

Standard Operating Procedures for Shooting Sports Ranges and Activities

Written for Three Harbors BSA Council

2015 Revision

(Reviewed and updated annually as needed)

These Standard Operating Procedures (SOP) are established by the National Council, Regional Council and Local Councils of the Boy Scouts of America.

These are guidelines and procedures issued by the National Rifle Association (NRA), National Muzzle Loading Association (NMLA), USA Archery Association (USAA) and National Field Archery Association (NFAA) and the International Pistol Shooting Association (IPSA).

This SOP is directive in nature and must be followed on all ranges located on properties designated as Scout Camps. This includes, but is not limited to, Indian Mound Scout Reservation (IMR), LeFeber Northwood's Camps (LNC), Robert S. Lyle Scout Camp, and Camp Oh-Da-Ko-Ta. Failure to create, implement, and follow these SOP's may result in unfavorable ratings by the Boy Scouts of America, The American Camping Association, and/or State and local certifying agencies. An unfavorable rating can result in all or part of the Shooting Sports programs being terminated and the staffs reassigned or dismissed.

Three Harbors Chain of Command

Below is the chain of command as set by Three Harbors BSA Council.

Three Harbors Council

Council Scout Executive
Council Program Director
Council Shooting Sports Committee Chair

On Site Camp Programs

Camp Director
Program Director
Camp Shooting Sports Director

Range Instructors/RSO/CRSO

RESPONSIBILITIES

Council Scout Executive: Insures that the council shooting sports programs are staffed and all National BSA Standards are met. Supervises the Council Shooting Sports Director and the Shooting Sports Committee.

Council Program Director: Responsible for all camp programs in league with the camps Camp Director, Program Directors and Shooting Sports Directors. Reports to the Council Scout Executive on conditions, training and the compliance to National BSA Standards

Council Shooting Sports Committee Chair: Ensures compliance with all BSA, NRA, NAA and NMLA Standards both on and off scout properties. Maintains current inventories of council shooting sports equipment for all camp properties as well as assisting in the buying and/or selling equipment as needed or directed by the Council Program Director and/or the Council Scout Executive. Develops/Implements all range safety operations and updates as needed to include range maintenance and staffing for all national, council and troop programs operating on council properties. Develops, maintains and publishes a list of all current scouters with NRA qualifications required to run shooting sports programs on and off camp properties to include the training required to maintain NRA qualifications. Assists all Camp Shooting Sports Directors to ensure all BSA/NRA standards are being met and to serve as a liaison to Camp Program Director and Camp Director. Accompany all camp visitation teams that are scout based or American Camping Association entities.

Camp Director: Responsible for all onsite education of camp staff to this SOP. Enforces the requirements of the National BSA Standards and Council SOP along with the Camp Shooting Sports Director. Delegate authority to the Camp Program Director and Camp Shooting Sports Director.

Camp Program Director: Develops programs and schedules to assist the shooting sports programs. Assigns personnel to positions within the shooting sports program. Supervises the Camp Shooting Sports Director and shooting sports support staff.

Camp Shooting Sports Director: Develops and conducts all programs under the shooting sports program. Responsible to the Camp Program Director, Camp Director and Council Shooting Sports Chair. Assembles staff for all ranges and educates camp staff on the programs and need for the shooting sports program. Works with other directors to enhance camp programs and sharing staff.

Range Instructors/RSO/CRSO: All instructors and other range safety personnel report to the Camp Shooting Sports Director for assignments to ranges and programs while assisting on site.

CAMP SAFETY PLAN

Emergency Procedures/Medical Support

In the event of a medical emergency range staff will render first aid, call for camp medical services and follow the Camp's Emergency Standards of Operations. Range staff will receive extra training in immediate First Aid for penetrating wounds in all disciplines of fire.

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General Section. Training and live fire conducted at the camps ranges is designed to provide authorized currently registered Scouts and Scouters access to council ranges for merit badge training, recreational and other authorized live fire programs. Any and all firing on any range will be in accordance with this SOP. All ranges will be operated by an NRA Certified Instructor for the firearm being utilized on that range. One senior person at all Camps will be certified through the BSA National Camp School. Any BSA range use outside summer camp programs are required to have an NRA certified Range Safety Officer (RSO) and/or a Chief Range Safety Officer (CRSO). The RSO/CRSO must be a separate person from the NRA instructor.

1. Facilities. Range availability is at the discretion of the Scout Executive/CEO, Council Program Director, Council Shooting Sports Committee Chair and the Camp Directors of the Camp. Live firing is limited to the following ranges and equipment:

2. Range Limitations.

Live-Fire shooters will:

- a. Fire only on ranges that have an NRA Instructor of that discipline. Three Harbors Council follows the National BSA Shooting Sports manual regarding the Range Master program and supervision for BB Guns, Tomahawk/Knives and Archery ranges. Current instructor/shooter ratios are found in on page 6 of this SOP.
- b. Use only those targets that are approved by Three Harbors Council Shooting Sports Committee that are in line with the National Shooting Sports manual. This includes but not limited to paper targets, reactive soft metal targets, clay pigeons (only on shotgun ranges) and tasteful pictures of “hunnable” animals. Silhouettes of humans, explosive or food targets are not allowed at any time.
- c. Use BSA/NRA acceptable shot size for trap shooting. The current BSA Shotgun Shooting merit badge book limits shotgun shot size to 7½, 8, and 9.
- d. Use of appropriate safety equipment to include eye & ear protection on all gun ranges; forearm guard and finger tabs/gloves on all archery ranges. BB gun ranges do not require the use of ear protection.
- e. Notify the NRA Range Safety Officer, NRA instructor or coach or any gun malfunctions or safety infractions. Each shooter should be reminded they have a duty to yell “CEASE FIRE” should an unsafe situation arise.
- f. Pickup all shell casings and other debris that accumulate on the range.

3. Authorized Equipment and Instructor/shooter ratios.

Below is the maximum ratio for instructor to shooter for shooting sports events. Please note that Three Harbors Council follows the National BSA Shooting Sports Manual and their recommendations for all shooting sports events. However, it is ultimately up to the Instructor, Range Master and RSO on the range to determine if a smaller ratio must be followed to optimize safety on the range. Their decision is final and supported by the Shooting Sports Committee of Three Harbors Council.

	Cub Scouts	Boy Scouts	Venturing	Instructor/Shooter ratio
BB Guns	Yes	Yes	Yes	Ratio 1/8 (minimum 2 range masters are required per range)
Archery	Yes	Yes	Yes	Maximum ratio 1/8 (minimum 2 range masters are required per range)
Wrist Rockets	Yes	Yes	Yes	Ratio 1/8 (minimum 2 range masters are required per range)
Tomahawk	No	Yes	Yes	Ratio 1/8 (minimum 2 range masters are required per range)
Knives	Three Harbors Council currently does not own any throwing knives (Three Harbors Council recommends following a maximum ratio of 1/8 for offsite events)			
Catapult	Yes	Yes	Yes	Ratio 1/1
Rifle	No	Yes	Yes	Ratio 1/8
Shotgun	No	Yes	Yes	Ratio 1/6 (Loading is 1/1 for instruction)
Muzzle Loaders	No	Yes	Yes	Ratio 1/8 (Loading is 1/1 for instruction)
Pistol	No	No	Yes	Maximum ratio 1/2 (new shooters are 1/1)
Paintball	Three Harbors Council currently does not own paintball equipment. (Three Harbors Council recommends following a maximum ratio of 1/8 for offsite events)			

- 4. Range Instructors/CRSO/RSO (Including BB Gun/Tomahawk Range Master).** No one will be allowed to operate a council camp range without a current NRA/USAA/BSA certification. These certifications include NRA instructor for the discipline that range is operating, NRA Chief Range Safety Officer, NRA Range Safety Officer, USA Archery and/or BSA National Camp School graduate as Shooting Sports Director. Exceptions may be made with proof of current credentials from NAA, NMLA and Girl Scouts of America NAA/NADA levels 1 & 2 and approval from the Council Shooting Sports Committee Chair. BB Gun/Tomahawk range masters must be at least 18 years old and be trained by a National Camping School trained shooting sports director or an NRA rifle instructor or NRA/USA Shooting/CMP certified rifled coach. The BB Gun/Tomahawk range master must also be registered with the BSA.
- 5. Hours of Operations/Scheduling Events.** Please see Three Harbors Council's policies of scheduling shooting sports events. Gun ranges are limited to the local municipality's laws for noise and the time allowed to shoot, however specific times for shooting should be scheduled by the current facilities program director.
- 6. Alcohol and Other Drugs.** None may approach or enter on any range of any Council camp under the influence of or smells of alcohol, is impaired by drink or drugs, to include prescription or over the counter drugs. They will not be allowed to handle any type of firearm or bow or throwing tomahawk/knives and will be barred from the range and denied entrance. The Range Instructor, CRSO and/or RSO will be the deciding factor and deny access to anyone who appears to be impaired. There will be no negotiations.
- 7. Food and Drink on Council Ranges.** No food or drink will be allowed on the firing line or safety area of council ranges. Food and drink may be consumed in the waiting/spectator area of any range. In compliance with BSA, MSDS and OSHA standards. All council ranges will be equipped with a portable hand washing station that will be used before and after any food or drink is consumed.
- 8. Use of ranges by other BSA/GSA Councils.** Three Harbors Council recognizes that other councils may have their own SOPs (which may be stricter than the National Shooting Sports SOP or Three Harbors SOP) that govern who are allowed to instruct and supervise shooting sports events. Before any event is approved councils that are renting Three Harbors Council ranges will provide a copy of their council's SOP and agree to have their equipment inspected for safety and compliance by a Three Harbors Chief Range Safety Officer.
- 9. Outside Agency Use.** Outside agency use is defined as any outside non BSA agency seeking to utilize council ranges. Approval for any use of council ranges will be made by Council Executive in coordination with the Council Shooting Sports Committee & Council Program Director.

10. Hunting on Council Properties. At present no hunting of any kind is allowed on any Council properties. Any change to this Standard Operating Procedure must be rendered by the Council Shooting Sports Committee. The change, if any, will be published and distributed by the Chair of that Committee.

11. Use of Cannons/Fireworks on Council Properties. The use of any caliber or artillery type cannon is prohibited on any Three Harbors Camp Properties regardless of the firing mechanism and load for firing purposes. Such devices are federally governed and the person(s) (we have none at present) must be certified by the US Government by attending the U.S. Cannon School and be certified/licensed by that school in the State of Florida. The use of any fireworks is prohibited on all Camp Properties owned and/or maintained by Three Harbors Council, BSA.

Approved Signatures

COUNCIL PERSONEL

CAMP DIRECTORS

COUNCIL EXECTUTIVE

INDIAN MOUND RESERVATION

COUNCIL PROGRAM DIRECTOR

O-DA-KO-TA SCOUT CAMP

A handwritten signature in black ink, appearing to be 'D. H.', written over a horizontal line.

**COUNCIL SHOOTING SPORTS COMMITTEE
CHAIR**

COUNCIL RISK MANAGEMENT COMMITTEE

Appendix 1

Outdoor Range Inspection Checklist

Inspected by: _____ Date: _____

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

Comments: _____

Appendix 2

Range Safety Briefing

A. While gathered at a location outside the firing line:

1. Introduce the range staff and who will be in charge of the range.
2. Review the three “Fundamental Rules for Safe Gun Handling” (verbatim):
 - a. **Always** keep the gun pointed in a safe direction. (Declare that on this range “safe direction” means “toward the targets.”)
 - b. **Always** keep your finger off the trigger until ready to shoot.
 - c. **Always** keep the gun unloaded until ready to use.
3. Review general range rules:
 - a. Know and obey all range commands.
 - b. No running or horseplay.
 - c. Listen to and obey the range safety officer and instructor(s) at all times.
 - d. Shoot only at authorized targets.
 - e. Raise your hand to ask questions or to indicate a misfire (explain misfire).
 - f. Point out the spectator area.
 - g. Point out when and where eye and ear protection is or is not required.
 - h. Spectators must not converse with shooters while they are on the range.
 - i. Shooters and spectators ask permission to enter or exit the range.
 - j. **Remember SAFETY first.**
4. Review equipment:
 - a. Explain how to hold the gun.
 - b. Explain how to operate the gun.
 - c. Explain how to sight in on the target.
 - d. Explain sight picture.
 - e. Explain how to load the gun and prepare to fire.
5. Review the targets:
 - a. Explain to the shooters what they will be shooting at.
 - b. Explain to them what they are attempting to do.
 - c. Discuss shot groupings.
6. Eye and ear protection. Explain how to properly put them on and fit them as required.
7. Eye dominance. Eye dominance should be checked with all shooters.
8. Shooting Fundamentals. Review the five shooting fundamentals:
 - a. Position
 - b. Sight picture
 - c. Breathing
 - d. Trigger control
 - e. Follow-through
9. To indicate an EMERGENCY OR HAZARDOUS CONDITIONS.
 - a. Use the command: “**CEASE FIRE!**”
 - b. Purpose: To stop all shooting routinely or, in the case of an emergency, immediately.
 - c. Action: Participants immediately stop shooting, continue to keep their muzzle pointed downrange, remove their finger from within the trigger guard, unload and clear the firearm as instructed, and wait for further instructions.
 - d. **A cease-fire can be called by anyone!**

B. Range commands and actions:

1. To prepare Range(s) for live fire events, the following Range commands will be used.
 - a. "Proceed to the ready line and await further instructions."
PURPOSE: To move shooters to the ready line as a complete relay.
ACTION: Assigned number of shooters move to the Ready Line in an orderly fashion.
 - b. "Move forward to the firing line and take your assigned position on the firing line."
PURPOSE: To move shooters to their positions at the firing line.
ACTION: Tell them in a loud voice, "Do not touch any firearms or ammunition until told to do so."
 - c. "Put on your eye and ear protection and do not remove it until told to do so."
PURPOSE: To assure safety equipment fits and is on correctly.
ACTION: Check each shooter and range personnel has proper eye and ear protection on. NOTE: Regular sunglasses ARE NOT proper protective eyewear and not used on Three Harbors ranges.
 - d. "Pick up your firearm. DO NOT touch the trigger, safety or ammunition. Aim at your target and prepare to load."
PURPOSE: Insure that all shooters pick up their firearm at the same time.
ACTION: Keep firearm pointed DOWN RANGE and pick up one round, or one magazine.
 - e. "Load your firearm. Do not touch the trigger or safety."
PURPOSE: To prepare to fire their first round. Firearm is pointed down range only.
ACTION: Load one round into the firearm and await further instructions. In the case of a semi-automatic pistol with a magazine, load one magazine and work the action/slide to chamber one round.
 - f. "Is the line ready? Ready left? Ready Right? The line is ready."
PURPOSE: To insure all shooters are ready to fire.
ACTION: If a shooter is not ready, they call to the Range Officer, "Not ready on ____ position." Range officer answers, "Not ready on ____." When the problem is solved, "Position # ____ is now ready." The Range Officer then states: "Shooters aim down range, release safeties, and commence fire.
2. To Stop or cease fire and declaring the range safe
 - a. "Cease fire, Cease fire – clear the firearm and open the bolt or slide. Check the chamber and safety."
PURPOSE: To cease all firing, open the bolt or slide, put the safety on, then place the firearm back in its original starting position.
ACTION: Remove the magazine, clear chamber, safety on, lock slide to rear, open bolt, place on table or original support device. Do not touch again until told to do so.
 - b. "Is the line safe? Line is safe."
PURPOSE: To insure all firearms are clear and grounded and another chance for safety check.
ACTION: Range Officer and Range Safety Officer do the final check.
 - c. "Range is clear."
PURPOSE: Informing all persons the range is clear and no more firing will occur.
 - d. "Remove eye and ear protection."
 - e. "Get a new target and prepare to go down range."
 - f. "Go down range and change your target; return with the old one."
ACTION: When the first person steps off of the shooting deck or line they call to the Range Safety Officer "MAN ON THE RANGE". The RSO repeats this call with "MAN ON THE RANGE – THE RANGE IS NOT SAFE. DO NOT TOUCH ANY FIREARMS." When the last person is back on the shooting deck or line, that person calls "RANGE CLEAR". The RSO repeats this and the range is ready to resume operations.

C. Move to the firing line gate:

1. Review again the three Fundamental Rules for Safe Gun Handling (verbatim).
2. Point out the ready line:
 - Shooters DO NOT cross the line until instructed to do so by the range safety officer.
 - Shooters move back and forth across the line ONLY when instructed to do so by the range safety officer.
 - Shooters DO NOT touch the guns until instructed to do so by the range safety officer.

D. Move onto the Firing Line

1. Stay behind the ready line.
2. Explain the “prescribed course of fire,” e.g., how many rounds, time, targets, etc.
3. Explain “Misfire!” and procedures:
 - A misfire occurs when you pull the trigger and the gun does not fire.
 - Continue to keep the gun pointed at the target and raise your hand, and an instructor will assist you. Also explain “hang fire” and the procedure to be followed.
4. Review the command “**Load.**”
 - Upon this command, shooters may load one round and prepare to fire, but **MUST NOT** fire until the command “Commence firing” is given.
5. Review the command “**Cease fire**” and explain that shooters may also call “Cease fire.”
6. Begin the firing session:
 - Command: “**Move forward/take your position on the firing line.**”
 - Command: “**Protective gear on.**”
 - Command: “**You may pick up your rifles.**”
 - Command: “**Load.**”
 - Command: “**Is the line ready?**”
 - Command: “**Ready on the right?**”
 - Command: “**Ready on the left?**”
 - Command: “**Ready on the firing line?**”
 - Command: “**Commence firing.**”
 - Command: “**Cease fire.**”
 - Command: “**Range is clear.**”
 - Command: “**Remove protective gear.**”
 - Command: “**Pick up your brass, place it in the bucket, and get a new target.**”
 - Command: “**You may go change your targets.**”
7. Repeat the commands for each firing sequence.
8. Leave the range through the gate.

E. Closing Procedures

1. Clear the range of all nonessential personnel.
2. Put all range equipment away appropriately.
3. Clean firearms properly.
4. Remove flag when leaving range.
5. Return all equipment to the ranger.
5. Return signed SOP log book to the ranger.

F. Emergency Procedures

1. Take charge of the situation.
2. Render aid.
3. Call for help.
4. Direct medical help to the location.
5. Take notes and file an incident report. (Incident report forms can be obtained from the ranger, council staff, or council office and must be filed with the ranger and council office.)

Appendix 3

Archery Range Operations

Standard Archery Range Rules:

1. Know and obey all range commands
2. Keep your arrows in your quiver until you are told to shoot
3. Always wear your arm guard and finger tab
4. Only use the arrows the instructor gave you and remember what they look like
5. Always keep your arrows pointed down or towards the target
6. If you drop an arrow, leave it on the ground until you are told to get your arrows
7. Always walk on the archery range

Archery Range Procedures/Commands

1. Archers will stand behind the waiting line until instructor gives first command: **Either 2 whistle blasts or announces “Archers to the shooting line”**.
2. Archers will keep arrows in their quivers until instructors gives second command: **Either 1 whistle blast or announces “Begin shooting”**.
3. Archers will be instructed that after they have shot all their arrows to step back from the shooting line, set their bow on the rack and wait behind the waiting line.
4. Once all archers have shot all their arrows and have stepped back to the waiting line the instructor will give the third command: **Either 3 whistle blasts or announces “Walk forward and get your arrows”**. During the first round of shooting archers will be instructed to wait at the target line for instruction on retrieving arrows from the target.

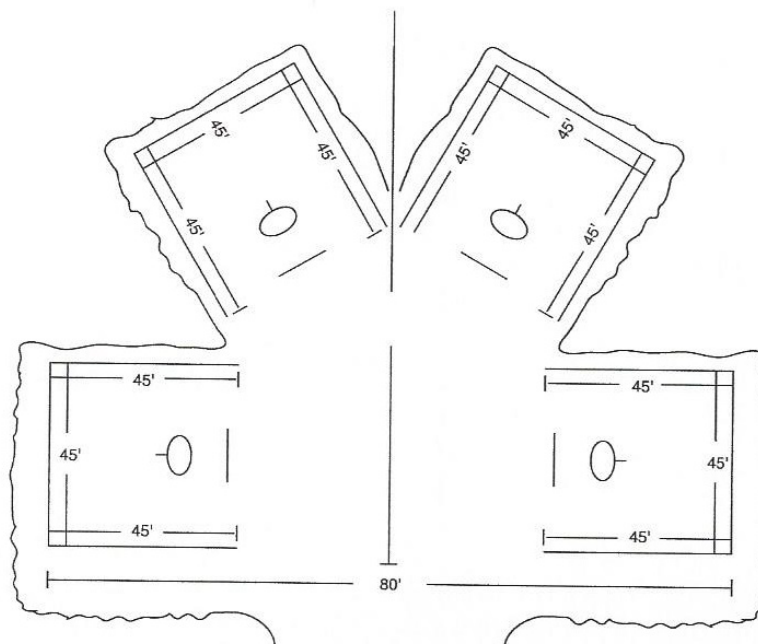
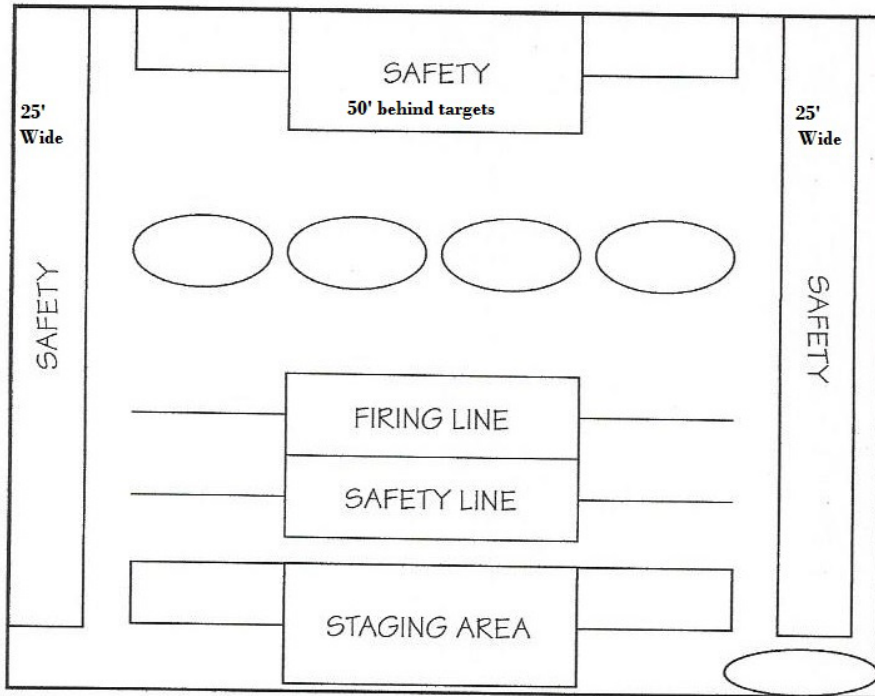
Retrieving Arrows Procedure:

1. 2 archers at a time, from each target, may go forward from the target line to pull their arrows
2. Archers stand to the side of the target and make sure that no one is standing behind their arrows
3. Archers pull arrows out one at a time and lay them on the ground
4. After all arrows are pulled archers will pick them up and carry them with 2 hands (1 hand on the crest area of the arrow and the other near the tips with the thumb over the tips) back to the firing line and place them in the quiver.

Appendix 4

Tomahawk Range

As found in the National BSA Shooting Sports Manual



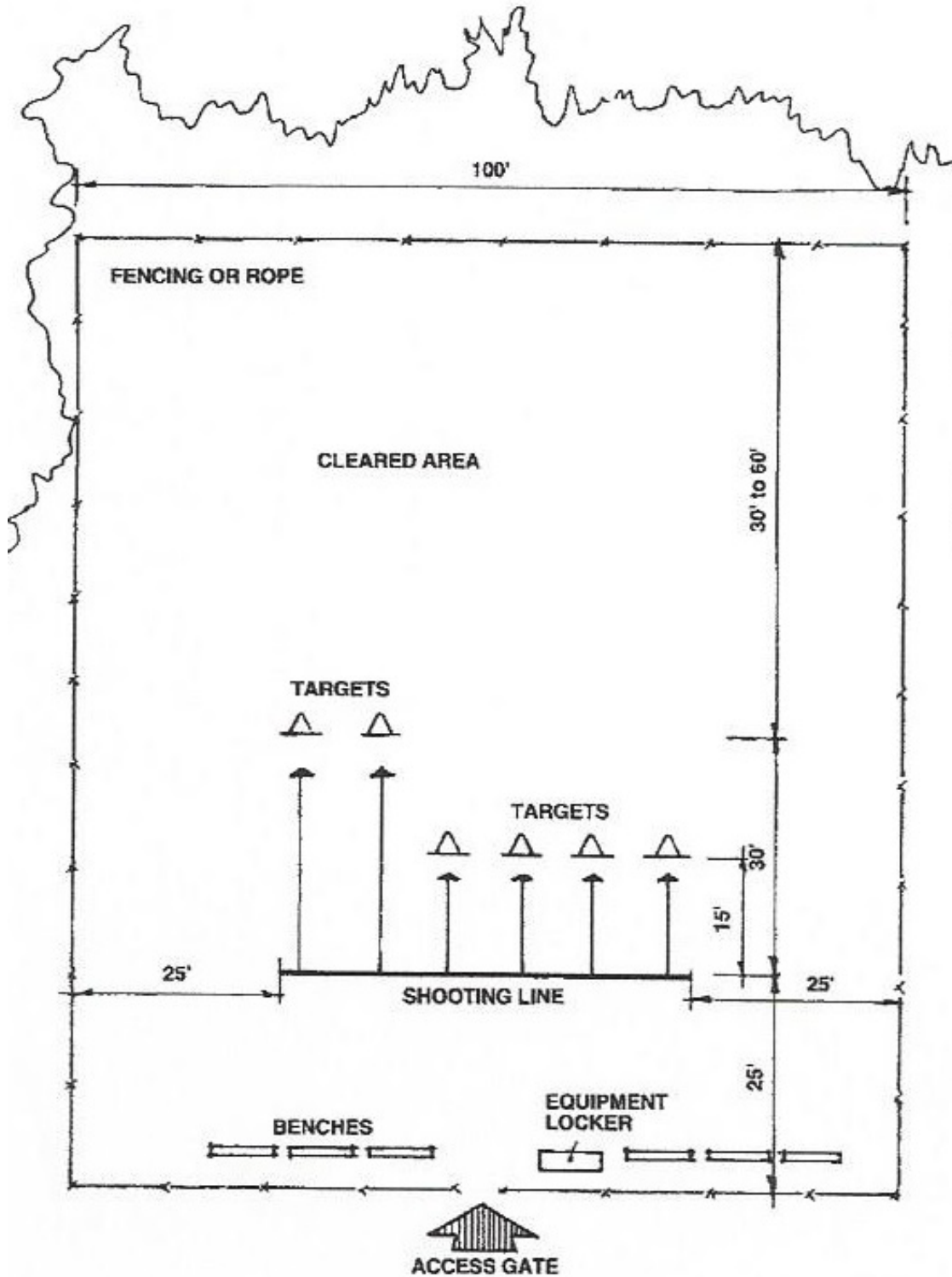
Notes:

1. Throwers are 5 paces from target with adjustments made based on how tomahawk is hitting target. **ALL THROWERS WILL BE IN STRAIGHT LINE.**
2. Waiting line is 25 feet behind throwing line.
3. There will be 5 feet between each thrower/target

Appendix 5

Archery Range

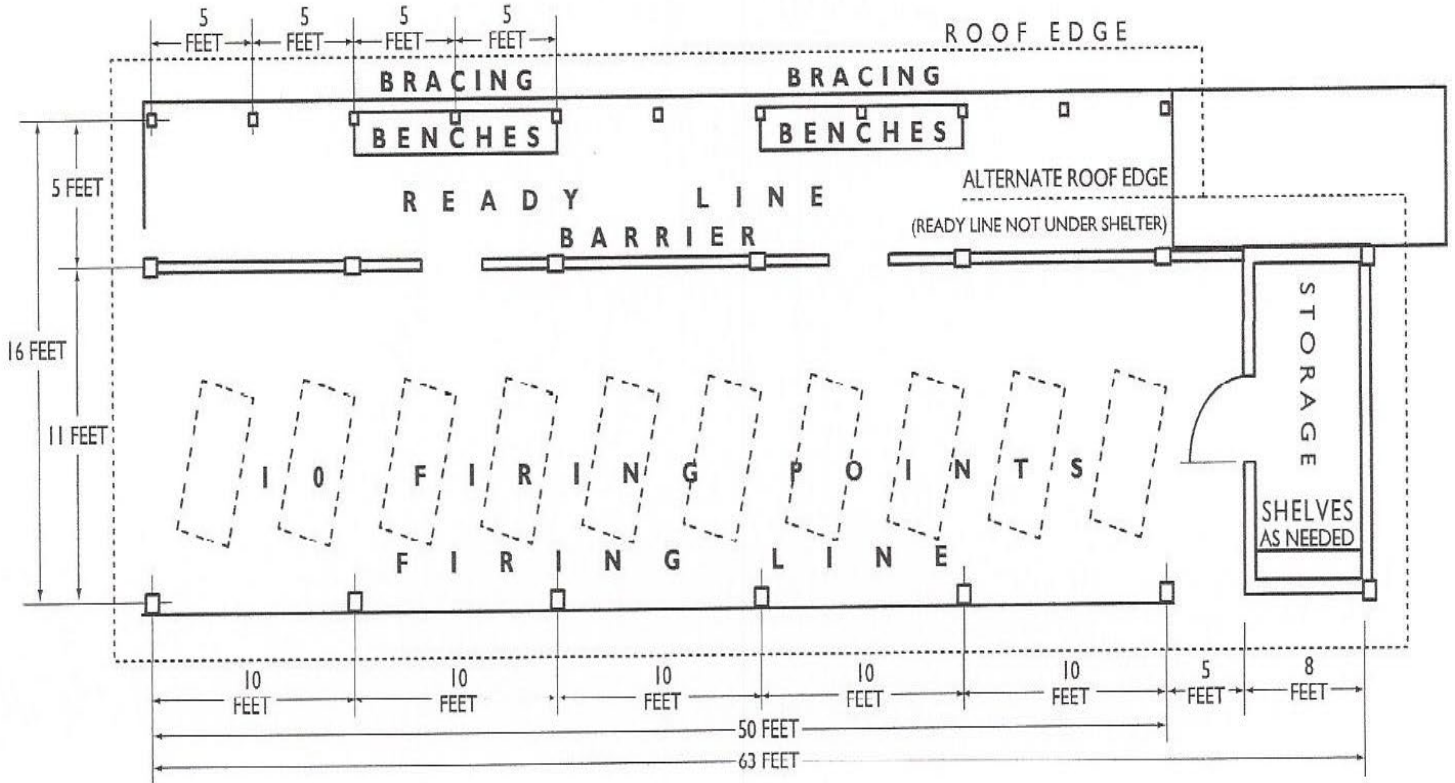
As found in the National BSA Shooting Sports Manual



Appendix 6

Rifle Range

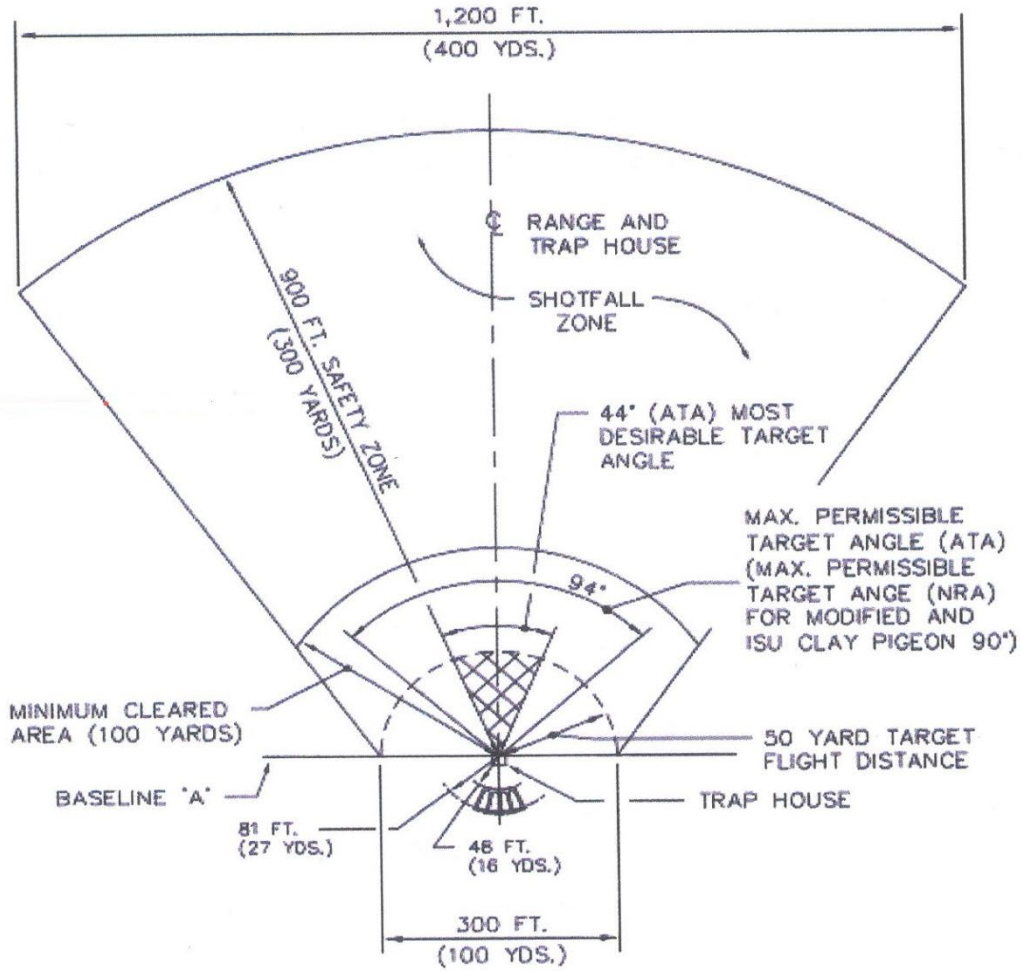
As found in the National BSA Shooting Sports Manual



Appendix 7

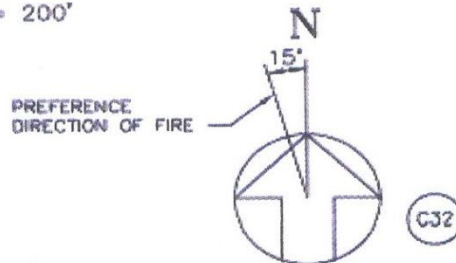
Shotgun Range Diagram

As found in the NRA Basic Shotgun Shooting Course Manual



TRAP FIELD SHOTFALL ZONE PLAN

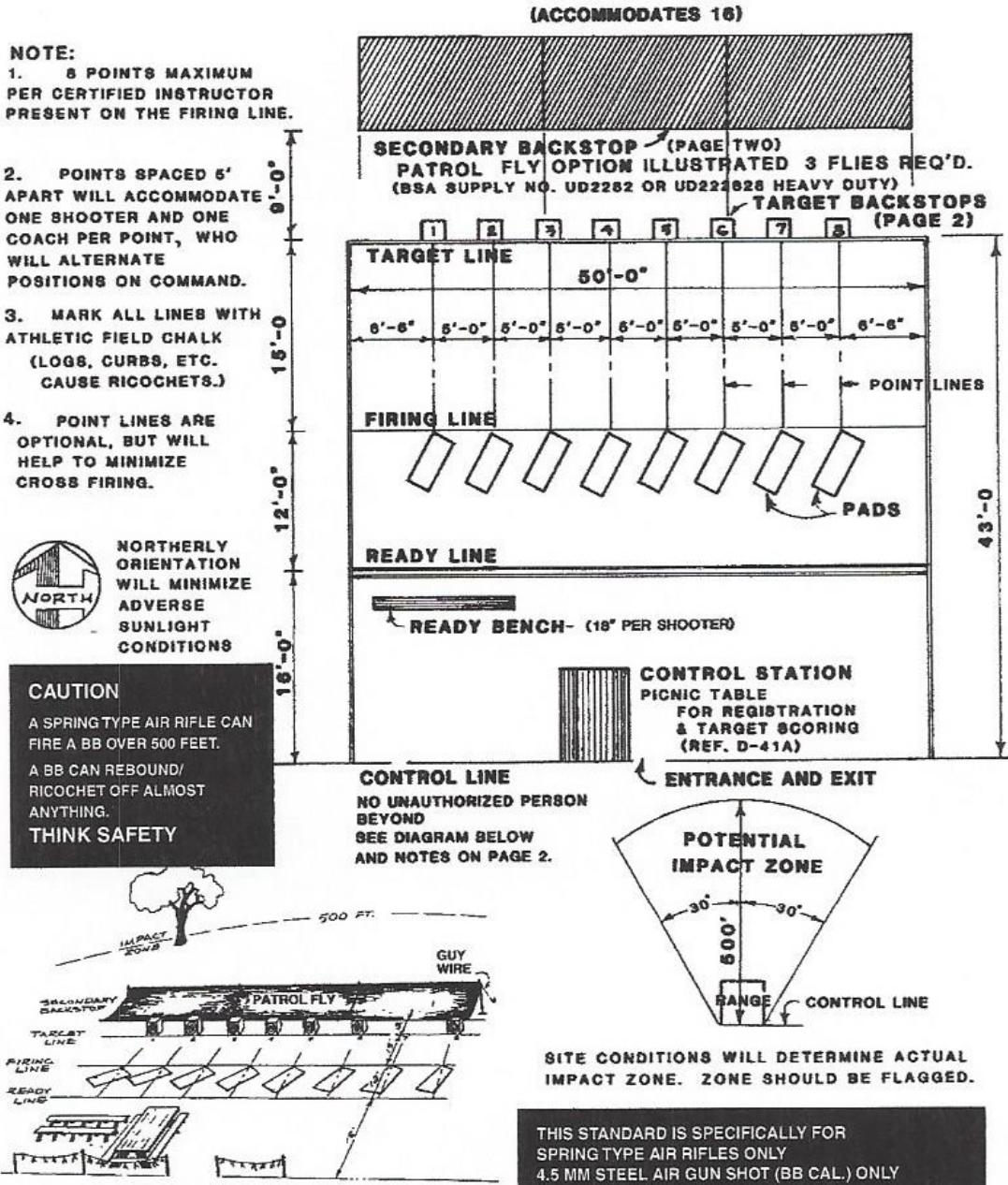
SCALE: 1" = 200'



Appendix 8

BB Gun Range

As found in the National BSA Shooting Sports Manual



Appendix 9

BB Gun Targets

As found in the National BSA Shooting Sports Manual

