position.
- If you have any questions raise your non-shooting hand.
- Know your target, what is beyond it, and shoot only at authorized targets.
- Anything that falls on the ground is to be left there, raise non-shooting hand and RSO / Inst. will provide further instruction as necessary. Likely object will be left there until the firing line is clear or range is cold.
- 12 & 20 Gauge Shotguns should only be used on the Shotgun Range, with a shot-size no larger than 7½, some shooting situations may find a shot size of 8 or 9, especially with younger/smaller Scouts to be more beneficial and increase the likelihood of hits on target (places more shot/pellets in same target area).
- Additionally, shots should contain no more than 1⅛ oz. of shot, and should have a max velocity of 1300 FPS.
- Reloaded ammunition is not permitted at the Council/Unit level in any BSA programs.

### Hygiene Guidelines

- Remind range users of these guidelines prior to, during, and immediately after occupying the range.
- No eating, drinking (other than in the instruction/waiting area), or smoking while on the range.
- Wash hands and face with cold water after leaving the range or cleaning area and 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.

## APPENDIX L:

# SHOTGUN RANGE COMMANDS & EMERGENCY PROCEDURES

### Shotgun Range Commands

Command: **CEASE FIRE**

- Purpose: to stop all shooting immediately in case of an emergent situation. 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, engage the mechanical safety, and wait for further instructions.

Command: “Range is Hot”

- Purpose: To notify the shooters the range is ready for shooting to begin, and to put eye and ear protection on.

Command: “First Shooter, Next Shooter (call by name), move forward/take your position on the firing line.”

- Purpose: To get shooters (remember 1:1 ratio, so one at a time) into position to prepare to begin shooting.
- Action: Shooter will move from the ready line to gun rack and meet the instructor, together they will select their firearm and move to the assigned shooting position with the muzzle pointed up. Shooter will get comfortable, and instructor will ensure they are in the correct shooting position and place the shotgun in their shoulder.

Command: “Shooter Ready?”

- Purpose: To determine if shooter is ready to begin shooting.
- Action: Any shooter NOT ready should indicate their status to the RSO/Instructor audibly, or by raising their hand. Sufficient time will be allowed for the shooter to complete their preparation.

Command: “You may **Load**.”

- Action: There are multiple ways to accomplish the required 1:1 Instructor-to-Student ratio while loading:
  - ~ NRA Instructor can load shell for the shooter
  - ~ NRA Instructor can hand the shell to the shooter to load their own gun  
*\*Preferred method as Scouts get older / more comfortable handling shotgun*
  - ~ **There is no BSA policy that requires the Instructor to load the shotgun**; however, if at any time the shooter becomes unsafe trying to handle the gun and load the round, the Instructor will take charge of the situation and load the remaining shells for the shooter. RSO will deal with any flagrant violations.

Command: “**Pull!**”

- Purpose: Shooter informs the Trapper that they are ready for them to release the “Bird.”
- Action: Trapper will launch the clay pigeon via whatever means is avail on the range (manual, electronic, etc.).  
 \*\*\*This command will be repeated by the shooter until they have finished their round of shooting.\*\*\*

Command: “**Stop** Firing!”

- Purpose: To declare that the live fire period has ended.
- Action: The Instructor will assist current shooter to gun rack to safely stow shotgun. The next shooter will wait for CSI instruction and to assist them to the firing line with shotgun pointed up. At the firing line shooter will lower shotgun muzzle and keep it pointed down range; then adjust body position for a comfortable stance.

Command: “Range is Clear/Cold, shooters may remove protective equipment & exit the range.”

- Purpose: The RSO verifies that all Shotguns are unloaded and rendered safe.
- Action: Guns remain laid in rack, empty chamber indicator (ECI) inserted (if possible), ammo is removed from shooting positions, ALL hands remain off guns and ammo.
- Action: Shooters should remove their eye protection and place down at shooting station.
  - ~ *Adjust this command as needed...if shooter is using hearing protection due to other nearby active ranges and/or each shooter is to use same eye pro for remainder of the event, then adjust commands accordingly.*

**Emergency Procedures**

The RSO / NRA Shotgun Instructor must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, and/or help direct emergency responders to the location, take names of witnesses, etc. Additionally, render appropriate first aid (treat or call for help decision).

- If necessary, yell “CEASE FIRE” and the RSO/Instructor shall secure the firing line.
- Direct someone to immediately render first aid if victim is conscious and agrees; if unconscious get permission from a leader; if no leader present proceed with first aid.
- Direct someone else to Call for Help.
  - ~ They shall take charge of and direct additional people to:
    - ♦ Clear immediate area and prepare for medical support arrival.
    - ♦ Direct medical help to the location.
- Direct someone else to start an Incident Report form
  - \*Note: pay particular attention to and document the time things occur.*
  - ~ They shall take charge of and direct additional people to:
    - ♦ Observe the scene to gather all details needed to fully fill out Incident Report form.
- Direct someone else to talk with people not involved and collect information of anything they saw prior to the incident. Do not release anyone until directed to do so, and do not speak to the press about any incident. As necessary, direct any inquiries to the Scout executive or their designee.
- For additional guidance, follow the Emergency Action Plan found in Appendix D of the TWC *Shooting Sports Manual & Range SOPs* if incident occurs on TWC property. Follow Private / Commercial Property’s EAP if available. At a minimum, the policies and procedures outlined herein and contained in Appendix D should serve as your primary response and actions in an emergent situation.

## APPENDIX L: SHOTGUN RANGE INSPECTION CHECKLIST

Event Name: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

	Yes	No
Controlled Access / Fencing / Gates Closed	_____	_____
Range Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop / Impact Area Inspected	_____	_____
Thrower Tested & in Good Working Order	_____	_____
Primary & Extra 12 Volt Batteries Charged and Ready	_____	_____
Thrower Loaded and Spare Clays On-hand	_____	_____
Firing Area Marked / Clearly Established	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
RSO Area Established	_____	_____
Supplies Available (Batteries/Ammo/Eye Pro/Ear Pro/Cleaning Gear, Safeties, etc.)	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled / Available and Accessible	_____	_____
Range Rules Clearly Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Rack(s) Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull/Dud Bucket(s) Labeled and Available	_____	_____
Wash / Sanitization Area Identified	_____	_____
Lockable Storage Available	_____	_____
Lights Available (as necessary)	_____	_____

 \_\_\_\_\_  
 RANGE SAFETY OFFICER'S NAME                      Ratio 1:6

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 NRA SHOTGUN INSTRUCTOR'S NAME              Ratio 1:6/1:1

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 ADDITIONAL STAFF NAME                      (as needed)

 \_\_\_\_\_  
 Signature

Items Consumed or Missing when Gear is Returned:

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments:

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPENDIX L: SHOTGUN RANGE EQUIPMENT REQUEST FORM

<u>Shotgun Make, Model, and Serial Number</u>	<b>Condition</b>	
	<u>Checked-Out</u>	<u>Checked-In</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Personal Protective Equipment**

Eye Protection

Ear Protection

_____
_____

_____
_____

**Other Equipment**

Clays

Cleaning Gear

Empty Chamber Indicators (ECIs)

Gun Rack

Ammo Pouches

_____
_____
_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____
_____

\_\_\_\_\_  
RANGE SAFETY OFFICER'S NAME

Ratio 1:6

\_\_\_\_\_  
Signature\_\_\_\_\_  
NRA RIFLE INSTRUCTOR'S NAME

Ratio 1:6

\_\_\_\_\_  
Signature

Items Consumed or Missing when Gear is Returned:

_____
_____
_____

Comments:

_____
_____
_____



## **APPENDIX M:**

# **SLINGSHOT & WRIST ROCKET RANGE OPERATING GUIDE**

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules on the specific level of shooting and safely operating a Slingshot and/or Wrist Rocket. Below are some additions and/or clarifications. Units are responsible for meeting the requirements for the level of shooting that they are executing (refer to the Five Levels of Shooting Activities in the BSA *Shooting Sports Manual*).

### **Supervision**

All Slingshot & Wrist Rocket shooting events require a minimum of a BSA BB Gun Rangemaster (RM) on the range at all times. The RM is limited to a 1:4 ratio for BSA Scouts, Venturers, Sea Scouts, and Explorers. The RM is limited to a 1:1 ratio for Cub Scouts.

- Additional Instructors/RSOs will be required to directly supervise any additional active shooting positions, in order to maintain the 1:4 ratio required.
- Cub Scouts may only participate in Slingshot & Wrist Rockets at official Council or District sanctioned events.
- Scouts BSA, Venturers, Sea Scouts, and Explorers can participate in slingshot/ wrist rocket activities at the unit level with properly trained and certified Instructors.

### **Assessment**

All participants involved in the Slingshot/Wrist Rocket event must have a current BSA Health form on file with appropriate leadership of the individual.

- The RM/Instructor/RSO will be required to inspect the Slingshot/Wrist Rocket Range before and after each event using a Rifle Range Inspection Checklist.
- The RM/Instructor/RSO is required to hold a Safety Brief prior to the start of each evolution.
- Any Slingshot/Wrist Rocket shooting event conducted at a non-BSA operated range is required to contact the TWC SSC to have a Council-appointed Chief Range Safety Officer (CRSO) inspect and certify the range for safe operation. This certification will be maintained by the Unit/TWC SSC, and will be reviewed every two years.

### **Fitness and Skill**

Slingshot/Wrist Rocket shooting is open to all levels of Scouting; however, just to reiterate, Cub Scouts may only participate in Slingshot & Wrist Rockets at official Council or District sanctioned events. For all others, events can occur at Council/District/Unit level while at BSA Accredited Camps, or at private/commercial ranges.

- Any participant may be removed from the Slingshot/Wrist Rocket Range if the SSD/RSO/Instructor, or other range staff observe any safety violations or the lack of participant's ability to safely operate the equipment in use.
- All participants must attend the Range Safety Brief.

### **Equipment and Environment**

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Director. The RM will use the Slingshot/Wrist Rocket Inspection Checklist prior to operating the range and/or checking out PSR Slingshots/Wrist Rockets.

- Range equipment and ammunition will be checked out by SSD/Ranger/SSC to the Instructor for the shooting event.
- Any personal Slingshots or Wrist Rockets are required to be approved by the TWC SSC prior to bringing them onto TWC/ Pipsico Scout Reservation (PSR) property.

## **APPENDIX M:**

# **SLINGSHOT/WRIST ROCKET RANGE SAFETY BRIEF**

### **Purpose of the Slingshot/Wrist Rocket Shooting Event**

The shooting event and course of fire must be determined and communicated to the shooters before entering the range/ready area. All safety guidelines enforced in Archery and BB/Pellet Gun Shooting apply to Slingshots & Wrist Rockets. This equipment can only be used on a range, such as an approved Archery or BB Gun Range.

- Introduce yourself and explain the responsibilities of a BSA Rangemaster (RM) / NRA Rifle Instructor.
  - ~ Introduce additional range staff (as needed).
  - ~ Indicate any identifiable marking/clothing the Range Team is wearing.
- Review/verify eye dominance with shooters as necessary.

### **Slingshot/Wrist Rocket Range Layout and Limitations**

Conduct a range orientation and point out the following key areas:

- Spectator Area
- Ready Area
- Firing Line
- Backstop / Berm(s)

Explain required safety gear for Slingshot/Wrist Rocket Shooting (eye protection).

Explain / demonstrate the safe operation of, as well as the basic Slingshot/Wrist Rocket shooting fundamentals.

- Stance
- Loading Sling
- Draw
- Aiming
- Release

### **Slingshot/Wrist Rocket Range Safety Rules**

Slingshots and Wrist Rockets will only be used on a designated range. A Rangemaster with current Cub Scout Shooting Sport Certification or greater must supervise the range. Protective eyewear must be worn by all persons on the range.

- Given the propensity for wildlife to use the ranges, Scouts and Leaders should apply “Leave No Trace” principles in selecting “ammunition” such as dog food, biodegradable paintballs, etc.

Additional Slingshot/Wrist Rocket Range Safety Rules:

- No one enters or leaves the range without explicit permission or while the range is hot.
- No running, horseplay, or excessive talking while on the range.
- Listen to and obey all commands from RM / Instructor, when in doubt ask for clarification.
- Shooters must remain in the Ready Area until instructed to move forward to a given shooting position.
- Know your target, what is beyond it, and shoot only at authorized targets.
- Anything that falls on the ground is to be left there, raise non-shooting hand and RSO / Inst. will provide further instruction as necessary. Likely object will be left there until the line is clear or range is cold.

Hygiene Guidelines

- Remind range users of these guidelines prior to, during, and immediately after occupying the range.
- No eating, drinking (other than in the instruction/waiting area), or smoking while on the range.
- Wash hands and face with cold water after leaving the range or cleaning area and before eating or drinking.

## APPENDIX M:

# SLINGSHOT/WRIST ROCKET COMMANDS & EMERGENCY PROCEDURES

### Slingshot/Wrist Rocket Range Commands

Command: **CEASE FIRE**

- Purpose: to stop all shooting immediately in case of an emergent situation. Anyone seeing a hazardous condition may call a cease fire.
- Action: Shooters immediately stop shooting, relax the sling (if in the process of aiming/shooting), place hands to their sides and wait for further instructions.

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 the ready area to their assigned shooting position.

Command: “Ensure Eye Protection is on”

- Action: Shooters should already be wearing eye pro if they are at the ready line; more of a reminder/verification.

Command: “Ready on the Line/Is the Line Ready?”

- Purpose: To determine if all shooters along the line are ready.
- Action: Any shooter NOT ready should indicate their status to the RM/Instructor audibly, or by raising a hand. Sufficient time will be allowed for the shooter to complete their preparation.

Command: “**Start** Firing!”

- Purpose: To declare that the range is formally open for live fire.
- Action: Shooters may pick up their Slingshot/Wrist Rocket, Load, and Start Firing.

Command: “**Stop** Firing!”

- Purpose: To declare that the live fire period has ended.
- Action: Shooters will stop firing, bench their Slingshots/Wrist Rockets, and await further instruction.

Command: “Shooters may remove protective gear.”

- Action: Shooters should remove their eye protection and place down at shooting station.  
     ~ *Adjust this command as needed...if shooter is using hearing protection due to other nearby active ranges and/or each shooter is to use same eye pro for remainder of the event, then adjust commands accordingly.*

Command: “Shooters, you may leave the range”

- Action: Shooters can safely leave the range.

### Emergency Procedures

The Range Master / NRA Rifle Instructor must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc. Additionally, render appropriate first aid (treat or call for help decision).

- If necessary, yell “CEASE FIRE” and the RM/Instructor shall secure the firing line.
- Direct someone to immediately render first aid if victim is conscious and agrees; if unconscious get permission from a leader; if no leader present proceed with first aid.
- Direct someone else to Call for Help.
  - ~ They shall take charge of and direct additional people to:
    - ♦ Clear immediate area and prepare for medical support arrival.
    - ♦ Direct medical help to the location.

## TIDEWATER COUNCIL SHOOTING SPORTS MANUAL & STANDARD OPERATING PROCEDURES

- Direct someone else to start an Incident Report form
  - \*Note: pay particular attention to and document the time things occur.*
  - ~ They shall take charge of and direct additional people to:
    - ♦ Observe the scene to gather all details needed to fully fill out Incident Report form.
- Direct someone else to talk with people not involved and collect information of anything they saw prior to the incident. Do not release anyone until directed to do so, and do not speak to the press about any incident. As necessary, direct any inquiries to the Scout executive or their designee.
- For additional guidance, follow the Emergency Action Plan found in Appendix D of the *TWC Shooting Sports Manual & Range SOPs* if incident occurs on TWC property. Follow Private / Commercial Property's EAP if available. At a minimum, the policies and procedures outlined herein and contained in Appendix D should serve as your primary response and actions in an emergent situation.



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## **APPENDIX N:**

# **TOMAHAWK / THROWING SPORTS RANGE OPERATING GUIDE**

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules on the specific level of shooting and safely operating a Tomahawk/Throwing Sports Range. Below are some additions and/or clarifications. Units are responsible for meeting the requirements for the level of shooting that they are executing (refer to the Five Levels of Shooting Activities in the BSA *Shooting Sports Manual*).

### **Supervision**

All Tomahawk/Knife Throwing events requires a responsible adult, 18+ familiar with the use of tomahawks/knife throwing. For the sake of simplicity and standardization used throughout this SOP, this individual will be referred to as the Range Officer (RO). The (RO) must be on the range at all times, and will be approved by the TWC SSC. The RO is limited to a 1:4 ratio for BSA Scouts, Venturers, Sea Scouts, and Explorers.

- Additional ROs will be required to directly supervise any additional active shooting positions, to maintain the 1:4 ratio required by BSA standards.
- Cub Scouts may NOT participate in Tomahawk or Knife Throwing activities.

### **Assessment**

All participants involved in the Tomahawk/Knife Throwing event must have a current BSA Health form on file with appropriate leadership of the individual.

- The RO will be required to inspect the Tomahawk/Knife Throwing Range before and after each event using a Tomahawk/Knife Throwing Range Inspection Checklist.
- The RO is required to hold a Safety Brief prior to the start of each throwing evolution.
- Any Tomahawk/Knife Throwing event conducted at a non-BSA operated range is required to contact the TWC SSC to have a Council-appointed Chief Range Safety Officer (CRSO) inspect and certify the range for safe operation. This certification will be maintained by the Unit/TWC SSC, and will be reviewed every two years.

### **Fitness and Skill**

Tomahawk/Knife Throwing is open only to Scouts BSA, Venturers, Sea Scouts, and Explorers at Council/District/Unit levels while at BSA Accredited Camps, or at private/commercial ranges.

- Any participant may be removed from the Tomahawk/Knife Throwing range if the RO, or other range staff observe any safety violations or the lack of participant's ability to safely operate the equipment in use.
- All participants must attend the Range Safety Brief.

### **Equipment and Environment**

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Director. The RO will use the Tomahawk/Knife Throwing Inspection Checklist prior to operating the range and/or checking out PSR Tomahawks/Knives.

- Range equipment and ammunition will be checked out by SSD/Ranger/SSC to the RO for the shooting event.
- Due to numerous safety intricacies, personal Tomahawks/Throwing Knives are not permitted on TWC/ Pipsico Scout Reservation (PSR) property.

## **APPENDIX N:**

# **TOMAHAWK / THROWING SPORTS SAFETY BRIEF**

### **Purpose of the Tomahawk/Knife Throwing Shooting Event**

The shooting event and course of fire must be determined and communicated to the shooters before entering the range/ready area. All safety guidelines enforced in Archery and BB/Pellet Gun Shooting apply to Tomahawk/Knife Throwing. This equipment can only be used on a range, such as an approved Archery or BB Gun Range.

- Introduce yourself and explain the responsibilities of a Range Officer (RO).
  - ~ Introduce additional range staff (as needed).
  - ~ Indicate any identifiable marking/clothing the Range Team is wearing.

### **Tomahawk/Knife Throwing Range Layout and Limitations**

Conduct a range orientation and point out the following key areas:

- Spectator Area
- Ready Area
- Firing Line
- Backstop / Berm(s)

Explain required safety gear for Tomahawk/Knife Throwing (eye protection).

Explain / demonstrate the safe operation of, as well as the basic Tomahawk/Knife Throwing fundamentals.

- Stance
- Throwing Techniques
- Follow-Through

### **Tomahawk/Knife Throwing Range Safety Rules**

Tomahawk/Knife Throwing will only be used on a designated range. A Range Officer, responsible adult 18 or older, with familiarity of Tomahawks/Knife Throwing must supervise the range. Protective eyewear must be worn by all persons while on the range.

Additional Tomahawk/Throwing Knife Safety Rules:

- No one enters or leaves the range without explicit permission or while the range is hot.
- No running, horseplay, or excessive talking while on the range.
- Listen to and obey all commands from RO / Instructor, when in doubt ask for clarification.
- Shooters must remain in the Ready Area until instructed to move forward to a given shooting position.
- Know your target, what is beyond it, and shoot only at authorized targets.

Hygiene Guidelines

- Remind range users of these guidelines prior to, during, and immediately after occupying the range.
- No eating, drinking (other than in the instruction/waiting area), or smoking while on the range.
- Wash hands and face with cold water after leaving the range or cleaning area and before eating or drinking.



## APPENDIX N: TOMAHAWK / THROWING SPORTS COMMANDS & EMERGENCY PROCEDURES

### Tomahawk/Knife Throwing Range Commands

Command: **CEASE FIRE**

- Purpose: to stop all shooting immediately in case of an emergent situation. Anyone seeing a hazardous condition may call a cease fire.
- Action: Participants immediately stop throwing, lay tomahawk or knife on table or ground and wait for further instructions (before anyone goes down range, all participants will retreat behind the ready line).

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

- Purpose: To get shooters into position to prepare to begin throwing tomahawks/throwing knives.
- Action: Participants will move from the ready area to their assigned position and put on their eye protection.

Command: “Ensure Eye Protection is on”

- Action: Shooters should already be wearing eye pro if they are at the ready line; more of a reminder/verification.

Command: “Ready on the Line/Is the Line Ready?”

- Purpose: To determine if all shooters along the line are ready.
- Action: All participants may pick up their tomahawks/knives. Any participant who is NOT ready should indicate their status to the RO.

Command: “**Start** Throwing!”

- Purpose: To declare that the range is formally open for live fire.
- Action: Shooters may pick up their tomahawks/knives if they haven’t already done so and start throwing.

Command: “**Stop** Throwing!”

- Purpose: To declare that the live fire period has ended.
- Action: Shooters will stop throwing, bench/ground their tomahawks/knives, and await further instruction.

Command: “Shooters may remove protective gear.”

- Action: Shooters should remove their eye protection and place down at shooting station.  
~ *Adjust this command as needed...if shooter is using hearing protection due to other nearby active ranges and/or each shooter is to use same eye pro for remainder of the event, then adjust commands accordingly.*

Command: “Shooters, you may leave/exit the range”

- Action: Shooters can safely leave/exit the range.

### Emergency Procedures

The Range Officer / Instructor must take charge of the situation and assess if accident is a major or minor situation. As per the Safety Brief, designated helpers will be directed to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc. Additionally, render appropriate first aid (treat or call for help decision).

- If necessary, yell “CEASE FIRE” and the RO/Instructor shall secure the firing line.
- Direct someone to immediately render first aid if victim is conscious and agrees; if unconscious get permission from a leader; if no leader present proceed with first aid.
- Direct someone else to Call for Help.  
~ They shall take charge of and direct additional people to:
  - ♦ Clear immediate area and prepare for medical support arrival.
  - ♦ Direct medical help to the location.

## TIDEWATER COUNCIL SHOOTING SPORTS MANUAL & STANDARD OPERATING PROCEDURES

- Direct someone else to start an Incident Report form
  - \*Note: pay particular attention to and document the time things occur.*
  - ~ They shall take charge of and direct additional people to:
    - ♦ Observe the scene to gather all details needed to fully fill out Incident Report form.
- Direct someone else to talk with people not involved and collect information of anything they saw prior to the incident. Do not release anyone until directed to do so, and do not speak to the press about any incident. As necessary, direct any inquiries to the Scout executive or their designee.
- For additional guidance, follow the Emergency Action Plan found in Appendix D of the *TWC Shooting Sports Manual & Range SOPs* if incident occurs on TWC property. Follow Private / Commercial Property's EAP if available. At a minimum, the policies and procedures outlined herein and contained in Appendix D should serve as your primary response and actions in an emergent situation.

## • APPENDIX N:

# • TOMAHAWK / THROWING SPORTS RANGE OPERATING GUIDE

Event Name: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

	Yes	No
Controlled Access / Fencing / Gates Closed	_____	_____
Range Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop / Impact Area Inspected	_____	_____
Targets / Mounts in Good Repair	_____	_____
Throwing Line Marked / Clearly Established	_____	_____
Throwing Points Numbered / Clearly Visible	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
Supplies Available (Tomahawks/Knives/Eye Pro/Spare Handles, etc.)	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled / Available and Accessible	_____	_____
Range Rules Clearly Posted	_____	_____
Bulletin Board Hung	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash / Sanitization Area Identified	_____	_____
Lockable Storage Available	_____	_____
Lights Available (as necessary)	_____	_____

TOMAHAWK RANGE OFFICER'S NAME Ratio 1:4

Signature

ADDITIONAL STAFF NAME (as needed)

Signature

Items Consumed or Missing when Gear is Returned:

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Comments:

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## APPENDIX M: SLINGSHOT/WRIST ROCKET EQUIPMENT REQUEST FORM

<u>Tomahawks/ Throwing Knives</u>	Condition	
	<u>Checked-Out</u>	<u>Checked-In</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Personal Protective Equipment**

Eye Protection

_____	_____
-------	-------

**Other Equipment**

Targets

Repair Parts

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOMAHAWK RANGE OFFICER'S NAME	Ratio 1:4
-------------------------------	-----------

Signature
-----------

ADDITIONAL STAFF NAME	(as needed)
-----------------------	-------------

Signature
-----------

Items Consumed or Missing when Gear is Returned:

_____
_____
_____
_____

Comments:

_____
_____
_____
_____

## **APPENDIX O:**

# **WATER BOTTLE ROCKET RANGE OPERATING GUIDE**

See the Boy Scouts of America *Shooting Sports Manual* and *Guide to Safe Scouting* for the rules and requirements on shooting and safely operating a Water Bottle Rocket Launcher & Range. Below are some additions and/or clarifications.

### **Supervision**

All Water Bottle Rocket shooting events require a minimum of a BSA Rangemaster (RM) aged 18 or older on the range at all times.

- Cub Scouts may participate in Water Bottle Rockets (WBR) activities at the unit level with properly trained and certified Rangemasters.
- Scouts BSA, Venturers, Sea Scouts, and Explorers can participate in WBR Shooting activities at the unit level with properly trained and certified Instructors.

### **Assessment**

All participants involved in the Water Bottle Rocket event must have a current BSA Health form on file with appropriate leadership of the individual.

- The RM/Instructor/RSO will be required to inspect the Water Bottle Rocket Range before and after each event.
- The RM/Instructor/RSO is required to hold a Safety Brief prior to the start of each evolution.

### **Fitness and Skill**

Water Bottle Rocket shooting is open to all levels of Scouting; however, it is important to note these seemingly harmless water bottles are pressurized rockets that can fly up to 100 mph. Unfortunately, if used improperly or carelessly, they have been known to burst, strike spectators, and/or launch straight into the face of a participant..

- Any participant may be removed from the WBR Range if the RM/SSD/RSO/Instructor, or other range staff observe any safety violations or the lack of participant's ability to safely operate the equipment in use.
- All participants must attend the Range Safety Brief.

### **Equipment and Environment**

All equipment and ranges will be inspected daily prior to their use. Any equipment deemed unsafe should be immediately taken out of service and reported to the Camp Ranger/Event Director.

- Range equipment and physical perimeter of the range will be checked out by RM/SSD/SSC prior to the shooting event. Vertical obstructions and potential for drift need to be considered as well.
- A safety zone must be established and clearly marked ~ a radius of 25feet should be sufficient with the launcher placed in the center.
- Launchers must be staked down prior to operation.
- Only one (1) participant/adult is to be near the launcher to pump air, while everyone else remains outside the 25foot radius. Note: once the launcher is pressurized, the release mechanism should be operated outside the safety radius – or a minimum of 15feet away from the launcher.
- Do not exceed 50 pounds per square inch (PSI) of air pressure.
- Do not use any commercially available pressurized gasses.
- Safety Glasses must be worn by person pressurizing and launching Water Bottle Rockets.
- Use only manual pumps/no other air tank devices or air compressors are authorized!!
- 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 reported to the Council Shooting Sports Chair immediately, so they can be involved in assessing and correcting the situation.

## APPENDIX P:

# PERSONAL EQUIPMENT REQUEST & CHECKLIST

The BSA policy in the *Guide to Safe Scouting* in both the shooting sports section and the unauthorized activity listing (see p.39 for full listing) states, "Except for law enforcement officers required to carry firearms within their jurisdictions, firearms shall not be brought on camping, hiking, backpacking, or other Scouting activities except for those specifically planned for target shooting under supervision of a currently certified BSA Shooting Sports Director or National Rifle Association Firearms Instructor." In recognition that some BSA shooting sports programs may extend beyond the inventory /capacity of TWC provided firearms and archery equipment, the use of personal firearms and/or bows other than those provided by TWC may be permitted. In those cases, permission for an exception must be obtained from the SSC Chair, the TWC Scout executive, or their designated appointee. Under no circumstances shall a NCS Shooting Sports Director (Summer Camp SSD), NRA or USAA Instructor/Training Counselor assume permission or authority to circumvent this policy or procedure.

The request to use personal firearms, archery, and/or other shooting sports related equipment must be turned into the TWC Shooting Sports Executive Committee at least 30-days prior to your shooting event. This form must be completed and signed by the SSC, Camp Ranger, or Camp Master / other designee PRIOR to shooting on any Tidewater Council properties. All RSOs and Instructors must stop by the Burton Center/other pre-designated area and present their credentials prior to going on the range(s).

Unit Type: ☐ Troop ☐ Crew ☐ Ship ☐ Post ☐ Council      Unit No. \_\_\_\_\_

Unit Leader in Charge: \_\_\_\_\_ Cell No. \_\_\_\_\_

NRA Range Safety Officer(s) / BSA Rangemaster(s) for the Range(s) to be used:


NRA Instructor(s) / USAA Instructor(s) for the Range(s) to be used:


### **Additional Information**

All participants involved in shooting sports activities must have current Youth Protection Training and BSA Health form(s) on file with appropriate leadership of the individual(s).

- Archery equipment should not exceed 35 pounds draw weight.
- Crossbows are NOT permitted under any BSA shooting sports programs at the Council and below levels.
- Air Rifles can only have a maximum pressure / muzzle velocity of 540 PSI.
- Trigger pulls on rifles used for Scouts BSA Rifles must be a minimum of 3 pounds.

## APPENDIX P: PERSONAL EQUIPMENT REQUEST & CHECKLIST

Event Name: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Brand	Model	Serial No.	Caliber/ Draw Weight	Trigger Pull	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\_\_\_\_\_  
SSC / SSD / CAMP RANGER / CAMP MASTER NAME\_\_\_\_\_  
Signature\_\_\_\_\_  
UNIT REPRESENTATIVE NAME\_\_\_\_\_  
Signature

Comments:

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## **APPENDIX Q:**

### **EVALUATION OF PRIVATE & COMMERCIAL RANGES**

The Private Property Approval for Shooting Sports by Units, Districts, and Councils is a work sheet, BSA Form 430-065 that must be used to determine if a public or private land is suitable for use as a shooting sports range. The council may, upon the recommendation of an NRA Chief Range Safety Officer (CRSO), approve a non-BSA property or other range for use by local Scouts BSA troops, Venturing crews, Sea Scout ships, and Explorers posts. The attached work sheet and standard operating procedures for the range must be completed before approval can be considered by the TWC Shooting Sports Executive Committee and the Council.

NOTE: Cub Scout BB gun ranges are NOT part of this procedure. BB gun ranges are addressed in the *Shooting Sports Manual* and *National Camp Standards*.



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## Permission to Enter Upon and Use Land

This agreement is made on \_\_\_\_\_ between \_\_\_\_\_ with his/her residence at \_\_\_\_\_ (“Landowner”), and \_\_\_\_\_ with its principal place of business at \_\_\_\_\_ (“BSA Council”).

WHEREAS Landowner owns or controls the access rights to the property described in paragraph 1 below (the “Land”); and

WHEREAS BSA Council desires to use the Land (or a portion thereof) for non-commercial recreational purposes, specifically as a temporary outdoor shooting range;

NOW THEREFORE, in consideration for the mutual covenants and promises set forth in this agreement, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Permission to Enter and Use.** Landowner hereby grants BSA Council, its officers, directors, employees, agents, members, volunteers, invitees, and representatives (collectively, the “BSA Council Parties”), permission to enter upon and use the land (including all buildings, structures, and other such appurtenances thereto) situated at

\_\_\_\_\_ in the city of \_\_\_\_\_, \_\_\_\_\_ (the “Land”; see Exhibit 1),  
(Street address) (City) (State)

for non-commercial recreational purposes during the period \_\_\_\_\_ through \_\_\_\_\_,  
(MM/DD/YY) (MM/DD/YY)

specifically the construction and operation of a temporary outdoor shooting range.

2. **Inspection; Equipment.** Landowner does not and shall not object to a certified National Rifle Association (“NRA”) chief range safety officer approved by BSA Council entering upon the Land for the purpose of inspecting the Land during or prior to the period set forth in section 1. BSA Council Parties may bring onto the Land reasonable amounts of equipment necessary to construct and operate a temporary shooting range. Landowner will not be responsible for the maintenance, storage, or security of said equipment.

3. **Fee.** Access to and use of the Land as set forth in paragraph 1 above is provided at no charge. None of the BSA Council Parties is or will be liable to Landowner for any fees, payments, royalties, or other remuneration, whether financial or otherwise, for the right to enter upon and use the Land.

4. **Compliance; No Waiver.** BSA Council Parties will adhere to all applicable laws and regulations at all times while on the Land. This agreement does not constitute a waiver of any legal right or defense to which either party may be entitled.

5. **Representations and Warranties.** Landowner represents and warrants that he or she is the sole owner of the Land or has obtained a sufficient property interest necessary to grant access to the Land. BSA Council represents and warrants that it has, and shall maintain throughout its use of the Land, general liability insurance covering losses and damages, including bodily injury and property damage, arising from authorized Scouting activities.

6. **Binding Effect.** This agreement will be binding on the parties’ heirs, legal representatives, successors, and assigns.

**Landowner**

\_\_\_\_\_  
(Signature)

Print name: \_\_\_\_\_

**BSA Council**

By: \_\_\_\_\_  
(Signature)

Print name: \_\_\_\_\_

Title: \_\_\_\_\_



**Exhibit 1**

**The Land to Be Used by BSA Council Parties**

(Include a map or drawing of the Land.)

# Evaluation of Private Property Shooting Ranges

## Private Property Range Evaluation Checklist

Once evaluated by an NRA chief range safety officer, a private property range may be approved by the BSA council for use by Scouts BSA, Venturers, Sea Scouts, and Explorers as long as the range remains unaltered and continues to meet all requirements set forth by the standard operating procedures for the specific range, as approved. If the range remains unaltered, it will only need to be reevaluated by the NRA chief range safety officer and approved by the BSA council on an annual basis. If any alterations are made to the range before its annual evaluation, an NRA chief range safety officer must reevaluate the range, and the SOP must be revised accordingly.

### Range Evaluation Process

- Only a currently certified NRA chief range safety officer approved by the BSA local council may evaluate private property to be used as a range by the Boy Scouts of America.
- The property owner(s) must complete and submit to the council office the provided Permission to Enter Upon and Use Land form stating that they understand the liability they are undertaking by allowing the use of their property by the BSA. The property owner must also provide a copy of the completed form to the council shooting sports chair.
- After evaluation of the land by the CRSO, the CRSO, the property owner, and the council should consider the need for the property owner to carry liability insurance covering the council's use of the land. Among the considerations should be the condition of the land and whether any buildings or structures existing on the land will be used by the council. The BSA's general liability policy provides coverage for a bodily injury or property damage claim that is made and arises out of an official Scouting activity, but it does not provide coverage for the property owner's property or any improvements to the property. A description of the coverage provided can be found on Scouting Safely at [www.scouting.org/HealthandSafety/Alerts/Insurance.aspx](http://www.scouting.org/HealthandSafety/Alerts/Insurance.aspx).
- The NRA chief range safety officer must complete the Private Property Range Evaluation Checklist below and submit it together with a copy of the range standard operating procedures to the BSA council office (with a copy given to the council shooting sports chair) showing he or she has evaluated the property and that it meets all guidelines set forth in the Boy Scouts of America *Shooting Sports Manual* and/or the *NRA Range Source Book*.

### Characteristics of a Safe Range: NRA Chief Range Safety Officer Must Initial

- CRSO \_\_\_\_\_ The perimeter must be visibly marked off with caution tape or other material so no one can enter downrange.
- CRSO \_\_\_\_\_ The backstop/impact area must be of a size and material to stop projectiles that are fired. Reference the *NRA Range Source Book* for information.
- CRSO \_\_\_\_\_ The fall area for shot being used must be appropriate for shotgun shooting.
- CRSO \_\_\_\_\_ The range layout and limits must be acceptable. Reference the *NRA Range Safety Officer Course* guide, Lesson IV, and/or the *NRA Range Source Book* for diagrams of different ranges.
- CRSO \_\_\_\_\_ The target area and targets must be clearly defined.
- CRSO \_\_\_\_\_ The range must be clear of debris; all obstacles that could interfere between the shooter and the designated target must have been removed.
- CRSO \_\_\_\_\_ The ready area and firing line must be clearly identified with a designated safe waiting area for spectators.
- CRSO \_\_\_\_\_ The NRA range safety officer must have a clear view of the firing line. Additional spotters may be needed.
- CRSO \_\_\_\_\_ All benches, tables, seats, and gun racks must be of solid, sturdy construction if present.
- CRSO \_\_\_\_\_ There must be provisions that ensure the securing of all firearms and ammunition when not in use.
- CRSO \_\_\_\_\_ There must be an SOP on site for the range safety officer's use.
- CRSO \_\_\_\_\_ A range flag, first-aid kit, communication devices, and hand-washing station must be provided.

CRSO \_\_\_\_\_ The NRA Safe Gun Handling Rules poster must be available and reviewed with shooters.

CRSO \_\_\_\_\_ When shooting on a range without a bullet impact backstop, such as a desert or salt flats, etc., the impact area must be under visual observation of the NRA range safety officer or a separate individual designated by the RSO to observe the impact area from a vantage point. The impact area is defined as the area downrange of an outdoor range where the bullet will impact if not captured in a backstop. The impact area must be large enough to contain the largest caliber firearm fired on the range if it were to travel its maximum distance. If the impact area cannot be observed, the area must be marked off with a fence or caution tape. A backstop is defined as a device constructed to stop bullets from leaving the range. For more information on backstops, refer to the *NRA Range Source Book*.

## Acceptable Firearms and Ammunition

Reference the Boy Scouts of America *Shooting Sports Manual*, chapter 5, "Range Operation."

\*Note: The standard operating procedures must include a statement that the NRA range safety officer has the right to inspect all firearms and deem if they are safe for use on the range. If the RSO is unfamiliar with a particular firearm, the shooter must provide an instruction manual for the firearm in question prior to any shooting.

## Range Supervision

(Reference the Boy Scouts of America *Shooting Sports Manual*, "Five Levels of Shooting Activities.")

## Range Supervision Minimum BSA Requirements

A certified NRA range safety officer is to directly supervise all live fire on the range. Additionally, the instruction offered must be given by a currently certified National Camping School shooting sports director certified as an NRA instructor in the discipline being offered, or a certified NRA instructor in the discipline being offered, or an NRA/USA Shooting/CMP certified coach in the discipline being offered. These must be two separate individuals. The ratios of range safety officers and instructors per shooter in the different disciplines are:

- **Rifle:** One NRA range safety officer per eight shooters. One NRA rifle instructor to eight shooters while firing.
- **Shotgun:** One NRA range safety officer must be present for each group of a maximum of six shooters. One NRA shotgun instructor for each student is required when loading and firing a shotgun.
- **Pistol:** One NRA range safety officer per three shooters. One NRA pistol instructor or NRA/USA Shooting/CMP certified pistol coach per two shooters while loading and shooting.
- **Muzzleloading rifle:** One NRA range safety officer per eight shooters. One NRA/NMLRA rifle instructor or National Muzzleloading Rifle Association rifle instructor per shooter while firing.
- **Muzzleloading shotgun:** One NRA range safety officer must be present for each group consisting of five shooters. It must be 1-to-1 NRA or NMLRA muzzleloading shotgun instructor to student ratio when loading and firing a shotgun.
- **Muzzleloading pistol:** One NRA range safety officer per eight shooters. One NRA or NMLRA muzzleloading pistol instructor per shooter while loading and while firing.

## NRA Chief Range Safety Officer

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **APPENDIX R:**

### **YOUTH INSTRUCTOR CANDIDATES AND REQUIREMENTS**

The NRA training program allows for youth firearms instructors to obtain the same certifications as adult instructors. The NRA training program offers two levels: Apprentice and Assistant instructors. The Apprentice instructor is between 13 and 17 years of age, and the Assistant instructor is between 18 and 21. Once an Assistant instructor reaches the age of 21, he/she may apply to the NRA to become a fully certified NRA Instructor.

*NOTE: While the TWC Shooting Sports Committee coordinates this training, it is not official BSA training. It is National Rifle Association material, organized by the NRA Education and Training Division.*

Youth instructors cannot supervise a live firing event on any range. The appropriate NRA-certified Instructor must oversee live firing events for the shooting sports discipline on the range.

#### **Fitness and Skill**

The BSA *Shootings Sports Manual* only allows youth aged 18 and older to assist the Shooting Sports Director (SSD) or the NRA-Certified Instructor. TWC will permit youth meeting the NRA age requirements to participate in the NRA Instructor training qualifications. However, within the guidelines of the *Shooting Sports Manual*, only youth aged 18 and older can assist the SSD or the NRA-Certified Instructor. Youths between 13 and 18 may help with range operations as directed by the SSD or the NRA-Certified Instructor.

USA Archery allows for youth instructors. Youth aged 15 and older may obtain the USAA Level 1 Instructor certification and assist the Archery Director (who must be 18 or older).

All Youth Protection policies will be strictly followed and enforced.

All adult participants must be registered leaders with BSA and provide a current copy of their Youth Protection Training (YPT) certificate before working with youth.

#### **Qualification Criteria for Youth Instructors**

Must have earned the merit badge for the discipline the youth desires to instruct.

- NRA-Certified Rifle Apprentice/Assistant Instructor: Must have earned the Rifle Merit Badge
- NRA-Certified Shotgun Apprentice/Assistance Instructor: Must have earned the Shotgun Merit Badge
- USA Archery Level 1 Instructor: Must have earned the archery Merit Badge

Must provide a written recommendation from the youth's Scoutmaster to the TWC Shooting Sports Chair. This written recommendation may be in the form of an email to [shootingsports@pipsicobsa.com](mailto:shootingsports@pipsicobsa.com).

This recommendation must emphasize the following characteristics at a minimum:

- The Scout's maturity and judgment
- The Scout's ability to teach youth
- The Scout's leadership abilities
- The Scout's overall demeanor

Must have written permission from the Scout's parent or guardian authorizing the Scout to participate in NRA Basic Rifle and Rifle Instructor classes or USAA Level 1 Instructor classes.

**Approval Process**

The Shooting Sports Committee will review the Scoutmaster's recommendation as well as the parent or guardian's endorsement to determine whether the Scout will be a good addition to the TWC shooting sports instructor cadre.