

GSLAC Shooting Sports Standard Operating Procedures

Revision 6 1/28/17



BOY SCOUTS OF AMERICA
GREATER ST. LOUIS AREA COUNCIL

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Single Page Event Summary

Reservations. You must reserve the range through the regular Council camp reservation method. Per National policies, if attending a shooting sports activity not conducted by a District or Council, a Tour Plan must be secured for unit shooting sports outings.

1. **Personnel.** At a minimum the unit must provide an NRA Certified Instructor, certified for the corresponding shooting discipline, and a separate person certified as an NRA Range Safety Officer.
2. **Check In.** You must check in at the Ranger Office before going to the range.
3. **Certification.** You must provide a copy of certification credentials for both the Instructor and Range Safety Officer to the Ranger before proceeding to the range. Keep certification with you at the range.
4. **Information.** Both the Instructor and Range Safety Officer must read and understand:
 - a. The page in Chapter 1 of the BSA National Shooting Sports Manual that applies to your shooting event (note ratio of Instructors, RSOs and Shooters must be maintained for your shooting event).
 - b. The GSLAC Range Standard Operating Procedures (this document).
5. **Pledge.** Instructor and Range Safety Officer must sign and date and have a witness attest that you will abide by the rules of use at the range. See “Appendix A: Instructor and Range Safety Officer Pledge”. This shall be completed by each qualified person at least once per year.
6. **Containers.** Firearms and ammunition must be stored in camp approved containers. Review storage plans with the camp Ranger.
7. **Information.** Be sure to familiarize yourself with:
 - a. BSA Safety Briefing
 - b. Emergency Response Plan
 - c. Range Inspection
 - d. Range Commands
 - e. Range Rules
 - f. Opening and closing the range
 - g. Care of equipment

If you have any questions, please email Todd Ellis at elliscertified@gmail.com

GSLAC Shooting Sports

Standard Operating Policies and Procedure Summary

Revision 6, 1/28/17

Governance

Organization. Greater St. Louis Area Council has a Shooting Sports Committee. The purpose of the Committee is to manage and provide resources to the council, the camping committee, and the council camps for all activities involving the 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 as per BSA National Shooting Sports Manual revised in 2016, page 49.

Committee. The Shooting Sports Committee is composed of a shooting sports chairman, summer camp shooting sports director(s), and other members as needed. The Shooting Sports Committee is responsible for the Council's Shooting Sports Policies and Procedures and adherence to National's Shooting Sports Manual. The Council Camping Chair or designee appoints the Shooting Sports Committee Chair. The Shooting Sports Committee Chair reports to the Vice Chair of Action Sports. The Shooting Sports Committee Members are nominated by the Chair and approved by the Council Camping Chair or designee. Qualification requirements and responsibilities of the Chair and Committee members are found in the BSA National Shooting Sports Manual revised in 2016, page 49.

Policies and Procedures. The Shooting Sports Committee devises and maintains a set of policies (governing statements) and procedures (Range Standard Operating Procedures - SOP) for the safe operation of the shooting sports based on BSA policies.

Policies

Policy 1: Use of Official BSA policy

- 1.1 The Committee adopts the Official BSA policy found on the Official BSA website with its updates and improvements on an on-going basis, including the policies set forth in the latest edition of the Guide to Safe Scouting.
- 1.2 The Shooting Sports Committee will write and review the Range Standard Operating Procedures (SOP) for use on the Ranges.

Policy 2: Use of GSLAC Shooting Ranges – Roles and Rules

2.1 Use of the Range Safety Manual

2.1.2 All RSOs and Instructors must use the Range SOP written and approved by the Shooting Sports Committee.

2.1.2 The Range SOP will specify among other things ratios for adults, RSO and Instructor supervision for different types of shooting with different age scouts according to BSA policies.

2.1.3 All Instructors and RSOs using Council Ranges must sign a pledge they will use the ranges following the Policies and Procedures in the Shooting Sports Manual and Standard Operating Procedures. See Appendix A.

Policy 3: Opening the Range

- 3.1 A Range Checklist that specifies how to open the range will be appended to the SOPs.
- 3.2 The range may not open until sunrise.
- 3.3 Instructor and RSO personnel for the shooting activity will check in at the Ranger's facility for initial check in before proceeding to the range.
- 3.4 Provisions for obtaining access to the range will be made prior to arrival at the Council property. This may include keys, combinations for locks, or suitable vehicles.

Policy 4: Clean Up

- 4.1 A Range Checklist that specifies how to clean up the range will be appended to the SOPs.

Policy 5: Closing the Range

- 5.1 A Range Checklist that specifies procedures how to close the range will be appended to the SOPs.
- 5.2 The range must close by sundown unless special events have prior approval from the Camp Ranger.
- 5.3 After each use of the range all firearms will be secured in a camp safe or Council-approved lockable cabinet or container until departure from camp.

Greater St. Louis Area Council
Shooting Sports Standard Operating Procedures

Revision 6 1/28/17

GSLAC Shooting Sports Committee Policies

The GSLAC Range Standard Operating Procedures (SOPs) were developed by National Rifle Association (NRA) Certified Chief Range Safety Officers (CRSO) and approved by the Council Shooting Sports Committee. The SOPs include the NRA Gun Safety Rules, General Range Rules, Site Specific Rules and Administrative Rules. The SOPs were developed in recognition of the National BSA Guide to Safe Scouting, The National Shooting Sports Manual, the Council's specific range capabilities, and the expected capabilities of Cub Scouts, Boy Scouts, Varsity Scouts, Sea Scouts, Venturing Scouts and Explorers.

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 at least two different people – one person cannot perform both roles at the same time. 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. This same policy shall be in effect for Archery Instructors as they will be Certified by USA Archery.

All NRA Certified Instructors and RSOs must be approved by the Council Shooting Sports Committee for Shooting Privileges. A copy of approved Instructor and RSO credentials will be held by Council and will be necessary to use range facilities. Credentials must be presented at check-in and kept on your person while at the range. A issued by the governing certification body listing certified qualifications with certification expiration dates will be accepted.

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

The ratio of adults, Instructors, RSOs to the number of shooters differs for each shooting sport and event. Instructors and RSOs must adhere to the ratios found in the BSA National Shooting Sports Manual, Chapter 1 for your shooting event.

Council Reservations

All groups wanting to use the Council shooting facilities must have proper reservations to use the range. Reservations can be made via the Council's website or by contacting the Council office in person or by phone.

Adult Ratios

In addition to the presence of both an NRA certified 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.

Check In

When using the range the Instructor(s) and RSO(s) must check in with the Camp Ranger before proceeding to the range or campsite. Typically, privately owned firearms are not allowed on Council property, but should you have a special request you must first get prior approval from the Council Director of Camping or designee and then let the Ranger know and s/he will inform you of procedures. Council policy has been not to permit private firearms; there are rare exceptions for Council events. In any case, firearms or ammunition cannot be kept in campsites with you.

Check List

There is a Range Use Checklist for the Archery Range, Shotgun Range and the Pistol/Rifle Range. These checklists specify how to check-in, how to open the range and how to close the range. These Checklists ensure the ranges are set up safely and the equipment is well cared for.

Emergency Response Plan

- RSO must take charge of the situation
 - Assess if accident is a major or minor situation
 - Designate helpers to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc.
- Render aid (Treat or call for help decision)
- Call for help. Phone number of people to call
 - Emergency Personnel: 911
 - Camp Ranger: see Appendix K – MUST be called after calling 911
 - Law Enforcement: 911 *Must be called in case of a gunshot wound issue*
 - Council Camping Director: (314) 605-8092 cellphone

- Send a person to the property's front gate to quickly direct help to location. Have location details and instructions to get to range ready.
- Address of Location
- Take notes
- Take names of everyone present
- Take statements from witness(es)
- File out Council Shooting Sports Incident Report Form (Appendix I) and submit to the Shooting Sports Committee Chairman and Council Camping Director within 24 hours of the incident.

Range Inspection

- Ensure the condition of range is safe
 - Refer to the Range Checklists in Appendix B, C, and D
- Ensure range area is clear of personnel and hazards
- Ensure firing line, targets, target holders, backstop, and shooting tables are properly set up and aligned for the intended course of fire and are in good, working condition. Only use Council approved target holders.

Non-Council Ranges or Property

Referencing National policy on non-Council owned shooting ranges or property where a shooting event will be held, please review National document 430-065, 2012 printing. This document provides necessary forms for both the owner of the range or property, the unit, and the Shooting Sports Committee on behalf of the Council.

In summary:

1. Appoint a certified NRA Chief Range Safety Officer(s) to evaluate proposed private property ranges using the attached forms. Once the forms are completed, they are presented to the Shooting Sports Committee and Scout executive for approval and are to be used by local units, districts, or the council.
2. The range is approved for a period of two years as long as there have been no changes to the range site or approved standard operating procedures.
3. Renewal is completed following the same process—reviewing the actual use, accidents, and whether it is still needed to provide program for youth.
4. The council will keep a file in one location with all applications approved and/or not approved as part of the council's permanent records.

Safety Briefing

Everyone attending activities on the range (shooters and non-shooters) will attend a Safety Briefing near the range conducted by the RSO. Posters and visual aids should be used when possible.

- See Appendix C for Range Safety Briefing

Range Rules

- 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. Most configurations of shooting positions, targets etc. allowed in NRA shooting events are allowed at Council ranges (See exclusions below).
- There must be one Range Safety Officer and one Instructor (different people) present for all shooting events. Credentialed personnel-to-shooter ratios must also be maintained per National Shooting Sports Manual guidelines.
- For rifle shooting there must be one Certified Instructor for every eight shooters. For shotgun shooting, one NRA Range Safety Officer must be present for each group consisting of a maximum of six shooters. One NRA Instructor for each student is required when loading and firing a shotgun.
- For Handgun shooting for Venturing, please refer to the National Shooting Sports Manual for specific requirements.
- Admission
 - Shooters may only enter the range when given 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.
 - Shoot only at authorized targets

- Targets fit for the purpose of the shooting event will be used. No cans, bottles, glass targets may be used. Reactive, metal, solid targets or other types of targets may be used in conjunction with guidance provided in the National Shooting Sports Manual.
- No targets depicting a human or animal figure will be used.
- Care must be taken to ensure posts and other fixtures are never shot. Do not place targets on the posts or on the ground.
- 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, laid on the bench, 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. All personnel will visually confirm the range is clear.
 - Loaded firearms must not be taken from the firing line by any participants. Live ammunition may not be handled or taken off the line by Scout participants.
 - All firearms must remain unloaded with the action open except when on the firing line and authorized to load.
 - Leave dropped ammunition and spent brass/hulls on the ground until the course of fire is over. Dispose of properly and wash hands afterwards.
- Hours of Operation
 - Shooting must not start before sunrise
 - Shooting must stop at sunset unless approved by Shooting Sports Committee.
- 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.
 - No alcohol, drugs, or tobacco products are allowed on the range.

- Warnings, Penalties
 - The RSO or Instructor must issue warnings for any behavior that might lead to an unsafe condition.
 - Unsafe behavior will result in penalties including removal from the range and loss of shooting privileges.
- Removal from range
 - Any unsafe behavior is subject to removal from the range.
 - Any behavior that interferes with other people hearing or concentrating is subject to removal from the range.
 - Any uncooperative behavior is subject to removal from the range.
- Loss of privileges
 - Severe or repeated misconduct will result in loss of Council shooting privileges for both Scouts and/or adult Scouters.

Standard Range Commands

The following range commands shall be utilized for all GSLAC firearms shooting activities. Substitute commands or shortcuts are not permitted.

- **The Range is Cold**
 - Shooters may NOT touch their firearms for any reason
 - Shooters should back away from the firing line so that the RSO can clearly inspect that all firearms are in a safe condition
 - Only called by the RSO
- **The Range is Hot**
 - Only called by the RSO
 - NO personnel may be on the other side of the firing line for any reason
 - Shooters may touch their firearms

- **Cease Fire**
 - Stop firing immediately
 - May be called by anyone seeing an unsafe condition
- **The Line is Ready.**
 - Check that all shooters are in position with their firearms and ammunition
 - Only called by the RSO
- **Load**
 - Load ammunition into the firearm.
 - Only called by the RSO
- **Commence Fire**
 - Shooters may shoot the prescribed course of fire
 - Only called by the RSO
- **Unload – make safe, show clear**
 - Everyone has finished shooting. Shooters remove any ammunition in their firearm and make safe (actions open laying on the bench action side up)
 - Called by RSO
- **The line is clear**
 - RSO inspects all firearms to ensure action is open, firearm lying on bench with the action open and no ammunition is present in the firearm or firing position.
 - Called by RSO
- **Retrieve Your Targets**
 - Score or retrieve targets. Shooters may go forward of the firing line
 - Called only by the RSO

Shooting Events and Course of Fire

- Regardless of a rifle shooting event – Boy Scouts (not registered as Venturing Scouts) are restricted to single shot .22 caliber rifles.
 - Shooting Events for certain official NRA Qualification shoots are allowed. Check with the Shooting Sports Committee pertaining to the particular course of fire.

- Merit badge instruction and qualification shooting is allowed.
 - Practice sessions are allowed.
 - Instruction for marksmanship consistent with NRA Basic Rifle, Shotgun, pistol or Muzzle Loaders is allowed.
 - Competitions being run for certain NRA match standards are allowed. Check with the Shooting Sports Committee pertaining to the particular course of fire.
 - All other Shooting Events require permission from the Council Shooting Sports Committee Chairman.
- Course of fire: If permitted by the above section, course of fire will be determined by Instructor and approved and supervised by the RSO.
 - Target selection
 - Number of rounds being fired
 - Timing of firing
 - Shooting position
 - Target Line
 - Firing Line
 - Scoring
 - Prohibited events
 - Military training events are not allowed.
 - Tactical firearm training events are not allowed.
 - Scouts/Venturers may not be moving and hold or fire a loaded firearm
 - Scouts/Venturers may not use holsters.
 - Scouts/Venturers may not draw firearms from holsters or any other location.
 - Scouts/Venturers may not swing firearms into shooting position with or without a sling of any type. Shotgun shooting at clay targets is an exception.
 - Scouts/Venturers may not engage in uncontrolled firing at any time (e.g., from the hip).

- No trick shooting of any type.
- Any unsafe shooting.
- No exploding targets.

Use of Firearms and Ammunition

- 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.
 - The use of privately owned firearms must be approved by the Council Director of Camping (or their designee) prior to the activity where they will be used.
- Cub Scouts may only shoot devices as described in the National Shooting Sports Manual as described earlier in this document.
- Boy Scouts may only shoot devices as described in the National Shooting Sports Manual as described earlier in this document.
- Venturers, Sea Scouts and Explorers may only shoot devices as described in the National Shooting Sports Manual as described earlier in this document.
- Refer to GSLAC's Shooting Sports Committee Approved List of Ranges.
- Shooters may not take live ammunition or spent cases or hulls away from the firing line.
- Only correct ammunition for the firearm being used may be present on the firing line. Tracer, armor-piercing, and explosive ammo are not allowed. Reloading and the use of reloaded ammunition are not approved for BSA programs.

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)
- Misfire, hang fire and squibs

- Keep the firearm pointed in safe direction
 - For modern firearms, wait 30 seconds before opening action; wait 2 minutes for muzzle loading firearms.
 - Call for assistance if needed
 - Keep other adults supervising other shooters
- If necessary, correctly take control of firearm.

Muzzle Loaders

- Please refer to the NMLRA for use of Muzzle Loading Firearms.

First Aid Kit

- A Red Cross approved First Aid Kit is available from the Ranger station and must be kept in an obvious place when the range is in operation.

Communications Equipment

- At least one working cell phone must be kept available while the range is operational, and at a minimum the Camp Ranger must be accessible to make any landline calls.
- 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 when the range is in operation.

Gun and Ammunition Storage

- 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 locked in a container and stored separately from firearms

- Private guns and ammunition must be kept in the camp safe until ready to use. Firearms and ammunition cannot be kept in campsites.

Hygiene Guidelines

- No eating, drinking, smoking, applying makeup, no putting hands or fingers in the mouth, nose, ears or on face while shooting, handling or cleaning firearms
- If possible, change clothing after shooting
- Wash hands and face after shooting, preferably using soap and cold water

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 safety. Poor judgment may result in the loss of Council shooting privileges for Scouts and/or Scouters.

APPENDIX A: INSTRUCTOR AND RANGE SAFETY OFFICER PLEDGE

I _____ (print name) have obtained a copy of the Greater St. Louis Area Council's Shooting Sports Standard Operating Procedures and Range Checklist. I have read and agree to abide by these Policies and Procedures, the guide to safe scouting, and the health and safety guide. Any violation to these rules could result in my privileges being revoked for all shooting sports in the Council.

(Signature) (Position) (Date)

Contact information while on the range:

Address/E-mail:

(Signature of witness) (Date)

Note: Witness may be the Camp Ranger or Shooting Sports Committee representative.

APPENDIX B: Range Exclusions – Beaumont Rifle Range

- Due to the dip and distance between the firing line and the targets, pistol shooting of any kind is prohibited. Only rifles may be used.
- The backstop/berm partially includes a rock face. As a result, only .22LR ammunition may be used, and the bullets must be lead only – no copper coating, full or partial metal jacketing, or any other type of ballistic material.
- Airsoft may not be shot at this range.
- Chalk ball can be shot at this range.

APPENDIX C: Range Exclusions – Famous Eagle Rifle Range

- Due to the dip and distance between the firing line and the targets, pistol shooting of any kind is prohibited. Only rifles may be used.
- Care must be given to note the height of the dirt berm to ensure rounds do not skip out of the range.
- Only .22LR ammunition may be used, and the bullets must be lead only – no copper coating, full or partial metal jacketing, or any other type of ballistic material.
- Airsoft may not be shot at this range.
- Chalk ball can be shot at this range.

APPENDIX D: Range Exclusions – Gamble Rifle Range

- Pistol shooting is allowed at this range.
- Care must be given to note the height of the dirt berm to ensure rounds do not skip out of the range.
- Jacketed ammunition may be used at this range.
- Airsoft can be shot at this range.
- Chalk ball can be shot at this range.

APPENDIX E: Range Exclusions – Eagle Shotgun Range

- Pistols and rifles may not be used on this range.
- Care must be given to follow printed instructions at the skeet high and low houses and the trap house to ensure safe operation of the throwers.
- Only clay birds may be thrown from the throwers.
- In certain circumstances when shotgun shooting is not occurring, Airsoft may be shot at this range.
- Chalk ball may not be shot at this range.

APPENDIX F: Range Exclusions – Sakima Rifle Range

- Pistol shooting is allowed at this range.
- Care must be given to note the height of the dirt berm to ensure rounds do not skip out of the range.
- Jacketed ammunition may be used at this range.
- Airsoft can be shot at this range.
- Chalk ball can be shot at this range.

APPENDIX G: Range Exclusions – Lewallen Rifle Range

- Pistol shooting of any kind is prohibited. Only rifles may be used.
- Care must be given to note the height of the dirt berm to ensure rounds do not skip out of the range.
- Only .22LR ammunition may be used, and the bullets must be lead only – no copper coating, full or partial metal jacketing, or any other type of ballistic material.
- Airsoft can be shot at this range.
- Chalk ball may not be shot at this range.

APPENDIX H: REQUIRED ITEMS TO BRING TO THE RANGE

Rifle Range:

- Blue board or cardboard to attach targets to
- Ammunition
- Targets
- Stapler and staples
- Eye and ear personal protection equipment (PPE)
 - If the shooter is wearing polycarbonate prescription eyeglasses that meet ANSI standard Z87 standard for impact resistance, additional eye protection is not necessary unless determined by the attending RSO.
- NOTE: New target holders are being provided for GSLAC ranges.

BB Gun Range:

- Targets
- BBs
- Stapler and staples
- Eye and ear protection

Shotgun Range:

- Ammunition
- Clay targets
- Must have prior training on clay target throwing machine
- Eye and ear protection

Archery Range:

- Arrows of approved type (no broadhead/hunting type arrows)
- Bows
- Quivers
- Finger tabs
- Releases

APPENDIX I: RANGE SAFETY BRIEFING

Per the National Shooting Sports Manual, prior to a shooting event Scouts must attend a 30 minute safety/instruction briefing appropriate for their planned shooting discipline. PowerPoint presentations are available on the Council website. This brief may be held within 24 hours of the shooting event. If the safety/instruction brief is held prior to arrival at the range, a follow-up onsite safety brief will also be required.

The onsite Range Safety Briefing shall be held in sight of the range conducted by the RSO (Posters and visual aids should be used when possible).

- Introduce the RSO
 - Introduce other range personnel and their roles
- Explain what occurs during live fire
- 3 fundamental rules for safe firearm handling
 - Always keep the gun pointed in a safe direction.
 - The only safe direction on this range when live ammunition is present is downrange – toward the targets or berm
 - Always keep your finger off the trigger until ready to shoot
 - Always keep the gun unloaded until ready to use
- Rules for using a firearm
 - Shoot only at designated targets
 - Be sure the firearm is safe to operate
 - Know how to use the firearm safely
 - Use only the correct ammunition
 - Wear eye and ear protection at the firing line, ready line, or when instructed to do so
 - Never use alcohol or drugs before or while shooting
 - Never use firearms while emotionally upset
 - Store firearms so they are not accessible to unauthorized persons
 - Some types of firearms and many types of shooting activities require additional safety precautions
- Explain the purpose of the shooting event
 - Open shooting

- Sighting-in Firearms
- Matches
- Training, merit badges
- Qualifications
- Point out the range layout, features and limits
 - Backstop
 - Left and right safety limits
 - Target line
 - Firing line
 - Firing position
 - Ready area
 - Spectator area
- Range Rules
 - Know and obey all range rules
 - Shoot only at authorized targets
 - Know where others are at all times
 - Do not handle a firearm or stand at the firing line when people are downrange
 - Stop shooting immediately upon the command "Cease Fire"
 - Keep the firearm pointed in a safe direction
 - Wait for commands to handle a firearm, load ammunition and fire
- Know how to use the firearm safely
 - How to load
 - How to fire
 - How to extract a spent shell
 - How to unload live ammunition
- What to do in case of a misfire
 - Keep the gun pointed in a safe direction and wait 30 seconds. For muzzle loading firearms, wait 2 minutes.
 - Raise non-shooting hand for assistance while maintaining safe muzzle control by keeping the muzzle pointed in the safe direction.

- Emergency Procedures
 - Anyone must call a ceasefire in case of an unsafe condition
 - Seek immediate help from the RSO in case of an emergency
 - Everyone must stay at the range in event of a shooting accident until dismissed by a law enforcement official.

NOTE: For camporees, Shoot-o-Rees, the Fall Fun Rally and other large scale shooting events, a 30-minute briefing may not be practical. Work with the Shooting Sports Committee to develop a briefing plan for the event that provides a methodology for all shooters to receive the required briefing without impacting the shooting activity.

APPENDIX J: CAMP RANGE CHECK LIST

Check In:

1. Range Safety Officers (RSO) and Instructors must check in with the Ranger or Camp Master before proceeding to the range. RSOs and Instructors must show proof of certification before receiving permission to go to the range (original certification must be kept with you on the range). Before going to the range the Ranger will brief you of any issues. The Ranger will also provide any related equipment training needed.
2. Inventory Sheet. The ranger will review an inventory sheet with you at check in. The Inventory Sheet will list the number of eye and ear protectors, the first aid kit, a cleaning kit and other equipment at the range. Check the number of items before leaving the Ranger station and note any discrepancy in the number of items. You will return the inventory sheet with a count of the eye and ear protectors and other range equipment. Your group will be responsible to pay for any missing equipment.
3. If not shooting immediately put Council-approved private guns and camp guns together in one safe and put the ammunition you brought in a second safe. Lock safes and the storage unit when not shooting.

Before Shooting:

1. Walk around the range to make sure it is clear of any personnel and hazards
2. Open range storage unit
3. Raise the Red Range Flag
4. Put the first aid kit in a prominent place.
5. Set up table stands and chairs as needed
6. Place eye & ear protection at every shooting station.
7. RSO call the range "hot"; move guns from the safe to the rack
8. Target and Backboard Set Up
 - a. Set up backing board on the mesh netting with small gage wire. (Do not put holes in the posts or modify the range fixtures)
 - b. Only use approved targets listed in the range Standard Operating Procedures. For example, the A-17 target shall be used for .22LR rifle shooting at 50 feet.
 - c. Each stand, gun and table is numbered. For convenience place the number on the backing board in front of the corresponding shooting station.
9. Assign an adult to supervise and count the scouts as they enter and exit the range.

Before Shooting:

1. Conduct "Safety Briefing" for all shooters (See the Standard Operating Procedures).
2. Conduct shooting exercise according to the Standard Operating Procedures. Note: You must follow the ratio of Instructors to shooters for the specific shooting event you are conducting.

After Shooting:

1. Put eye and ear protection away Shooters retrieve their targets.
2. Preferably, adult leaders pick up all brass.
3. Clean guns before returning to the Ranger.
4. Return shooting stands and chairs to their original position.
5. Put all safety ropes back in place.
6. Return Red Range Flag to the storage unit.
7. Police area for trash.
8. Turn off lights and fans.
9. Take trash to dumpster.
10. Report any range or equipment issues (broken hearing protectors, any damage to firearms, etc.) to the Ranger by filling out the Shooting Sports Report Form.

APPENDIX K: CAMP SHOTGUN CHECK LIST

Check In:

1. Range Safety Offers (RSO) and Instructors must check in with the Ranger / Camp Master before proceeding to the range. RSOs and Instructors must show proof of certification before receiving permission to go to the range (original certification must be kept with you on the range). Before going to range the Ranger will brief you of any issues.
2. Inventory Sheet. The ranger will review an inventory sheet with you at check in. The Inventory Sheet will list the number of eye and ear protectors, a cleaning kit and other equipment at the range. Check the number of items as soon as you arrive at the range and note any discrepancy in the number of items. You will return the inventory sheet with a count of the eye and ear protectors and other range equipment. Your unit will be responsible to pay for any missing equipment.
3. If not shooting immediately put private guns and camp guns together in one safe and put the ammunition you brought in the other safe. Lock safes and the storage unit when not shooting.

Before Shooting:

1. Walk around the range to make sure it is clear of any personnel and hazards.
2. Open range storage unit.
3. Raise the Red Range Flag
4. Bring out the First Aid Kit and put in a prominent place.
5. Pull out the eye & ear protection.
6. Load clays in thrower and hook up remote for thrower and assign a responsible person to run thrower.

Before Shooting:

1. Conduct "Safety Briefing" for all shooters (See the Standard Operating Procedures).
2. Do not adjust or attempt to fix the clay thrower. Contact the ranger for repairs.
3. Conduct shooting exercise according to the Standard Operating Procedures. Note: A one to one adult to youth ratio is required for shooting shotguns.

After Shooting:

1. Put eye and ear protection away
2. Remove remaining clays from the thrower

3. Put remote back in box and the box in the storage unit
4. Clean firearms
5. Put cleaning supplies away
6. Red Range Flag back in the storage unit
7. Police area for trash.
8. Take trash to dumpster.
9. Return firearms Ranger
10. Report any range or equipment issues to the Ranger by filling out the Shooting Sports Report Form.

APPENDIX L: CAMP ARCHERY RANGE CHECK LIST

Check In:

1. BSA Archery Range Masters or Instructors must check in with the Ranger before proceeding to the range. Range Masters / Instructors must show proof of certification before receiving permission to use the range. Before going to the range the Ranger will brief you of any issues.
2. If not shooting immediately, lock any private and/or camp bows and arrows in the storage unit. Lock storage unit when not in use.

Before Shooting:

1. Walk around the range to make sure it is clear of any personnel and hazards
2. Place caution signs on road and trail leading to range (ask Ranger where these signs need to be placed)
3. Keep storage unit locked even when on the range. Only open long enough to pull out what you need.
4. Pull out targets, place on stands in field.
5. Bow: The council has procured compound bows for year round use by units and district events. **DO NOT DRY SHOOT THE BOWS** (*release the string under tension without an arrow knocked for release*) – serious damage could occur to the bow causing the cable, under tension stress, to dislodge from the bow and could seriously hurt the archer or anyone nearby.
 - a. **DO NOT ADJUST THE BOWS**
 - b. **DO NOT ATTEMPT TO RESTRING UNLESS YOU ARE COMPLETELY FAMILIAR WITH STRINGING THE SPECIFIC MODEL BOW!**
7. Hang bows on the pegs at the shooting positions
8. Distribute arrows in each quiver
9. Distribute arm guards and finger guards to all archers

Shooting:

1. Conduct safety Briefing for shooters according to the Standard Operating Procedures.

After Shooting:

1. Archers retrieve the arrows
2. Archers help clean up the range
3. Archers exit

4. Put arrows and bows away
5. Make sure to unstring the bows
6. Put targets and stands back in the storage unit
7. Lock the storage unit
8. Walk field to look for lost arrows
9. Police range area for trash
10. Take trash to the dumpster.
11. Report any equipment or range issues to the Ranger.

APPENDIX M: SHOOTING SPORTS REPORT FORM

Council Property: _____

Adult Leader in Charge: _____

Unit/District: _____

Phone/E-mail: _____

Camp Ranger _____

Date: _____ Time: _____

Items missing at check-out from Ranger Station

- ☐ Eye protection
- ☐ Ear protection
- ☐ First Aid Kit
- ☐ Cleaning Kit

Items in disrepair at check-out from Ranger Station

Items requiring maintenance at check-in at Ranger Station (with description)

APPENDIX N: Non-Council Property Shooting Sports Approval Checklist

See National Document 430-065, 2012 Printing:

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

APPENDIX O: SHOOTING SPORTS INCIDENT FORM

Date/Time: _____

Property location: _____

Council property? YES NO

If no, property owner's name/contact: _____

Address of incident: _____

Scout/Scouter injured, age: _____

Membership ID/contact info: _____

What happened? _____

Certified instructor's name(s), contact info, Scout ID, and certification number:

Chief/Range Safety Officer's name(s), contact info, Scout ID, and certification number:

Witness names, Scout IDs, contact info, certification numbers:

SHOOTING SPORTS INCIDENT FORM – PAGE 2

Describe the location of the incident: _____

Describe the firearm/archery range conditions, number of youth/adults present, shooting sports equipment that was used, safety equipment (eye/ear) used:

Describe the weather conditions present: _____

Was law enforcement notified? If so, please provide the report number generated:

Was the incident rectified through use of the on-site First Aid Kit? YES NO

Did the incident require emergency medical care? YES NO

Was the cause of the incident immediately rectified? YES NO

Is there an outstanding need to rectify the cause of the incident? YES NO

If yes, please describe: _____

Person completing form – address, phone number, e-mail:

APPENDIX P: AGE-APPROPRIATE GUIDELINES FOR SHOOTING SPORTS ACTIVITIES

Please see National's 2015 printing of this document:

http://www.scouting.org/filestore/pdf/34416_Insert_Web.pdf

APPENDIX Q: RANGER NAMES, LOCATIONS, CONTACT INFO

Ranger, Beaumont Scout Reservation

Vince Ballard

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Wrangler, Beaumont Scout Reservation

Ryan O'Toole

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Ranger, Camp Lewallen

Kyle Davis

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573-429-7282 - cell

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Ranger, Camp Pine Ridge

Jamie Senn

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jamie.senn@scouting.org

Lead Ranger, S bar F Scout Ranch

Rich Panosh

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573-330-8863 - cell

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Ranger, S bar F Scout Ranch

Matt Unterreiner

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APPENDIX R: COUNCIL PROFESSIONAL/VOLUNTEER CONTACT INFO

Scout Executive

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Director of Support Services

Steve Hammonds

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Camping Director

Tony Fouts

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anthony.fouts@scouting.org

Shooting Sports Committee Chairman

Todd Ellis

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elliscertified@gmail.com