

# Occoneechee Council Year Round Shooting Sports One Page Instruction For Year-round Use of Shooting Ranges for FIREARMS

1. **Reservations.** You must reserve the range through the regular camp reservation at: <http://421.camp-director.com/reservations/>
2. **Personnel.** You must provide an NRA Certified Instructor and a separate person Certified as an NRA Range Safety Officer.
3. **Check In.** You must check in at the Ranger Office before going to the range.
4. **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. One adult must be Red Cross or American Heart Association CPR Certified
5. **Information.** Both the Instructor and Range Safety Officer must read and understand:
  - a. The page in Section 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 Occoneechee Council Shooting Sports Manual
  - c. The Occoneechee Council Range Standard Operating Procedures
6. **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"
7. **Main Rules:**
  - a. Firearms and ammunition must be stored in camp approved containers.
  - b. At Camp Durant, the maximum rifle caliber for all shooters regardless of age or status (Adult, Venture or Boy/Varsity Scout) is .22. Boy Scouts and Varsity Scouts may fire only .22 caliber single shot rifles at Camp Durant. Registered Venture Scouts and adults may shoot any caliber pistol of any action type except fully automatic.
  - c. At Camp Reeves Registered Venture Scouts and adults may shoot any caliber pistol or rifle of any action type except fully automatic. Boy Scouts and Varsity Scouts may fire only .22 caliber single shot rifles at Camp Reeves.
8. **Information.** Be sure to familiarize yourself with:
  - a. 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

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Boy Scouts of America

Occoneechee Council

Shooting Sports Manual  
and  
Range Standing Operating Procedures

March 25, 2012



# Shooting Sports Manual and Range Standing Operating Procedures

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# Occoneechee Council

## Shooting Sports Manual

### March 25, 2012

#### Shooting Sports Policies and Procedures

## Governance

**Organization.** Occoneechee Council will have 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 (BSA National Shooting Sports Manual page 49).

**Committee.** The Shooting Sports Committee will be composed of a shooting sports chairman, a training director, a summer camp director, a year round director and other members as needed. The Shooting Sports Committee is responsible for the Council's Shooting Sports Policies and Procedures. The Council president or designee appoints the Shooting Sports Committee Chair. The Shooting Sports Committee reports to the Vice President of Programs. The Shooting Sports Committee Members are nominated by the Chair and approved by the Council President or designee. The Committee members serve for two-year terms and can be renewed one time. Directors are nominated by the Chair and approved by the majority of the Committee. Directors may be renewed as long as they serve as a Director if they are re-nominated by the Chair and accepted by the majority of the Committee. The initial committee starting January 1, 2010 will consist of: a Chairman (initial 3 year term), the Summer Camp Shooting Sports Director, the Year Round Shooting Sports Director, the Training Director and other committee members at large. Qualification requirements and responsibilities of the Chair and Committee members are found in the BSA National Shooting Sports Manual page 49.

**Policies and Procedures.** The Shooting Sports Committee will devise and maintain 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 Occoneechee Shooting Ranges – Roles and Rules

- 2.1 Use of the Range Safety Manual
  - 2.6.1 All RSOs and Instructors must use the Range SOP written and approved by the Shooting Sports Committee.
  - 2.6.2 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.
- 2.2 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 Shooting Sports Manual and Standard Operating Procedures. See Appendix A.

### Procedure 3: Opening the Range

- 3.1 A Range Checklist that specifies how to open the range will be appended to the SOP's.
- 3.2 The range may not open until sunrise.
- 3.3 Range users will check in at the Ranger's house for initial check in before proceeding to the range. If Ranger is not there the user must proceed to the Camp Master.
- 3.4 Provisions for obtaining the key for the range will be made prior to arrival at Range.
- 3.5 Scouts may not enter the range shed.
- 3.6 Camp Durant firearm ranges will not be allowed to operate on Sunday.

### Procedure 5: Clean Up

- 5.1 A Range Checklist that specifies how to clean up the range will be appended to the SOP's.

### Procedure 6: Closing the Range

- 6.1 A Range Checklist that specifies procedures how to close the range will be appended to the SOP's.
- 6.2 The range must close by sundown unless special events have prior approval from the Camp Ranger.
- 6.3 After each use of the range **ALL** firearms will be secured in a camp safe until departure from camp.



## APPENDIX A: INSTRUCTOR AND RANGE SAFETY OFFICER PLEDGE

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I \_\_\_\_\_ (print name) have obtained a copy of the Occoneechee Council's Shooting Sports Manual, Range 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 Occoneechee council.

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(Signature)

(Position)

(Date)

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Contact information while on the range

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(Signature of witness)

(Date)

## APPENDIX B: REQUIRED ITEMS TO BRING

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### **Rifle Range:**

- Blue board or cardboard to attach targets to.
- Ammunition
- Targets
- Spray adhesive for targets

### **BB Gun Range:**

- Targets
- BB's

### **Shotgun Range:**

- Ammunition
- Clay targets
- Must have training on clay target throwing machine.

### **Archery Range:**

- Arrows

# **Occoneetchee Council**

## **Standing Operating Procedures**

### **March 25, 2012**

## **Occoneetchee Council Shooting Sports Committee Policies**

The Occoneetchee Council Range Standing 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 BAS National Shooting Sports Manual, the Council's specific range capabilities, adjoining property owners, and the expected capabilities of Cub Scouts, Boy Scouts, Varsity Scouts and Venture Scouts.

### **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.

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 kept at the Scout Camp and will be necessary to use range facilities. Credentials must be presented at check-in and kept on your person while at the range.

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.

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, Section 1 for your shooting event.

### **Reservations**

All shooters must have proper reservations to use the range.

### **Adult Ratios**

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.

## Check In

When using the range 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 Ranger / Camp Master know and s/he will inform you of procedures. You may not keep firearms or ammunition in camp 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. In order to use the range all Instructors and RSOs must sign the Range Use Agreement. 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
  - Law Enforcement: 911
    - Must be called in case of a shooting accident
  - Camp Master: Depends on who is on staff that week end
  - Camp Ranger: (910) 948-3258
  - Council Office: (919) 872-4884
- Direct help to location. Have location and instruction to get to range
  - Address of Location: Old Carthage Road
- 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 responders to the scene

## Range Inspection

- Ensure the condition of range is safe and convenient.
  - 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.

## 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 Appendix A 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.
  - 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 counting the RSO.
  - One adult must be American Heart Association or American Red Cross Standard First Aid and CPR certified.
- Admission
  - Shooters may only enter the range when given personal and individual 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.
  - Shooters will be assigned and must stay at a given shooting station
- Shoot only at authorized targets
  - Only paper targets (clay targets for shotgun) 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.
  - Targets will not be placed on the posts.
  - No targets depicting a human figure will be used.
  - Care must be taken to ensure posts and other fixtures are never shot. Do not place targets on the posts.
- 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, lain 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.
- Loaded firearms and live ammunition must not leave the firing line.
- 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 on the ground until the course of fire is over.
- Hours of Operation
  - Shooting must not start before sunrise
  - Shooting must stop at sunset (unless approved by Shooting Sports Committee)
  - Sunday shooting is not allowed on Camp Durant ranges
- 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 shooting privileges.

## Range Commands

Commands may vary – these commands are to be used as a guide.

- **Cease fire.**
  - Stop firing immediately
  - May be called by anyone
- **Count**
  - Recounts the number of shooters in case someone is missing
  - May be called by anyone
- **Is the line ready?**
  - Check that all shooters are in position with their firearms and ammunition
  - Only called by the RSO
- **Load**
  - Insert ammunition into the firearm
  - Only called by the RSO
- **Fire**
  - The range is Hot, 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
- **Is the Line Clear**
  - RSO inspects all firearms to ensure action is open, firearm laying on bench with the action open and no ammunition is present in the firearm or firing position.
  - Called by RSO
- **Move out of position**
  - Shooters stand behind the ready line
  - Called by the RSO
- **Down Range or Go forward**
  - Score or retrieve targets. Shooters may go forward of the firing line
  - Called only by the RSO
- **Police your firing point**
  - Clean up your shooting station, pick up your brass
  - Called by RSO

## Shooting Events and Course of Fire

- Shooting events allowed: (Regardless of the event - Scouts are still restricted to single action .22 caliber rifles)
  - Shooting Events for all official NRA Qualification shoots are allowed.
  - 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 with NRA match standards are allowed.
- All other Shooting Events require permission from the Council Shooting Sports committee.
- Course of fire: 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 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.
  - Scouts/Venturers may not engage in uncontrolled firing at any time (e.g., point and shoot, from the ready position or from the hip)
  - No trick shooting of any type
  - Any unsafe shooting

## **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.
  - Extra care should be taken to inspect private firearms
- Cub Scouts may only shoot BB guns
- Boy Scouts may only fire .22 caliber single shot rifles anywhere.



- At Camp Durant Venture Scouts may fire pistols of any caliber and action type. No high-power rifles are allowed at Camp Durrant
- At Camp Reeves Venture Scouts may fire pistols and rifles of any caliber and action type (except fully automatic).
  - Caliber and type of action is specified by the type of shooting event and course of fire.
- Shooters may not take live ammunition away from the firing line
- Only correct ammunition for the firearm being used may be present on the firing line
- No armor piercing, incendiary or tracer ammunition may be used

## 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 and hang fire and squibs
  - Keep gun pointed in safe direction
  - Call for assistance if needed
  - Keep other adults supervising other shooters
- Take control of firearm correctly

## Muzzle Loaders

- Please refer to the NRA/NMLRA for use of Muzzle Loading Firearms.
- Muzzle loaders may not be used along side breech loading firearms

## First Aid Kit

- A Red Cross approved First Aid Kit is available in the storage shed 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
- 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

- 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 a Camp safes until ready to use – you may not keep guns or ammunition in camp with you.

## 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 guns.
- Change clothing after shooting.
- Wash hands and face after shooting.

## 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.

## APPENDIX A: RANGE SAFETY BRIEFING

Everyone shooting on the range will attend a Range Safety Briefing, in sight of the range, conducted by the 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.
- 3 Fundamental Rules for Safe Gun 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.
  - 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.
  - Shoot only at designated targets
  - Be sure the gun is safe to operate
  - Know how to use the gun safely
  - Use only the correct ammunition
  - Wear eye and ear protection when instructed to do so
  - Never use alcohol or drugs before or while shooting
  - Never use guns while emotionally upset
  - Store guns so they are not accessible to unauthorized persons
  - Some types of guns and many types of shooting activities require additional safety precautions
- Explain the purpose of the shooting event
  - Open shooting
  - Zeroing Firearms
  - Match
  - Training
  - 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 gun pointed in a safe direction
  - Wait for commands to handle a firearm, load ammunition and fire

- Know how to use the gun safely
  - How to load
  - Use of the safety
  - 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 second
- Firing line commands
  - **Cease fire.**
    - Stop firing immediately
    - May be called by anyone
  - **Count**
    - Recounts the number of shooters in case someone is missing
    - May be called by anyone
  - **Is the line ready?**
    - Check that all shooters are in position with their firearms and ammunition
    - Eye contact is made with each shooter
    - Only called by RSO
  - **Load and make ready**
    - Insert ammunition into the firearm
    - Only called by the RSO
  - **Fire.** (The range is Hot, Shooters may shoot the prescribed course of fire)
    - Only called by the RSO
  - **Unload**
    - Shooters remove any ammunition in their firearm and make safe (open action)
    - Called by RSO
  - **The Line is Clear**
    - Everyone has finished shooting and all firearms are made safe
    - Called by RSO
  - **Move out of position**
    - Shooters stand behind the red line
    - Only Called by RSO
  - **Down Range or Go forward**
    - Score or retrieve targets
    - Shooters may go forward of the firing line
    - Only called by RSO
  - **Police your firing point**
    - Clean up your shooting station, pick up your brass
- Emergency Procedures
  - Raise non-shooting hand for assistance
  - 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

## APPENDIX B: CAMP DURANT PISTOL AND RIFLE RANGE CHECK LIST

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### 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 the range keys (original certification must be kept with you on the range). Before going to the range the Ranger / Camp Master will brief you of any issues. The Ranger will require a deposit item to ensure keys are returned before releasing keys (forgetting to return keys has been a problem). This will be agreed upon with the Ranger at time of check in.
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 and other equipment at the range. Check the number of items as soon as you arrive at the range and note an 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. Make sure the gate(s) is closed.
2. Walk around the range to make sure it is clear of any personnel and hazards.
3. Open range storage unit.
4. Raise the Red Range Flag
5. Bring out the First Aid Kit and put in a prominent place.
6. Set up table stands and chairs as needed
7. Place eye & ear protection at every shooting station.
8. Move guns from the safe to the rack

9. Lock unused ammunition in the safe and lock storage room door while shooting.
10. 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. Please bring and use Spray Adhesive glue or tape to secure your targets to the backing board.
  - c. Only use approved targets listed in the range Standard Operating Procedures.
  - d. Each stand, gun and table is numbered. For convenience place the number on the backing board in front of the corresponding shooting station.
11. Assign an adult to supervise and count the scouts as they enter and exit the range.

### **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.
2. Shooters retrieve their targets.
3. Shooters pick up all brass.
4. Return shooting stands and chairs to their original position.
5. Put all safety ropes back in place.
6. Clean guns – cleaning supplies and instruction are in a crate in the storage unit.
7. When guns are clean lock them in safe. Any ammunition must be stored in a separate safe.
8. Put cleaning supplies away.
9. Put First Aid Kit back into the storage unit.

10. Return Red Range Flag to the storage unit.
11. Make sure safes are locked.
12. Lock storage unit.
13. Police area for trash.
14. Turn off lights and fans.
15. Ensure doors and gates are locked.
16. Take trash to dumpster.
17. Return keys to ranger/camp master to get your deposit item back.
18. Report any range or equipment issues to the Ranger / Camp Master by filling out the Gun Report Form.





## APPENDIX C: CAMP DURANT SHOTGUN CHECK LIST

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### 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 the range keys (original certification must be kept with you on the range). Before going to range the Ranger / Camp Master will brief you of any issues. The Ranger will require a deposit item to ensure keys are returned before releasing keys. (people forgetting to return keys has been a problem). This will be agreed upon with the Ranger at time of check in.
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 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. Make sure the gate is closed.
2. Walk around the range to make sure it is clear of any personnel and hazards.
3. Open range storage unit.
4. Raise the Red Range Flag
5. Bring out the First Aid Kit and put in a prominent place.
6. Pull out the eye & ear protection.
7. Load clays in thrower and hook up remote for thrower and assign a responsible person to run thrower.

### **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 guns – cleaning supplies are in a Milk crate in the storage unit.
5. When guns are clean lock them in safe. Any ammunition must be stored in a separate safe.
6. Put cleaning supplies away.
7. Put First Aid Kit back into the storage unit.
8. Red Range Flag back in the storage unit.
9. Make sure safes are locked.
10. Lock storage unit.
11. Police area for trash.
12. Take trash to dumpster.
13. Return keys to ranger/camp master to get your deposit item back.
14. Report any range or equipment issues to the Ranger / Camp Master.

## APPENDIX D: CAMP DURANT ARCHERY RANGE CHECK LIST

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### Check In:

1. BSA Archery Range Masters or Instructors must check in with the Ranger / Camp Master before proceeding to the range. Range Masters / Instructors must show proof of certification before receiving the range keys (original certification must be kept with you on the range). Before going to range the Ranger / Camp Master will brief you of any issues. The Ranger will require a deposit item to ensure keys are returned before releasing keys (people forgetting to return keys has been a problem). This will be agreed upon with the Ranger at time of check in.
2. If not shooting immediately lock private and camp bows and arrows in the storage unit. Lock storage unit when not in use.

### Before Shooting:

1. Make sure the gate is closed.
2. Walk around the range to make sure it is clear of any personnel and hazards.
3. Place caution signs on road and trail leading to range (ask Ranger where these signs need to be placed).
4. Keep storage unit locked even when on the range. Only open long enough to pull out what you need.
5. Pull out target stands hanging on right of storage unit. Place on field. There are 3 wooden blocks placed in the ground for the Cubs, Webelos and Boy Scout distances.
6. Pull out targets, place on stands in field.
7. Bow: The council has procured Matthews Genesis 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 STRING THE GENESIS COMPAOUND BOW!
8. Hang bows on the pegs at the shooting positions.
  9. Distribute arrows in each quiver.
  10. Distribute arm guards and finger guards to all archers.

### **Shooting:**

1. Conduct safety Briefing for shooters according to the Standard Operating Procedures.
2. **Conduct shooting exercise according to 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. Return keys to ranger/camp master to recover deposit item
12. Report any equipment or range issues to the Ranger / Camp Master.