

# SHOOTING SPORTS STANDARD OPERATING PROCEDURES

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Old Hickory Council, Boy Scouts of America  
6600 Silas Creek Parkway, Winston-Salem, North Carolina 27106

Raven Knob Scout Reservation  
266 Raven Knob Road, Mount Airy, North Carolina 27030

Approved by the Old Hickory Council Shooting Sports Committee, Old Hickory Council Risk Management Committee, and Steve Wilburn, Old Hickory Council Scout Executive – April 21, 2014

The Old Hickory Council, Boy Scouts of America, Inc. operates under the charter by the Boy Scouts of America and under Articles of Consolidation, dated January 17, 1992, under the North Carolina General Statutes.

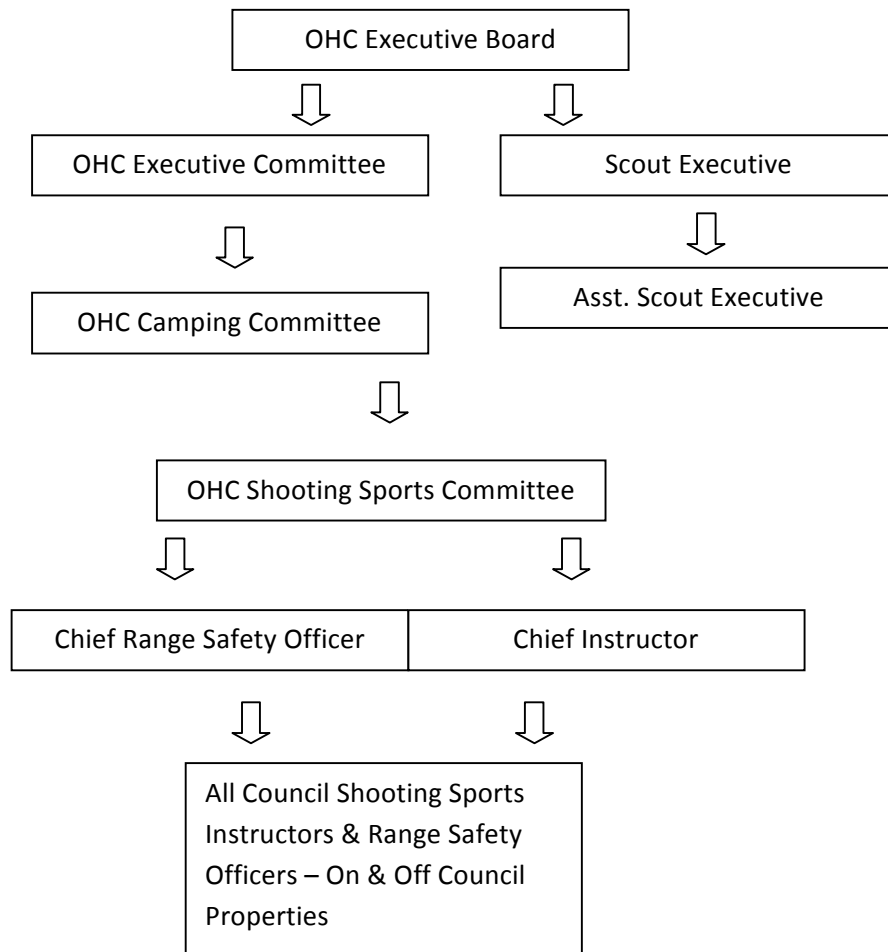
All Old Hickory Council (OHC)/District and Camp Raven Knob (CRK) shooting activities will follow the BSA guidelines established in the most current version of the following publications:

- The BSA National Shooting Sports Manual
- The BSA National Camp Program and Property Management  
*Note: The Summer Camp Program Standards are listed in Section VI of the BSA National Camp Program and Property Management issued each year in November for the following year.*
- The Guide to Safe Scouting
- Any BSA publication or guideline which supplements/updates/replaces the listed publications.

This guide addresses any OHC/District shooting event, whether on or off council property.

Old Hickory Council Standard Operating Procedures (SOP) was written by the Old Hickory Council Shooting Sports Committee and is supported by the publications listed above. The SOP was written to limit the Council Liability and to increase the safety of those participating in the OHC Shooting Sports Programs.

## Old Hickory Council Shooting Sports Organizational Chart



## Parental Permission Form

**All** youth participating in shooting sports activities at Camp Raven Knob or at shooting sports activities sponsored by the Old Hickory Council are required to have a signed Parental Permission Form at each activity. These forms are to be gathered by a Pack, Troop, or Crew leader that is accompanying the youth to the range. Upon arrival at the range, said leader will give the Parental Permission Forms to the Shooting Sports Staff member that is in charge of the activity. At the close of the activity the forms will be returned to the leader.

A copy of the Parental Permission Form can be found in the Appendix of this document.

## Authorized and Prohibited Guns and Bows

1. **Cub Scouts:** Archery and BB gun shooting are restricted to Day Camps, Cub Scout/Webelos Scout Resident Camps, council-managed family camping programs, or to council activities where there are properly trained supervisors and all standards for BSA Shooting Sports are enforced. **Archery and BB gun shooting are not to be done at the Pack level.** Cub Scouts are not permitted to use any other type of handgun or firearm. Webelos may use air-rifles (pellet) following current BSA Camp Standards.
2. **Boy Scouts:** Boy Scouts are permitted to use bows with arrows, BB guns, .22 caliber, bolt action single-shot rifles; air rifles, shotguns and muzzle-loading long guns. Handguns may not be used as a part of the Boy Scout program.
3. **Venturers/Explorers** may use the guns listed above, rimfire and centerfire handguns, and centerfire rifles.
4. **Prohibited Arms:** The following are not allowed for use by BSA youth members at any time –
  - a. Flintlock muzzleloaders
  - b. Cannons
  - c. Fully automatic firearms
  - d. Crossbows (true compound bows are also not recommended)
5. All guns used will comply with the guidelines, as applicable, in the National Camp Standards and the BSA National Shooting Sports Manual (see 5 Levels of Shooting Activities).
6. **Archery:**
  - a. Recommended draw weights are: Cub Scouts – 15 to 20 pounds, Boy Scouts – 20 to 25 pounds, Ventures – 20 to 35 pounds. The Mathews-brand Genesis bow is recommended. True compound bows are not recommended.
  - b. Only target arrows with appropriate tips may be used. Broadheads or other hunting tips are not allowed.
  - c. Proper safety equipment must be worn by all participants.
  - d. Crossbows are not allowed.
7. CRK Range Safety Officers (RSO) shall reserve the right to not allow Scouts to participate in shooting activities based on physical inability to handle a bow or firearm safely or confidently.
8. The Attitude of the shooter, parent, guardian or any on-lookers on or around the range needs to be a priority of the RSO/Firearms Instructor. Those displaying inappropriate behavior on or around the range will be asked to leave the area. If the behavior persists, the person will be asked to leave the camp or off-site event. If this procedure happens the Professional Scout and/or Chief Event Volunteer Scout needs to be notified.

## **SUPERVISION**

### **Range Safety Officers and Instructors**

All NRA certified Range Safety Officers, NRA certified Instructors, and trained Cub Scout BB and Archery Rangemasters that supervise Old Hickory Council/Camp Raven Knob ranges will be registered with the Boy Scouts of America and have current Youth Protection Training. Those supervising Venture Crews will have Venture Youth Protection Training. They must have proof of current registration and training available on demand and onsite while supervising shooting sports activities.

#### **Cub Scouts:**

Cub Scout BB and archery ranges must be supervised by a currently certified range master, at least 18 years of age, trained by a National Camp School Shooting Sports Director, who shall issue a Training Course Pocket Certification, No. 33767, which is valid for two years. Cub Scout BB gun ranges can be supervised by a NRA certified rifle instructor or a NRA/USA Shooting /CMP certified rifle coach. Cub Scout archery ranges can be supervised by a USA Archery/NFAA certified Level 1 or 2 instructor.

BB gun range master may be trained by a National Rifle Association certified rifle instructor or a NRA/USA Shooting/CMP certified rifle coach.

Archery range master may be trained by a USA Archery/NFAA certified Level 2 archery instructor.

#### **Boy Scouts/Venturers/Explorers/Sea Scouts:**

Range Safety Officers are to supervise all BSA shooting events. Their responsibilities are firing line safety, safety on all other areas of the range, and to deliver the Range Safety Briefing for the activity. Range Safety Officers are present to insure safety, not to provide instruction.

Certified Instructors are to provide any needed classroom instruction and to work with each participant on the range to insure that they understand the function and use of the firearm as well as the positions and techniques required for safe operation of the firearm and success in hitting the target.

Each shooting discipline and level of participation has specific requirements for the ratio of shooters to Range Safety Officers and Instructors. It is strongly suggested to have no less than two Range Safety Officers and two certified Instructors present at any shooting activity even for a minimum number of participants.

If a Chief Range Safety Officer is not present at the activity, a participating Range Safety officer will be designated by the Council Shooting Sports Chairman or the Council Chief Range Safety Officer to assume responsibility for the activity.

**Archery:** Range Master (RSO) must be at least 18 years old and trained by a National Camping School Shooting Sports Director or USA Archery/NFAA Level 2 Archery Instructor to set up and operate a safe archery range for a Cub Scout or Boy Scout archery program according to standards in the National Shooting Sports Manual, Section V. Archery training must be renewed every two years and verified by Training Course Pocket Certification, No. 33767.

**Firearms:** A certified NRA Range Safety Officer is to directly supervise all live fire on the range. All instruction offered must be done by a certified NRA Instructor for the shooting discipline of the activity (Rifle, shotgun, handgun, muzzleloading rifle). The RSO and Instructor must be separate individuals.

Range supervision/instructor to shooter ratios, and training is outlined in BSA National Camp Standards and the National Shooting Sports Manual (5 levels of shooting activities).

Prior to supervising shooting ranges, copies of current certifications must be provided to the OHC Shooting Sports Committee, as well as being on their person while operating the range.

All youth must have written documentation with them of any shooting sports Merit Badges earned, NRA First Steps training, or NRA Basics courses completed for the shooting discipline they are participating in for verification of that training.

Guidelines and further clarification of approved Range Personnel is found in the Guide to Safe Scouting, National Camp Standards and the BSA National Shooting Sports Manual. The BSA SS Decision Tree, Appendix 4, in the BSA National Shooting Sports Manual can help identify standards that apply to a specific shooting activity.

## Range Use

1. The shooting ranges may be available for BSA chartered groups, and for 4-H clubs, Girl Scouts, Hunter Safety groups, NRA training courses, military or law enforcement agencies, and other organizations approved by the OHC Shooting Sports Committee on a scheduled basis. All ranges must be under the supervision of OHC certified RSO's and Instructors for the firearm discipline being used, or certified RSO's and instructors approved by the OHC Shooting Sports Committee.
2. The management of the availability of the ranges will be done through the Camping and Facilities Reservations on the Council website at [www.oldsickorycouncil.org](http://www.oldsickorycouncil.org) and must be approved by the Shooting Sports Chairman or their designee. The request for use must be made at least four (4) weeks prior to arrival.
3. All firearms used on the ranges must meet the previously defined standards and be approved for use by the RSO in charge.
4. Fees: Fees for use of the OHC facilities and equipment are subject to change without notice. Fee schedules are posted on the Old Hickory Council website.

## Personal Firearms and Bows on Council Property

Personal firearms should only be brought to camp for scheduled shooting sports activities. All firearms must be unloaded, in a carrying case, and under the supervision of an adult leader or parent/guardian while being transported to and from camp and while on camp property. Personal firearms must meet the firearm guidelines as outline in the BSA National Shooting Sports Manual (5 levels of shooting activity). All personal firearms and bows must be checked in with the RSO in charge or Campmaster upon entering camp and secured by an adult in a locked manner in accordance with state regulations and not accessible to others.

Personal firearms and archery equipment are not allowed during summer camp unless approved by the Summer Camp Shooting Sports Director.

All personal firearms and archery equipment must be inspected by the RSO before being allowed on the range.

## Safety Plan

### A. Range Check-In Procedure

1. Check in at the camp office or with the Campmaster or Camp Ranger.
2. Pick up: Standard Operating Procedures

### B. Conduct a range inspection

1. Condition of range on arrival. Clean or dirty?
2. Impact area (backstop functional)?
3. Safety lines surrounding the range intact?
4. Range area clear of personnel?
5. Targets ready?
6. Communication system working?
7. Correct ammunition for the firearms being used?
8. Safety briefing prepared?
9. Eye and ear protection on hand?

### C. NRA GUN SAFETY RULES

1. ALWAYS keep the gun pointed in a safe direction.
2. ALWAYS keep your finger off the trigger until ready to shoot.
3. ALWAYS keep the gun unloaded until ready to use.

#### Rules for Using or Storing a Gun

1. Know your target and what is beyond
2. Be sure the gun is safe to operate
3. Know how to use the gun safely
4. Use only the correct ammunition for your gun
5. Wear eye and ear protection
6. Never use alcohol or drugs (including prescription and over-the-counter medications) before or while shooting
7. Store guns so they are not accessible to unauthorized persons
8. Be aware that certain types of guns and many shooting activities require additional safety precautions.

#### General Range Safety Rules

1. Know and obey all range rules
2. Know where others are at all times
3. Shoot only at authorized targets
4. Malfunctions-
  - a. Gun Malfunction-signal the Range Officer for assistance
  - b. Ammunition Malfunction-signal the Range Officer for assistance
5. Do not handle a gun or stand at the firing line where guns are present while others are downrange
6. Stop shooting immediately upon the command **“Cease Firing!”**
7. Water and hydration drinks will be allowed in the instruction area and waiting area. **No food or drinks on the firing line.**
8. Hygiene Guidelines-
  - a. Refrain from eating, drinking, smoking or placing your hands in proximity to your mouth or nose while on the range or cleaning a gun.
  - b. Wash hands with soap and cold water and change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.
9. Physical contact-always ask permission before touching any student, or shooter.

## Medical Support

- A. Each range will have an emergency first aid kit.
- B. Each range will have a means of emergency transportation designated for that purpose.
  - 1. During summer camp there will be council or staff-owned vehicle in camp.
  - 2. In the off-season, a designated emergency vehicle will be parked in proximity to the shooting range.
- C. Emergency Communication
  - 1. During summer camp each range will have a camp telephone and/or camp radio to allow staff to communicate with the Health Lodge (Ext. 206) or Administration Building (Ext. 201).
  - 2. In the off-season, in case of emergency and Emergency Medical Services (EMS) is needed, dial 911 on a camp telephone or a cell phone.
- D. In Case of Injury
  - 1. Take charge of the situation and secure the gun(s) and ammunition or bows and arrows.
  - 2. Give immediate first aid to the victim.
  - 3. During summer camp, call the Health Lodge.
  - 4. During the off-season, call 911, if deemed necessary.
  - 5. If you use a cell phone to reach 911, make sure you are talking to the Surry County 911 Center.
  - 6. Ask them to send EMS to the main entrance of Camp Raven Knob, 266 Raven Knob Road.
  - 7. Inform the Campmaster of the situation.
  - 8. Immediately send two (2) adults in a vehicle to the camp entrance to meet the EMS. If First Responders arrive, one adult should go with the First Responders to the victim; the other adult should wait for the EMS and take them to the victim.
  - 9. After the victim is taken care of, contact the Scout Executive or Assistant Scout Executive. During summer camp, contact the Camp Director. During an event or activity, contact the professional advisor for that activity.
  - 10. Keep everyone that was at the activity together and ask them not to discuss the incident until someone from the Scout Office is contacted.
  - 11. Do not talk to the media at all. The Scout Executive or his designee is the spokesman for the council. All media contact should be through the Scout Executive or his designee.



## Standard Operating Procedures for Camp Raven Knob Rifle/Pistol Range

1. The range may only be opened by a NRA Certified RSO. Access to the range is supervised by a NRA certified RSO.
  2. Reservations are required through the OHC website Camp and Facilities Reservation at least four (4) weeks in advance of the shoot date.
  3. If your unit desires to camp, separate reservations for a campsite must be made through the website.
  4. CRK rifles and handguns may only be used when a designated member of the OHC Shooting Sports Committee is present.
  5. All shoots begin with a Range Safety Briefing.
  6. Shooting may take place following the guidelines found in the most current printing of the BSA National Camp Standards or the BSA National Shooting Sports Manual (depending on the activity).
  7. The Rifle Range Commands include:
    - "Move into position"
    - "Eye and ear protection in place"
    - "Remove empty chamber indicator"
    - "Load"
    - "Make ready"
    - or "Ready on the right...Ready on the left...ready on the firing line"
    - "Commence firing"
    - "Cease firing"
    - "As you were" or "Carry on" to continue firing
    - "Insert empty chamber indicator"
    - "Move out of position"
    - "Police the firing line"
    - "Go forward and change targets (or remove targets)"
- Stop shooting immediately upon the command "**Cease Firing**"
- Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
8. The rifle range may be used to conduct .22 caliber rifle shooting, .22 caliber handgun shooting, and muzzleloading rifle shooting if approved for the program and age group utilizing the range. No shotguns are allowed on the rifle range.

9. Any of the following actions will result in that person(s) being asked to leave the range:

Failure to follow the three (3) basic gun safety rules:

**ALWAYS** keep the gun pointed in a safe direction.

**ALWAYS** keep your finger off the trigger until ready to shoot.

**ALWAYS** keep the gun unloaded until ready to use.

Failure to follow range commands given by the RSO,

Failure to obey rules posted on signs at the range,

or having a poor attitude or displaying inappropriate behavior.

10. Venture Crew members participating in a handgun/pistol shooting event must have proof of registration as a Venture Crew member.

## Standard Operating Procedures for Camp Raven Knob Shotgun Range

1. The range may only be opened by a NRA Certified RSO. Access to the range is supervised by a NRA Certified RSO.
2. Reservations are required through the OHC website Camping and Facilities Reservations at least four (4) weeks in advance of the shoot date.
3. If your unit desires to camp, separate reservations for a campsite must be made through the website.
4. CRK shotguns and electric traps may only be used when a designated member of the OHC Shooting Sports Committee is present.
5. All shoots begin with a Range Safety Briefing.
6. Shooting may take place following the guidelines found in BSA National Camp Standards or the BSA National Shooting Sports Manual (depending on the activity).
7. The Shotgun Range commands include:
  - "Shooters may enter the range"
  - "Move into position"
  - "Is the line ready?"
  - "Load"
  - "Commence firing"
  - "Cease fire"
  - "Unload"
  - "Move out of position"
  - "Police the firing line"
8. The Shotgun Range is for Shotguns Only. No rifles or handgun shooting is allowed, unless using ammunition loaded with shot not larger than 7 1/2.
9. No shot size larger than 7 1/2, no more than 1 1/8 oz. of shot, no shotshell velocity greater than 1300 FPS to be used. No slugs, buckshot, sabot, or exploding ammunition will be allowed. No incendiary, tracer, armor piercing, or flechette ammunition will be allowed.
10. **Any of the following actions will result in that person(s) being asked to leave the range:**
  - Failure to follow the three (3) basic gun safety rules:**
    - ALWAYS keep the gun pointed in a safe direction.**
    - ALWAYS keep your finger off the trigger until ready to shoot.**
    - ALWAYS keep the gun unloaded until ready to use,**
  - Failure to follow range commands given by the RSO,**
  - Failure to obey rules posted on signs at the range,**
  - Or having a poor attitude or displaying inappropriate behavior.**
11. For shotgun shoots not staffed by OHC Shooting Sports Committee members, refer to Resources at the back of the SOP for Use of Shotgun Range (non-CRK Staffed Event)

## BB Gun Range Officer

The range officer is designated by the Event Director and must meet current BSA requirements for a qualified Cub Shooting Sports Range Officer.

To qualify, the range officer must:

1. Be at least 18 years of age,
2. Be a National Camping School-trained Shooting Sports Director, or have been trained by a National Camping School-trained Shooting Sports Director, or be a National Rifle Association certified rifle instructor.
3. Be familiar with the BB gun shooting section of Shooting Sports for Cub Scouting.
4. Be registered with the Boy Scouts of America.

## BB Gun Range Access

The range is under the control of the Range Officer as designated by the Camp or Event Director. The range officer (RO) at his/her sole discretion will allow others access to the range. **The RO may, at his/her sole discretion, ask any person to leave the range.**

## BB Gun Range Rules

1. **The range may be opened only by a certified BB Gun Range Officer.** No one may begin shooting on the range unless the range is controlled by a Range Officer. No one is to enter the range unless given explicit permission to do so by the Range Officer.
2. **You will strictly observe the Three Basic Rules of Gun Safety:**  
**ALWAYS keep the gun pointed in a safe direction.**  
**ALWAYS keep your finger off the trigger until ready to fire.**  
**ALWAYS keep the gun unloaded until ready to use.**
3. All commands issued by the Range Officer must be obeyed immediately.
4. Shooters must wear eye protection at all times while on the range.
5. Stay behind the firing line. Do not cross the firing line. Do not reach for objects that fall beyond the firing line.
6. Do not pick up a BB gun unless told to do so by the Range Officer.
7. Absolutely no running on the range. No horseplay or unnecessary talking on the range.
8. When waiting to shoot, everyone must remain behind the waiting line.  
(Show where the shooting line and waiting line are located.)
9. Shooters must wear shoes at all times while on the range.
10. Never dry fire a gun.  
(Dry firing is shooting the gun with no BB's loaded.)
11. If in doubt about these rules, ask your leader or Range Officer for advice and help.

## BB Gun Range Safety Briefing

You must obey all BB Gun Range Safety Rules while on the range. Rules are posted on the range. (Review Range Rules, visually show downrange direction and the left and right range boundaries. Review the three (3) gun safety rules:

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the gun unloaded until ready to use.

When waiting to shoot, everyone must remain behind the waiting line. (Show where the shooting line and waiting line are located.)

Anyone may call "Cease Fire" any time an unsafe range condition exists.

Anyone may execute the Range Emergency Procedures in the front of this SOP. (Show the location of the emergency procedures.)

Upon hearing the command, "Shooters to the firing line" you may advance to the shooting line. (Show and discuss the proper place to stand and proper stance, if necessary.)

Upon hearing the command, "You may handle" you may pick up your gun and practice sighting it on your target. KEEP YOUR FINGER OFF THE TRIGGER.

Upon hearing the command, "Is the line ready?" make sure you know which target you will be shooting, you understand how to operate the gun. If you are unsure, raise your non-shooting hand.

When the line is ready, the Range Officer will call, "The line is ready".

Upon hearing the command, "Load" you may load the BB gun and cock it.

Upon hearing the command "Commence Firing" you may remove the safety and begin shooting your target.

Upon hearing the command, "Cease Fire!" stop shooting immediately, make the gun safe, and put the gun back in its place ensuring that it is pointing in a safe direction downrange. Do not shoot any BB that is loaded.

Again, anyone on the range may call "Cease Fire!" at anytime an unsafe range condition exists.

Again, anyone may execute the Range Emergency Procedures located in the front of this SOP. (Show the location of the Range Emergency Procedures.)

If you need assistance, stop firing, remove your finger from the trigger and raise your non-shooting hand.

Is there anyone here who has any questions?

Is there anyone here who does not know which eye is dominant?

Is there anyone here who has never handled a BB Gun before today?

## **BB Gun Range Commands**

1. Shooters to the firing line.  
(Show and discuss the proper place to stand and proper stance, if necessary.)
2. You may handle.  
(You may pick up the gun, sight your target and examine its operation.)
3. Is the line ready?  
(If you aren't ready, raise your non-shooting hand.)
4. The line is ready.
5. Load.  
(You may load your gun and cock it.)
6. Commence Firing.  
(Remove the safety and begin firing.)
7. Cease Fire!  
(Stop firing immediately! Make the gun safe and put it down with the muzzle pointed downrange.)

## Archery Range Officer

The Archery Range Officer is designated by the Event Director and must meet current BSA requirements for a qualified Archery Range Officer.

To qualify, the range officer must:

1. Be at least 18 years of age,
2. Be a National Camping School-trained Shooting Sports Director, or have been trained by a National Camping School-trained Shooting Sports Director, or be a USA Archery/NFAA certified Level 1 or 2 instructor.
3. Be familiar with the archery section of Shooting Sports for Cub Scouting.
4. Be registered with the Boy Scouts of America.

## Archery Range Access

The range is under the control of the Range Officer as designated by the Camp or Event Director. The range officer (RO) at his/her sole discretion will allow others access to the range. **The RO may, at his/her sole discretion, ask any person to leave the range.**

## Archery Range Rules

1. **The range may be opened only by a certified archery Range Officer.** No one may begin shooting on the range unless the range is controlled by a Range Officer. No one is to enter the range unless given explicit permission to do so by the Range Officer.
2. **You will strictly observe the Three Basic Rules of Archery Safety:**  
**ALWAYS keep the bow and arrow pointed in a safe direction.**  
**ALWAYS keep bow un-drawn until ready to shoot.**  
**NEVER nock an arrow in the bow until ready to use.**
3. All commands issued by the Range Officer must be obeyed immediately.
4. Stay behind the firing line. Do not straddle the firing line. Do not reach for objects that fall beyond the firing line.
5. Bows will be placed on ground quivers when shooting has ceased or when retrieving arrows. No bows may be carried to the target.
6. Do not pick up a bow or nock an arrow unless told to do so by the Range Officer.
7. Absolutely no running on the range. No horseplay or unnecessary talking on the range.
8. When waiting to shoot, everyone must remain behind the waiting line.  
(Show where the shooting line and waiting line are located.)
9. Archers must wear shoes at all times while on the range. Every shooter must use an arm guard and finger protector.
10. Archers may not allow anyone to hold a target for them.
11. Never dry fire a bow.  
(Dry firing is drawing and releasing a bow with no arrow nocked.)
12. If in doubt about these rules, ask your leader or Range Officer for advice and help.

## Archery Range Safety Briefing

You must obey all Archery Range Safety Rules while on the range. Rules are posted on the range. (Review Range Rules, visually show downrange direction and the left and right range boundaries. Review the three (3) archery safety rules:

1. Always keep the bow and arrow pointed in a safe direction.
2. Always keep your bow un-drawn until ready to shoot.
3. Never nock an arrow in the bow until ready to use.

When waiting to shoot, everyone must remain behind the waiting line. (Show where the shooting line and waiting line are located.)

Anyone may call "Cease Fire" any time an unsafe range condition exists.

Anyone may execute the Range Emergency Procedures in the front of this SOP. (Show the location of the emergency procedures.)

Upon hearing the command, "Archers to the line" or two (2) whistle blows, you may advance to the shooting line. (Show and discuss the proper place to stand and proper stance, if necessary.)

Upon hearing the command, "Archers commence shooting" or one (1) whistle blow, you may nock an arrow and commence shooting. (Show how to nock an arrow and aiming technique, if necessary.)

When you are out of arrows, place your bow on the ground or stand, and step back from the shooting line.

Upon hearing the command, "Archers retrieve your arrows" or three (3) whistle blows, you may advance forward of the shooting line and retrieve your arrows. (Emphasize that ALL equipment must remain behind the firing line. Do not carry bows or arrows beyond the firing line.)

Upon hearing the command, "Cease Fire!" or four (4) or more whistle blows, stop shooting immediately, place your bow on the ground or stand, and step back from the shooting line. (Do not shoot any arrow that is nocked. Relax the bow and un-nock the arrow. Replace the arrow in the quiver.)

Again, anyone on the range may call "Cease Fire!" at anytime an unsafe range condition exists.

Again, anyone may execute the Range Emergency Procedures located in the front of this SOP. (Show the location of the Range Emergency Procedures.)

If you need assistance, remove any arrow from the bow, replace it in the quiver and raise your shooting hand.

Is there anyone here who has any questions?



## **Standard Operating Procedures for Off-Site Shooting Sports Events**

All off-site shooting sports events must be held on a BSA-approved range, or a public or private commercial range or club.

The guidelines set forth in the most recent version of the BSA National Shooting Sports Manual will be followed.

## Appendix

- Sample Range Safety Briefing
- Shotgun Range Checklist
- .22 Range Checklist
- CRK SOP Use of Shotgun Range (Non-CRK Staffed Events)
- CRK SOP use of Rifle/Pistol Range (Non-CRK Staffed Events)
- Shooting Sports Parental Permission Form

## Sample Range Safety Briefing

(Minimal suggested – additional topics should be added as appropriate to group and activity.)

Purpose of the Event and Introduction of Range Staff and Roles:

Range Layout and Limits:

- Ready Area
- Firing Line
- Target Area
- Impact Area
- Left and Right Range Limits
- Firearms to be used
- Other specific to range

Range Safety Rules: (Use Range Specific or Use Wall Poster)

- **NRA GUN SAFETY RULES**
  1. **ALWAYS keep the gun pointed in a safe direction.**
  2. **ALWAYS keep your finger off the trigger until ready to shoot.**
  3. **ALWAYS keep the gun unloaded until ready to use.**
- Rules for Safe Useage:
  1. Know your target and what is beyond.
  2. Be sure the gun is safe to operate.
  3. Know how to use the gun safely.
  4. Use only the correct ammunition for your gun.
  5. Wear eye and ear protection.
  6. Never use alcohol or drugs (including prescription and over-the-counter medications) before or while shooting.
  7. Store guns so they are not accessible to unauthorized persons.
  8. Be aware that certain types of guns and many shooting activities require additional safety precautions.
- General Range Safety Rules
  1. Know and obey all range rules.
  2. Know where others are at all times.
  3. Shoot only at authorized targets.
  4. Malfunctions-
    - a. Gun Malfunction-signal the Range Officer for assistance
    - b. Ammunition Malfunction-signal the Range Officer for assistance
  5. Do not handle a gun or stand at the firing line where guns are present while others are downrange
  6. Stop shooting immediately upon the command **“Cease Firing!”** (Explain anyone can call cease fire and when it is appropriate.)

7. Water and hydration drinks will be allowed in the instruction area and waiting area.  
**No food or drinks on the firing line.**
8. Hygiene Guidelines-
  - a. Refrain from eating, drinking, smoking or placing your hands in proximity to your mouth or nose while on the range or cleaning a gun.
  - b. Wash hands with soap and cold water and change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

- Range Specific Rules:
- Firearm Operation (specific to gun being used):
- Firing Line Commands: (explain the appropriate action for each command)
- Emergency Procedures:

## Shotgun Range Pre-Shoot Checklist:

(This checklist is to be followed, completed, signed, dated and turned in after each shoot by the RSO.)

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

	YES	NO
Controlled Access/Fencing/Gates Closed	___	___
Red Flag Displayed	___	___
Field of Fire/ Impact Area Inspected	___	___
Throwers filled/Batteries hooked up/Inspected	___	___
Firing Stations Clean/Signs in Place	___	___
Orientation Area clean/Bulletin Board/Signs posted	___	___
Range Rules Posted	___	___
Emergency Communications working	___	___
First Aid Kit filled/Accessible	___	___
Supplies (score cards/ammo/eyes/ears)	___	___
Guns on course in lockable storage (empty & clean)	___	___
Wash Area ready (water/basins/soap/towels/trashcan)	___	___
Comments: _____		

## Shotgun Range Post-Shoot Checklist:

	YES	NO
Controlled Access/Fencing/Gates Closed	___	___
Red Flag secured	___	___
Batteries Disconnected	___	___
Thrower Cables Disconnected/secured	___	___
Firing Stations Clean	___	___
Hulls policed from ground	___	___
Orientation Area Clean/Bulletin Board secured	___	___
Emergency Communications radios secured	___	___
Supplies secured (score cards/ammo/eyes/ears)	___	___
Guns on course cleaned and secured to gun safe (empty & clean)	___	___
Wash Area secured (water/basins/soap/towels/trashcan)	___	___
Comments: _____		

## .22 Range Pre-Shoot Checklist:

(This checklist is to be followed, completed, signed, dated and turned in after each shoot by the RSO.)

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

	YES	NO
Controlled Access/Fencing/Gates Closed	___	___
Red Flag Displayed	___	___
Field of Fire/ Impact Area Inspected	___	___
Target Area Ready	___	___
Firing Stations Clean/Signs in Place	___	___
Orientation Area clean/Bulletin Board/Signs posted	___	___
Range Rules Posted	___	___
Emergency Communications working	___	___
First Aid Kit filled/Accessible	___	___
Supplies (Ammo blocks filled/eyes/ears/targets/clothes pins)	___	___
Guns on course in lockable storage (empty & clean)	___	___
Wash Area ready (water/basins/soap/towels/trashcan)	___	___
Comments: _____		

## .22 Range Post-Shoot Checklist:

	YES	NO
Controlled Access/Fencing/Gates Closed	___	___
Red Flag secured	___	___
Firing Stations Clean	___	___
Orientation Area Clean/Bulletin Board secured	___	___
Emergency Communications radios secured	___	___
Supplies secured (ammo blocks/eyes/ears/targets/clothes pins)	___	___
Guns on course cleaned and secured to gun safe (empty & clean)	___	___
Wash Area secured (water/basins/soap/towels/trashcan)	___	___
Comments: _____		

# Camp Raven Knob Standard Operating Procedures

## Use of Shotgun Range (Non-CRK Staffed Events)

- Groups wanting to use the Shotgun Range must apply for a reservation through the Old Hickory Council website. Approval will not be granted until the Shooting Sports Committee Chairman or the Council Chief Range Safety Officer has been furnished a copy of the current National Rifle Association credentials of the Instructor and Range Safety Officer who will be on site supervising the activity. These must be two separate individuals. Groups must furnish their own shotguns, ammunition, targets, and thrower. Biodegradable targets must be used.
- All shooting activities must follow The Guide to Safe Scouting guidelines and the National Shooting Sports Manual.
  - A. Except for law enforcement officers required to carry firearms within their jurisdiction, firearms shall not be brought to CRK. The only exception: those specifically planned for target shooting under the supervision of a currently certified National Rifle Association Shotgun Instructor and Range Safety Officer.
  - B. All participants in shooting activities must be registered Scouts, Venturers or leaders.
  - C. All live fire shooting must be supervised by NRA certified Range Safety Officers and NRA certified Shotgun Instructors in the ratios outlined in the National Shooting Sports Manual.
  - D. No shot size larger than 7 ½. No more than 1 1/8 oz. of shot. No shotshell velocity greater than 1300 fps can be used. No slugs, buckshot, sabot, or exploding ammunition will be allowed. No incendiary, tracer, armor piercing, or flechette ammunition will be allowed.
  - E. No Shotguns larger than 12 gauge can be used.
  - F. The Shotgun Range is for Shotguns Only. No rifles or handgun shooting is allowed, unless using ammunition loaded with shot not larger than 7 ½.
  - G. Shooting direction will be from the front of the traps down the hill only.
  - H. Eye and Ear protection must be worn by the shooters and coaches while engaged in any shooting activities.
  - I. The Shotgun Range and surrounding area is not to be used for camping. No campfires or fire rings are allowed. If extenuating circumstances arise, camping can be permitted with the approval of the Camp Director, Camping Chairman, or Shooting Sports Committee Chairman. Camping will not be permitted in front of the traps.
  - J. Vehicles are not permitted beyond the gate at the shotgun sign. However, vehicles can unload equipment immediately in front of the shelter. Fences are not to be removed at

any time for any reason. Vehicles are not permitted entry into the area behind the traps.

- K. Units must police the range and range area before leaving and remove all trash. If a spring trap is used, the area immediately around the trap must be free of broken targets and hulls. Leaders will be held responsible to see that used or unused targets are not carried from the range and litter the main camp.
- L. While in camp and not on the range shotguns will be locked away at all times. Adult leaders will be held personally responsible to see that guns are locked away. Furthermore, it is the policy of Camp Raven Knob that guns will not be accessible to any person except the adult group leader while in camp and not on the range.
- M. The RSO must provide a range flag as prescribed by the NRA range safety rules.

**Statement of Understanding**

I have received and reviewed the above policy statement. I understand and agree to follow all the above policies.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_  
(CRK Staff Range Official)



## Camp Raven Knob Standard Operating Procedures

### Use of Rifle/Pistol Range (Non-CRK Staffed Events)

- Groups wanting to use the Rifle/Pistol Range must apply for a reservation through the Old Hickory Council website. Approval will not be granted until the Range Director has been furnished a copy of the current National Rifle Association credentials of the Instructor(s) and the Range Safety Officer who will be on site supervising the activity.
- Groups must furnish their own firearms, ammunition, targets, and target stands.
- All shooting activities must follow The Guide to Safe Scouting guidelines and the National Shooting Sports Manual.
- Except for law enforcement officers required to carry firearms within their jurisdiction, firearms shall not be brought to CRK. The only exception: those firearms specifically planned for target shooting under the supervision of a currently certified NRA Instructor and Range Safety Officer.
- All participants in shooting activities must be registered Scouts, Venturers, or leaders.
- All live fire must be supervised by NRA certified Range Safety Officers and Rifle/Pistol Instructors in the ratios outlined in the National Shooting Sports Manual.
- No incendiary or tracer ammunition will be allowed.
- No exploding targets will be allowed.
- The shooting direction will be from the firing line to the impact berm. No shooting is allowed to the left or right side of the range.
- Eye and ear protection will be worn by the shooters, instructors, RSO's, and coaches while engaged in any shooting activities.
- The Rifle/Pistol Range and surrounding area is not to be used for camping. No campfires or fire rings are allowed. If extenuating circumstances arise, camping can be permitted with the approval of the Camp Director, Camping Chairman, or Range Director. Approving official must notify the Range Director.
- Fences are not to be removed at any time for any reason.
- Units must police the range, shelter, and range area before leaving and remove all trash.
- While in camp and not on the range, all firearms will be secured. Adult leaders will be held personally responsible to see that firearms are secured. Furthermore it is the policy of Camp Raven Knob that firearms will not be accessible to any person except the adult group leader while in camp and not on the range.
- The RSO must provide a range flag as prescribed by the NRA safety rules.

### **Statement of Understanding**

I have received and reviewed the above policy statement. I understand and agree to follow all the above policies.

Signature (Unit Leader) \_\_\_\_\_ Date \_\_\_\_\_

Signature(CRK Range Official) \_\_\_\_\_ Date \_\_\_\_\_

## Shooting Sports Parental Permission

Camp Raven Knob – Old Hickory Council

The Boy Scouts of America has long supported safe marksmanship through proper training and use of firearms. Camp Raven Knob/Old Hickory Council offers opportunities to participate in said training and use of firearms at scheduled events. By signing this document the parent or guardian does hereby give permission for their child to receive training in firearms and to use firearms while on the properties of the Old Hickory Council-Boy Scouts of America or at events sponsored by the Old Hickory Council.

- Cub Scouts can use BB rifles, bows and arrows, and slingshots.
- Boy Scouts can use .22 rifles, shotguns, muzzleloading rifles, BB and pellet rifles, and bows and arrows.
- Venture Crew members can use rifles, muzzleloading rifles, handguns, BB and pellet rifles, slingshots, and bows and arrows.

Participants will need to have this form completed and presented to the event director prior to taking part in the event.

Participants Name: \_\_\_\_\_

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

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ BSA Registration No. \_\_\_\_\_

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

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

Email: \_\_\_\_\_@\_\_\_\_\_