

## **Cape Cod and Islands Council, Scouting America**

### **Standard Range Operating Procedures**

The Cape Cod and Islands Council operates a Range and Target Activities (RATA) program at Greenough Scout Reservation in Yarmouth Port, Massachusetts, consistent with the aims and methods of Scouting America to develop Character, Citizenship, and Fitness in young people.

Toward that end, all programs will follow the Scouting America Guide to Safe Scouting, the Scouting America Range and Activities Manual and appropriate training materials as provided by Scouting America, USA Archery, and the National Rifle Association. Additional guidance is found in the National Camp Accreditation Program (NCAP) which is revised and updated annually.

No range activity will take place without the expressed consent of the Council Scout Executive or their designee, and the Chair of the Council RATA Committee or their designee.

No range activity will take place without appropriate certified individuals in place, as noted below under specific ranges. In addition, only Council owned firearms, bows, and related equipment are to be used. The exception being that privately owned firearms, bows, and other related equipment may be used for display and training purposes and Range Safety Officer instruction, but no live fire is permitted.

From time to time use of ranges by non scouting groups may be authorized by the Scout Executive, primarily Barnstable and Yarmouth Police Departments. Appropriate insurance and signed waivers will be required, per Scouting America guidelines.

### **Emergency Procedures**

Any accident or injury beyond the need for basic first aid requires the activation of the emergency procedure check list.

- 1) Take charge of the situation. Call cease fire and designate responsible adult to supervise firearms, bows, other equipment.
- 2) Call for help as required. 911, Camp Director, Scout Executive. Outside of Summer Camp Season, make sure you have phone number for on duty camp master, and position them to direct emergency personnel to incident.
- 3) Render aid, within the scope of training.
- 4) Take detailed notes, complete incident reports.

# Camp Greenough Emergency Telephone Contacts

For 911 Calls: Tell the Dispatcher you are at Camp Greenough, 227 Pine Street, Yarmouth Port.

Police/ Fire/ Rescue

911

## Important Phone Numbers

Camp Greenough (seasonal)	(508) 362-3428
Cape Cod Hospital	(508) 771-1800
Poison Control	(800) 222-1222
EPA	(617) 565-3420
Environmental Services	(617) 849-1800
National Grid	
Gas	(800) 572-9337
Electrical	(800) 592-2000
Child at Risk Hotline	(800) 792-5200
Scouts First	(844) SCOUTS1

## Important Council Phone Numbers

Ranger	James Couch Cell: (802) 342-6880
Council Office	Phone: (508) 362-4322 Fax: (508) 362-4323
Scout Executive	Amy Zahn Office: (508) 362-4322 Cell: (508) 360-9171
Council President	Marshall Lovelette Cell: (508) 648-6228
Reservation Director	Kevin Gretton Office: (508) 362-4322 Cell: (774) 564-6939

## Facilities

### Shooting Range Designations and Exclusive Use:

The unauthorized use of/ or trespass onto Fixed Shooting Ranges or the unauthorized removal of any warning signage, barriers, or roping from any Shooting Range is prohibited and may result in expulsion from camp.

### Shooting Range Privileges:

All Shooting Sports Activities on any Camp Shooting Range must be supervised by the appropriate number of Certified personnel who hold the appropriate certifications for the activity or activities being conducted. Shooting Range Privileges are granted by the Council in coordination with a NCS RATA Director and/or the Council Shooting Sports Chairman to an individual on an annual basis upon a review of that individual's current credentials/certifications as well as the individual's performance as a range safety officer and/or instructor during previous shooting sports activities.

Shooting Range Privileges may be revoked for any individual, at any time, for any reason.

### Fixed Shooting Ranges:

The Fixed Shooting Ranges currently in operation include the following permanent shooting ranges:

Rifle Range:

Muzzleloader Range

Shotgun Range:

Archery Range: (Nobadeer Campsite)

BB Range: (Maintenance Garage)

### Temporary Shooting Ranges for Council Activities:

Temporary Shooting Ranges for Council activities include areas established on a temporary basis for approved programs. Examples of temporary ranges may include air rifle BB/pellet range, archery range, wrist rocket or slingshot target shooting, water bottle launching, model rocket shooting, rock throwing and tomahawk/knife throwing. **All** temporary ranges **must be approved** by Council RATA Director

### Fixed or Temporary Shooting Ranges on Non Council Properties:

Approved Council or district range programs may take place using fixed or temporary shooting ranges on properties other than those owned and operated by the Council. Examples of such programs may include camporees, day camps, or other approved activities held under the auspices of Cape Cod and Islands Council. Such activities must be reviewed carefully and

approved as part of the planning carried out well in advance of the event. Where existing fixed ranges are to be used, RATA Director shall review any existing standard operating procedures for that range to assure compliance with the Council SOPs as well as the Scouting America Range and Target Activities Manual.

Scouting Units may engage in approved shooting sports activities at fixed or temporary shooting ranges on properties other than those owned and operated by the Council subject to State and local laws as well as the requirements and guidelines found in the current Guide to Safe Scouting and the current Scouting America RATA manual.

## **Inflatable Shooting Ranges:**

The Council has one inflatable BB range:



**Inflatable BB Range**

The inflatable range offers the ability to provide self-contained, age-appropriate shooting sports opportunities in outdoor and indoor settings without the need to establish a traditional range and impact area. Reservations for the inflatable range can be made thru the RATA Committee and are limited to Council and District activities on reservation property, or with advanced notice at off site promotional events such as scout shows and fairs.

## **Authorized Shooting Sports Activities:**

**Tigers and Lions:** Tigers are Cub Scouts and are able to participate in any shooting sports activities approved for Cub Scouts. Per Scouting America RATA policy, Lions are **not** eligible to participate in BB shooting sports activities. With proper adult partner participation and supervision, Lions can participate in water rocket, archery, wrist rocket, or slingshot shooting sports activities.

**Cub Scouts and Webelo/AOL Scouts:** Approved shooting equipment for Cub Scouts and Webelo/AOL Scouts (as well as non-Scouts meeting the age-appropriate definitions found in the Guide to Safe Scouting) are as follows:

**BB Gun:** Cub Scouts and Webelo/AOL Scouts may use a smoothbore, spring- type air gun propelling a coated steel ball projectile commonly known as a “BB”.

**Archery.** A light-draw-weight (5 to 15 pound), recurve or compound bow may be used by Lions, Cub Scouts or Webelo/AOL Scouts because the bow will fit the many archers who may have different lengths of draw. The bow should be equipped with an arrow rest in good

condition, proper-length arrows, well-served string, with a properly placed nock locator.

**Wrist Rocket or Slingshot.** A fork-shaped (Y) slingshot made out of very strong and durable wood or aluminum or a wrist rocket may be used by Lions, Cub Scouts or Webelo/AOL Scouts, with proper eye protection.

**Water Rocket.** A plastic soda bottle that is partially filled with water, mounted to a launcher with the mouth of the bottle facing down, pressurized with air using a compressor or bicycle air pump, and launched upwards. Despite the use of plastic soda bottles, these are not considered to be “bottle rockets” (a **prohibited** activity involving fireworks) as defined in the RATA Manual.

BB, wrist rocket, slingshot, and archery shooting activities are restricted to day camps, Cub Scout/Webelo/AOL Scout resident camps, Council-managed family camping programs, or to Council or district activities where there are properly trained supervisors and all standards for range sports are enforced. Council or district activities may include activities conducted for units taking place on Council-owned property, using only Council-owned equipment, and under the general oversight and direct supervision of one or more currently certified Rangemaster(s)..

Cub Scouts or Webelo/AOL Scouts are **not** permitted to use any other type of handgun or firearm. Cub Scouts or Webelo/AOL Scouts are **not** permitted to engage in tomahawk or knife throwing.

Water Rockets MAY be used by Lion, Tiger, Wolf, Bear, or Webelo/AOL Scouts at the Pack or Den levels under the proper supervision of a certified Rangemaster.

### Scouts BSA:

Approved shooting equipment for Scouts BSA and (as well as non-Scouts meeting the age-appropriate definitions found in the Guide to Safe Scouting) are as follows:

**BB rifle.** A smoothbore, spring-type air gun propelling a coated steel ball projectile commonly known as a “BB.”

**Pellet air rifle.** Spring-piston or pneumatic (single-stroke, multi-pump, air, or CO2 gas) air rifles with rifled barrels bored for .177-caliber skirted pellets may be used.

**.22-caliber rifle.** Breech-loading, single-shot, bolt-action, .22-caliber short or long rifle rimfire cartridges or a repeater-type bolt-action .22-caliber rifle with a magazine. (Use of tubular magazines is **not** allowed.) The trigger pull must test to a minimum of 3 pounds of trigger pull, without exception.

**Water Rocket.** A plastic soda bottle that is partially filled with water, mounted to a launcher with the mouth of the bottle facing down, pressurized with air using a compressor or bicycle air pump, and launched upwards. Despite the use of plastic soda bottles, these are not considered to be “bottle rockets” (a **prohibited** activity involving fireworks) as defined in the BSA Shooting Sports Manual.

**Wrist Rocket or Sling Shot.** A fork-shaped (Y) slingshot made from strong and durable wood or aluminum. Wrist rockets are a type of slingshot that is designed to brace against the wrist and therefore provide a steadier hold.

**Shotgun.** Modern sporting shotguns of 20 to 12 gauge may be used.

**Muzzleloading rifle.** Only recently manufactured percussion cap lock or in line muzzleloading rifles, no greater than .50-caliber, are to be used. Flintlock rifles are **not** approved for use. All

muzzleloading rifles must be owned by the Council, with the exception that privately owned muzzleloaders may be used for display and instruction, but not fired on camp property.

**Archery.** Light-draw-weight, take-down, recurve or compound bows are recommended for Scouts BSA and because the bow will fit the many archers who may have different lengths of draw. The bow should be equipped with an arrow rest in good condition, proper-length arrows, well-served string, with a properly placed nock locator.

**Tomahawk Throwing.** Tomahawks comprised of a shaft, usually made of hickory, ash, or maple and typically less than 2 feet long; topped by a head weighing about 9 to 20 ounces with a cutting edge measuring about 4 inches are recommended for Scouts BSA. Typical targets are hay bales, soft wood posts, or soft wood target rounds.

### **Venturers, Explorers, and Sea Scouts:**

Approved shooting equipment for Venturers, Explorers, and Sea Scouts (as well as non-Scouts meeting the age-appropriate definitions found in the Guide to Safe Scouting) are as follows:

**BB Gun.** A smoothbore, spring-type air gun propelling a coated steel ball projectile commonly known as a “BB.”

**Pellet air rifle.** Spring-piston or pneumatic (single-stroke, multi-pump, air, or CO2 gas) air rifles with rifled barrels bored for .177-caliber skirted pellets may be used.

**Small-bore and centerfire rifle.** Venturers, Explorers, and Sea Scouts may shoot rifles of any caliber or action except fully automatic, provided they are at a commercial facility under that organization’s SOPs. On BSA property, only bolt action 22 rifles owned by the Council may be used.

**Water Rocket.** A plastic soda bottle that is partially filled with water, mounted to a launcher with the mouth of the bottle facing down, pressurized with air using a compressor or bicycle air pump, and launched upwards. Despite the use of plastic soda bottles, these are not considered to be “bottle rockets” (a **prohibited** activity involving fireworks) as defined in the BSA Shooting Sports Manual.

**Wrist Rocket or Sling Shot.** A fork-shaped (Y) slingshot made from strong and durable wood or aluminum. Wrist rockets are a type of slingshot that is designed to brace against the wrist and therefore provide a steadier hold.

**Pistol.** Venturers, Explorers, and Sea Scouts may shoot handguns of any caliber or action except fully automatic.

**Shotgun.** Modern sporting shotguns of any gauge may be used at Commercial facilities. On reservation property only 12 or 20 gauge Council owned shotguns may be used.

**Archery.** Light-draw-weight; take-down; recurve bows, or compound bows are recommended for Venturers, Explorers, and Sea Scouts because the bow will fit the many archers who may have different lengths of draw. The bow should be equipped with an arrow rest in good condition, proper-length arrows, well-served string, with a properly placed nock locator.

**Tomahawk Throwing.** Tomahawks comprised of a shaft, usually made of hickory, ash, or maple and typically less than 2 feet long; topped by a head weighing about 9 to 20 ounces with a cutting edge measuring about 4 inches are recommended for Venturers, Explorers, or Sea Scouts. Typical targets are hay bales, soft wood posts, or soft wood target rounds.

## Range Activities on Council properties by Non-Scout Organizations:

Approved shooting sports activities and equipment for non-Scout organizations should, at a minimum, follow the age-appropriate definitions found in the Guide to Safe Scouting. In cases where there is a conflict between the policies or guidelines for a non-Scout organization and those found in the Guide to Safe Scouting, the more restrictive policy or guideline shall prevail.

### Cannons and Trebuchet:

**Cannon & Trebuchets are PROHIBITED per Scouting America.**

### Required Personnel Certifications

All range activities, as well as any non-scout group range activities conducted on Council Ranges, shall be directly supervised by responsible adults who hold current certifications for the specific activity. Refer to current [Scouting America RATA Manual](#).

## Personal Firearms and Archery Equipment on Council Property

Non-council owned firearms, non-council owned ammunition, and non-council owned archery equipment may not be brought to camp unless authorized by SE or designee, and then only for display and instruction, no live fire permitted.

Non-council owned firearms or archery equipment must be secured in a manner consistent with Council owned property.

All firearm ammunition to be used on Council ranges must be provided by the Council.

Except for law enforcement officers required to carry firearms within their jurisdiction, firearms shall not be brought on camping, hiking, backpacking, or other Scouting activities except those specifically planned for use during approved range activities.

Crossbows are **not** allowed at Scouting activities.

## Range Use

The Camp Ranges are available for use by Scouting America chartered units and for other organizations approved by the Council on a reserved basis. All ranges must be under the active supervision of a responsible adult holding appropriate Rangemaster/Instructor/RSO certifications. For unit shoots, at least one registered leader, on site, must have taken the Range SAFETY course on my.scouting.

**Fees:** Fees for use of Council facilities and equipment are subject to change without notice. A current fee schedule will be available at time of registration and can be found on the Cape Cod and Islands Council website.

# BB/Pellet Range Standard Operating Procedures

## Authorized Programs

The BB Ranges are primarily intended for use by Cub Scouts and Webelo/AOL Scouts while shooting BB Air Rifles. However, the ranges may be used for the following purposes:

- Cub Scout or Webelo/AOL Scout BB Air Rifle.
- Scouts BSA, Venturer, Explorer, or Sea Scout BB Air Rifle.
- Scouts BSA, Venturer, Explorer, or Sea Scout Pellet Air Rifle.
- Adult Leader BB Air Rifle.
- Adult Leader Pellet Air Rifle.
- BB Air Rifle shooting by age-appropriate non-Scout groups.

## Range Procedures

- The Air Rifle BB/Pellet Range may only be opened by a certified BSA BB Rangemaster or certified NRA Rifle Instructor (the term “Rangemaster” shall be used hereafter for simplicity).
- BB shooting for Cub Scouts and Webelo/AOL Scouts is restricted to day camps, Cub Scout/Webelo/AOL Scout resident camps, Council-managed family camping programs, or to Council or district activities held on or off BSA property where there are currently trained Scouting America shooting sports Rangemasters and all RATA standards are enforced. Council or district activities may include activities conducted for one or more units taking place on Council-owned property, using only Council-owned equipment, under the direct supervision of one or more currently certified Rangemaster(s).
- A red range flag is to be displayed whenever there is a shooting activity on a shooting range.
- There is no tobacco/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the Rangemaster.
- Permission to enter the firing station area may only be granted on an individual basis by the Rangemaster.
- The Rangemaster must conduct a Range Briefing for each group of shooters prior to the shooting session.
- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- While shooting is in progress, no one may move any part of their body forward of the firing line.
- No one may pick up a gun without receiving permission from the Rangemaster.
- No one may pick up or handle a gun when anyone is forward of the firing line (i.e., changing or retrieving targets).
- Anyone may call a Cease Fire if they believe there is an unsafe condition on the range.
- Only the Rangemaster may issue a Commence Fire command.
- The Rangemaster may remove anyone from the range for any reason.
- A listing of “lessons learned” is included as [Appendix E](#).

## Range Inspection Prior to Shooting Activity

Prior to each shooting activity and after each break or change in Rangemasters, the Rangemaster on duty shall conduct a range inspection:

- Review the general condition of range. Remove any litter or lost-and-found items.
- Consider [environmental conditions](#) forecast for the time of the shooting activity
- Walk the impact area making sure that the backstop is functional, and the impact area is clear
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.
- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of targets, BBs, clothespins/push pins available for the planned activity.
- Check that an appropriate number of guns (including spares) are available for the planned activity.
- Confirm that the communication system working (phone, radio, etc.).
- Check that the first aid kit for the range is accessible.
- Check that eye protection is on hand.

### **Required Equipment**

The following equipment list should be considered as required whenever the BB range is in operation.

- Eye protection certified as impact resistant under ANSI Z87 (must accommodate shooters, staff, and coaches in firing area; should also accommodate those with eyeglasses)
- BBs
- Targets
- Clothespins or pushpins to secure targets to cable or foam board (include extras; these will get lost/shot).
- BB guns.
- First aid kit.
- Trash can with liner.
- Range flag.
- Supply of drinking water.
- Two-way radio/phone
- [Emergency plan](#)

### **Emergency Plan**

The Rangemaster or Range Safety Officer in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures outlined in this SOP..

### **Range Opening Procedures:**

- Raise range flag.
- Set up range as needed.
- Obtain guns from storage/Ranger.
- Check the operation of each gun (sights, loaded status, safety, etc.), including spares
- Everyone requires eye protection.
- First aid kit accessible
- Confirm operation of radio or phone

### **Range Closing Procedures:**

- Have all shooters, parents, and observers exit the range.
- Inspect guns (sights, loaded status, safety, etc.)
- Flag any malfunctioning guns for repair.
- Store/secure all equipment as required.
- Return radio or phone.
- Lower range flag.

### Shooting Cycle:

Determine an appropriate shooting cycle for the event planned. Typical events include:

- Each shooter is allowed to shoot a specified number of BB's. Under this type of shooting event, the air guns are completely unloaded, and the BBs are typically provided. This type of event is best when all shooters have a similar skill level.
- All shooters are allowed to shoot for a set amount of time.. Shooters may shoot BBs at their own pace as their skill level allows. The Rangemaster can monitor this event to provide sufficient time for new shooters to gain experience while assuring that the more-experienced shooters are maintaining an appropriate level of safety.

### Range Briefing

The Rangemaster shall administer a safety briefing to all shooters before they enter the firing area. The Range Briefing should cover the following:

- Welcome to the Range.
- Introduction of Staff.
- Three "Always Rules". Review these rules at the beginning of the briefing. Emphasize that the first rule ("ALWAYS point the gun in a safe direction") is the "Golden Rule" of gun safety.

**ALWAYS** point the muzzle in a safe direction.

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

**ALWAYS** keep the gun unloaded until you are ready to use it.

**ONLY** enter the firing station **IF** you receive permission from Rangemaster.

**ONLY** pick up a gun **IF** you receive permission from Rangemaster.

**ONLY** shoot **IF** you receive permission from Rangemaster.

- “Permission to Enter”. All Persons entering the range must request and receive permission to enter. No EXCEPTIONS.
- “Permission the Leave” All persons will request Permission to Leave and wait till the Staff grants permission Prior to leaving.
- Review of BB Gun operation.
- Review of Eye Dominance. Note: this may be conducted prior to the range briefing.
- Cease Fire Range Commands. Remember to keep the range commands age appropriate. One command that **MUST** be reviewed is the “Cease Fire or STOP” command. Emphasize to all shooters that if this command is issued, they must **IMMEDIATELY** stop shooting. Explain that anyone can call a “Cease Fire” if they observe an unsafe condition. Note that **only** the Rangemaster can call a “Commence Fire” (or “resume or fire”).
- Review the range commands that you will be using to control the shooting activity.
- Restate “Golden Rule” at conclusion. Use this last opportunity to reinforce the most important gun safety rule – **ALWAYS** point the gun in a safe direction.

# Archery Range Standard Operating Procedures

## Authorized Programs

The Archery Ranges are intended for use by all ages from cub scout age to adult. However, the equipment used and distance to the targets should be altered depending on the age and skill level of the participants. Generally participants will be grouped as follows.

- Lion, Cub Scout or Webelo/AOL Scout Archery.
- Scouts BSA, Venturer, Explorer, or Sea Scout Archery.
- Adult Leader Archery.
- Archery by age-appropriate non-Scout groups.

## Range Procedures

- The Archery Range may only be opened by a certified BSA Archery Rangemaster or USAA/NFAA Level 1 Archery Instructor (the term “Rangemaster” shall be used hereafter for simplicity).
- Archery shooting for Lions, Cub Scouts and Webelo/AOL Scouts is restricted to day camps, Cub Scout/Webelo/AOL Scout resident camps, Council-managed family camping programs, or to Council or district activities held on or off BSA property where there are currently trained BSA shooting sports Rangemasters and all standards for BSA shooting sports are enforced. Council or district activities may include activities conducted for multiple units taking place on Council-owned property, using only Council-owned equipment, under the direct supervision of one or more currently certified Rangemaster(s).
- A red range flag is to be displayed whenever there is a shooting activity on a shooting range.
- There is no tobacco/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the Rangemaster.
- Permission to enter the shooting station area may only be granted on an individual basis by the Rangemaster.
- The Rangemaster must conduct a Range Briefing for each group of shooters prior to the shooting session.
- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- While shooting is in progress, no one may move any part of their body forward of the shooting line.
- No one may pick up a bow or arrow without receiving permission from the Rangemaster.
- No one may pick up or handle a bow when anyone is forward of the shooting line.
- Anyone may call a Stop shooting if they believe there is an unsafe condition on the range.
- Only the Rangemaster may issue a Begin Shooting command.
- The Rangemaster may remove anyone from the range for any reason.

## Range Inspection Prior to Shooting Activity

Prior to each shooting activity and after each break or change in Rangemasters, the Rangemaster on duty shall conduct a range inspection:

- Review the general condition of range. Remove any litter or lost-and-found items.

- Consider [environmental conditions](#) forecast for the time of the shooting activity
- Walk the impact area making sure that the backstop is functional, and the impact area is clear
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.
- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of targets, wrist guards, finger tabs/gloves, and quivers available for the planned activity.
- Check that an appropriate number of bows and arrows (including spares) are available for the planned activity.
- Confirm that the communication system working (phone, radio, etc.).
- Check that the first aid kit for the range is accessible.

## Required Equipment

The following equipment list should be considered as required whenever the archery range is in operation.

- Arrows
- Targets
- Target stands
- Bows
- Finger tabs or shooting gloves
- Arm guards
- First aid kit
- Trash can with liner
- Range flag
- Supply of drinking water
- Two-way radio/phone
- [Emergency plan](#)

## Emergency Plan

The Rangemaster in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures as outlined in this SOP.

## Range Opening Procedures

- Raise range flag
- Set up range
- Obtain bows and arrows from storage.
- Check the operation of each bow, including spares – do not dry fire.
- String recurve bows
- First aid kit accessible
- Confirm operation of radio or phone
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## Range Closing Procedures

- Have all archers, parents, and observers exit the range.
- Inspect bows
- Flag any malfunctioning bows for repair
- Unstring recurve bows
- Store/secure all equipment
- Return radio or phone as appropriate
- Lower range flag

## Shooting Cycle

Determine an appropriate shooting cycle for the event planned. A typical shooting cycle calls for each archer to nock and shoot set number of arrows, one at a time.

## Range Briefing

The Rangemaster shall administer a safety briefing to all shooters before they enter the shooting area. The Range Briefing should cover the following:

- Welcome to the Range.
- Introduction of Staff.
- Three “Always Rules”. Review these rules at the beginning of the briefing. Emphasize that the first rule (“ALWAYS point the arrow in a safe direction”) is the “Golden Rule” of archery safety.

**ALWAYS** point the nocked bow in a safe direction  
**ALWAYS** wear arm guard and finger tab/glove.  
**ALWAYS** keep arrows pointed down or toward the target.

Three “Only If Rules”. Review these rules that are part of archery shooting on DWC ranges.

**ONLY** enter the firing station **IF** you receive permission from Rangemaster.  
**ONLY** pick up a bow **IF** you receive permission from Rangemaster.  
**ONLY** shoot **IF** you receive permission from Rangemaster.

- “Permission to Enter”. All Persons entering the range must request and receive permission to enter. No EXCEPTIONS.
- “Permission the Leave” All persons will request Permission to Leave and wait till the Staff grants permission Prior to leaving.
- Caution Scouts to NEVER dry fire a bow.
- Review of archery steps

- Review of Eye Dominance. Note: this may be conducted prior to the range briefing.
- Stop shooting Range Commands (include). Remember to keep the range commands age appropriate. One command that MUST be reviewed is the “Stop shooting or STOP” command. Emphasize to all shooters that if this command is issued, they must IMMEDIATELY stop shooting. Explain that anyone can call a “Stop shooting” if they observe an unsafe condition. Note that **only** the Rangemaster can call a “Commence Shooting” (or “resume shooting”).
- Review the range commands that you will be using to control the shooting activity.
- Restate “Golden Rule” at conclusion. Use this last opportunity to reinforce the most important archery safety rule – ALWAYS point the bow in a safe direction.
- Review Whistle Codes at Rangemaster’s discretion.

### **Archery Range Whistle Commands**

Two Blasts — “Archers to the shooting line.”

One Blast — “Begin shooting.”

Three Blasts — “Walk forward and get your arrows.”

Four or More Blasts (series of blasts) — “STOP SHOOTING Immediately and put your arrows in your quiver.”

## **Rifle Range Standard Operating Procedures**

### **Authorized Programs**

The Rifle Ranges are intended for use by Scouts BSA, Venturers, Explorers, and Sea Scouts while shooting Rifles, Muzzleloading Rifles. Refer to the Scouting America RATA Manual for age-appropriate activities. While pistols are authorized by Scouting America for older Scouts BSA use, no pistol programs are currently offered by Cape Cod and Islands Council.

### **Range Procedures**

- Rifle or Muzzleloading Rifle Shooting on the Council Range Range may only be opened by a certified NRA RSO; note that at least one certified NRA Rifle/Muzzleloading Rifle Instructor must also be present on the range.
- Rifle/Muzzleloading Rifle shooting for Scouts BSA, Venturers, and Sea Scouts may be done during summer camps, District or Council Shooting Sports events, or unit shooting events.
- A red range flag is to be displayed whenever there is a shooting activity on a shooting range.
- There is no tobacco/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the Rangemaster/RSO.
- Permission to enter the firing station area may only be granted on an individual basis by the Rangemaster/RSO.

- The Rangemaster/RSO must conduct a Range Briefing for each group of shooters prior to the shooting session.
- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- While shooting is in progress, no one may move any part of their body forward of the firing line (indicated by the wooden railing or rope at the front of the firing area).
- No one may pick up a firearm without receiving permission from the Rangemaster/RSO.
- No one may pick up or handle a firearm when anyone is forward of the firing line (i.e., changing or retrieving targets).
- Anyone may call a Cease Fire if they believe there is an unsafe condition on the range.
- Only the Rangemaster/RSO may issue a Commence Fire command.
- The Rangemaster/RSO may remove anyone from the range for any reason.

### Range Inspection Prior to Shooting Activity

Prior to each shooting activity and after each break or change in Rangemasters/RSOs, the Rangemaster/RSO on duty shall conduct a range inspection:

- Review the general condition of range. Remove any litter or lost-and-found items.
- Consider [environmental conditions](#) forecast for the time of the shooting activity
- Walk the impact area making sure that the backstop is functional, and the impact area is clear
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.
- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of targets, ammunition, clothespins/push pins available for the planned activity.
- Check that an appropriate number of guns (including spares) are available for the planned activity.
- Confirm that the communication system working (phone, radio, etc.).
- Check that the first aid kit for the range is accessible.
- Check that mats are present for shooters (if prone shooting is planned)
- Check that eye and ear protection is on hand.

### Required Equipment

The following equipment list should be considered as required whenever the Rifle Range is in operation.

- Eye protection certified as impact resistant under ANSI Z87 for everyone; should also accommodate those with eyeglasses
- Hearing protection that meets the [OSHA](#) Standards for everyone.
- Ammunition
- Targets
- Pushpins to secure targets
- Rifles (plus spare guns)
- First aid kit.
- Trash can with liner.
- Range flag.

- Supply of drinking water.
- Two-way radio/phone
- Hand washing station
- [Emergency plan](#)

## Emergency Plan

The Rangemaster or Range Safety Officer in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures found in this SOP.

## Range Opening Procedures

- Raise range flag
- Set up range
- Obtain guns from storage. Must be transported in hardside padded gun cases.
- Check the operation of each gun, including spares
- Inspect sights on each gun, including spares
- Assure that empty chamber indicators (ECIs) are inserted correctly in all rifles.
- Set out eye protection and hearing protection at entrance to ready area.
- First aid kit accessible
- Confirm operation of radio or phone
- Load blocks– DO NOT DISTRIBUTE BLOCKS OR MAGAZINES UNTIL READY TO COMMENCE FIRING

## Range Closing Procedures

- Clean all firearms used.
- Have all shooters, parents, and observers exit the range.
- Inspect guns (sights, loaded status, ECIs, safety, etc.)
- Flag any malfunctioning guns for repair
- Store all equipment
- Lower range flag

## Shooting Cycle

Determine an appropriate shooting cycle for the event planned. Typical events include:

- Each shooter is allowed to shoot a specified number of shots. Under this type of shooting event, the rifles are completely unloaded, and the rounds are typically provided in a loading block. Shooters load their shots one-at-a-time into the rifle; When authorized, magazines will be loaded by shooter.

## Range Briefing

The RSO shall administer a safety briefing to all shooters before they enter the firing area. The Range Briefing should cover the following:

- Utilize Scouting America 30 minute rifle safety Powerpoint show prior to arriving at range.

**ALWAYS** point the muzzle in a safe direction

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

**ALWAYS** keep the gun unloaded until you are ready to use it.

- 
- State “Golden Rule” at conclusion. Use this last opportunity to reinforce the most important gun safety rule – ALWAYS point the gun in a safe direction.

## Shotgun Range Standard Operating Procedures

### Authorized Programs

The Shotgun Ranges are intended for use by Scouts BSA, Venturers, Explorers, and Sea Scouts while shooting Shotguns.

- All participants must be 11 years of age or older and physically able to handle the shotgun.
- Shotgun use is at discretion of instructor based on physical size, attention level and attitude.

### Range Procedures

- The Shotgun Range may only be opened by a certified NRA RSO; note that at least one certified NRA Shotgun/Muzzleloading Shotgun Instructor (a different individual) must also be present on the range, except during Summer Camp Season when it may be one individual provided he/she is an NCS RATA certified Director.
- A red range flag is to be displayed whenever there is a shooting activity on a shooting range.
- There is no tobacco/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the RSO.
- Permission to enter the firing station area may only be granted on an individual basis by the RSO.
- The RSO must conduct a Range Briefing for each shooter or group of shooters prior to the shooting session. Use the BSA 30 minute PowerPoint show if possible.
- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- While shooting is in progress, no one may move any part of their body forward of the firing line.
- No one may pick up a gun without receiving permission from the RSO or instructor at the firing station.
- No one may pick up or handle a gun when anyone is forward of the firing line.
- Anyone may call a Cease Fire if they believe there is an unsafe condition on the range.
- Only the RSO may issue a Commence Fire command.

- The RSO may remove anyone from the range for any reason.

## Range Inspection Prior to Shooting Activity

Prior to each shooting activity and after each break or change in RSOs, the RSO on duty shall conduct a range inspection:

- Review the general condition of range. Remove any litter or lost-and-found items.
- Consider [environmental conditions](#) forecast for the time of the shooting activity
- Walk the impact area making sure that the impact area is clear
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.
- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of clays and shells available for the planned activity.
- Check guns (including spares).
- Confirm that the communication system working (phone, radio, etc.).
- First aid kit is accessible.
- Check that eye and ear protection is on hand.

## Required Equipment

The following equipment list should be considered as required whenever the shotgun range is in operation.

- Eye protection certified as impact resistant under ANSI Z87 for everyone; should also accommodate those with eyeglasses [OSHA](#)
- Hearing protection that meets the Standards for everyone. [OSHA Hearing Guidelines](#)
- Shells
- Clays
- Shotguns
- First aid kit.
- Trash can with liner.
- Range flag.
- Supply of drinking water
- Two-way radio/phone
- Hand washing station
- [Emergency plan](#)

## Emergency Plan

The Rangemaster or Range Safety Officer in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures found in this SOP.

## Range Opening Procedures

- Raise range flag
- Set up range
- Check the operation of each thrower
- Obtain shotguns from storage. Must be transported in gun cases.
- Check the operation of each gun, including spares
- Eye and ear protection required of all shooters
- First aid kit accessible
- Confirm operation of radio or phone

## Range Closing Procedures

- Clean firearms used.
- Have all shooters, parents, and observers exit the range.
- Inspect guns (loaded status, safety, etc.)
- Flag any malfunctioning guns for repair
- Store all equipment
- Return radio or phone as appropriate
- Lower range flag

## Shooting Cycle

Determine an appropriate shooting cycle for the event planned. Typical events include:

- Each shooter is allowed to shoot a specified number of shots. Under this type of shooting event, the shotguns are completely unloaded, and the shells must be provided and loaded by the instructor, one-at-a-time.

## Range Briefing

The RSO shall administer a safety briefing to all shooters before they enter the firing area.

The Range Briefing should cover the following:

- Utilize BSA 30 minute Shotgun Safety Briefing.
- Three “Always Rules”. Review these rules at the beginning of the briefing. Emphasize that the first rule (“ALWAYS point the gun in a safe direction”) is the “Golden Rule” of gun safety.

**ALWAYS** point the muzzle in a safe direction (“downrange”).

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

**ALWAYS** keep the gun unloaded until you are ready to use it.

- Restate “Golden Rule” at conclusion. Use this last opportunity to reinforce the most important gun safety rule – ALWAYS point the gun in a safe direction.

# Wrist Rocket or Slingshot Range Standard Operating Procedures

## Authorized Programs

When shooting at approved targets, wrist rocket or slingshot shooting is approved for the following programs

- Lions
- Cub Scouts
- Webelo/AOL Scouts
- Scouts BSA.
- Venturers.
- Sea Scouts.
- Adult Leaders.
- Age-appropriate non-Scout groups.

Wrist rocket or slingshot shooting may only take place when shooting at approved targets – never at a person.

## Range Procedures

There is not currently a permanent wrist rocket or slingshot shooting range established at Greenough Scout Reservation.. This activity may be conducted on one of the permanent ranges (BB, Archery, or Rifle Ranges), or a temporary range may be established for the activity.

Once a range is established, it is incumbent upon the Rangemaster to maintain a safe shooting range. Wrist rocket or slingshot targets are typically located at distances from 10-25 feet from the shooting line.

- A wrist rocket or slingshot range may only be opened by a certified BSA Rangemaster.
- Wrist rocket or slingshot shooting for Lions, Cub Scouts, Webelo/AOL Scouts, Scouts BSA, Venturers, and Sea Scouts may be done during resident camps or District or Council Shooting Sports events.
- Wrist rocket or slingshot shooting for Lions, Cub Scouts and Webelo/AOL Scouts is restricted to day camps, Cub Scout/Webelo/AOL Scout resident camps, Council-managed family camping programs, or to Council or district activities held on or off BSA property where there are currently trained BSA shooting sports Rangemasters and all standards for range and target activities are enforced. Council or district activities may include activities conducted for one or more units taking place on Council- owned property, using only Council-owned equipment, and under the general oversight of a Rangemaster.
- Wrist rocket or slingshot shooting for Scouts BSA, Venturers, and Sea Scouts may also be done during unit shooting events.
- Impact rated ANSI Z87 eye protection is required for everyone on the shooting line.
- A red range flag is to be displayed whenever there is a shooting activity on a shooting range.
- There is no smoking/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the Rangemaster.
- Permission to enter the shooting area may only be granted on an individual basis by the Rangemaster.
- The Rangemaster must conduct a Range Briefing for each group of shooters prior to the

shooting session.

- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- While shooting is in progress, no one may move any part of their body forward of the shooting line (indicated by the wooden railing or rope at the front of the shooting area).
- No one may pick up a wrist rocket, slingshot, or projectile without receiving permission from the Rangemaster.
- No one may pick up or handle a wrist rocket, slingshot or projectile when anyone is forward of the shooting line.
- No one may shoot up into the air.
- Shooting guidelines for right-handed shooters (reverse for left-handed shooters):
  - Point left foot and shoulder directly at the target with the body turned to the right.
  - Turn the head directly toward the target.
  - Center the projectile in the middle of the leather pouch.
  - Hold the handle firmly in the left hand and pinch the ends of the leather pouch together with the thumb and index finger of the right hand. Encompassing the projectile.
  - Hold the left arm out straight and firm.
  - Draw the right hand back level with the right cheek – NEVER TO THE EYE – while holding the leather pouch securely between the thumb and index finger of the right hand.
  - Aim and release the leather ammo pouch to shoot.
- Anyone may call a Cease Fire if they believe there is an unsafe condition on the range.
- Only the Rangemaster may issue a Commence Fire command.
- The Rangemaster may remove anyone from the range for any reason.

### **Range Inspection Prior to Shooting Activity**

Prior to each shooting activity and after each break or change in Rangemasters, the Rangemaster on duty shall conduct a range inspection:

- Review the general condition of range. Remove any litter or lost-and-found items.
- Consider [environmental conditions](#)
- Walk the impact area making sure that the backstop is functional, and the impact area is clear.
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.
- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of targets, projectiles, replacement bands and pouches, and eye protection available for the planned activity.
- Check that an appropriate number of wrist rockets or slingshots (including spares) are available for the planned activity.
- Confirm that the communication system is working (phone, radio, etc.).
- Check that the first aid kit for the range is accessible.

## Required Equipment

The following equipment list should be considered as required whenever the wrist rocket or slingshot range is in operation.

- Eye protection certified as impact resistant under ANSI Z87 for everyone; should also accommodate those with eyeglasses
- Small biodegradable objects such as dried dog food kibble, dried beans, paintballs, or powder balls may be used for projectiles; rocks or metallic balls are not permitted.
- Targets: traditional targets for BB shooting, disposable aluminum pie pans, disposable cups, empty cans of various sizes, and/or foam plates may be suspended from a rope for use as targets. It may be desirable if the target produces movement and a sound upon impact. No human or animal targets may be used.
- Wrist rockets or slingshots.
- Spare rubber bands or rubber tubing, and spare leather pouches
- First aid kit
- Trash can with liner
- Range flag
- Supply of drinking water
- Two-way radio/phone
- [Emergency plan](#)

## Emergency Plan

The Rangemaster in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures found in this SOP.

## Range Opening Procedures

- Raise range flag
- Set up range as needed.
- Check the operation of all equipment (check elastics)
- Everyone requires eye protection
- First aid kit accessible
- Confirm operation of radio or phone

## Range Closing Procedures

- Have all shooters, parents, and observers exit the range.
- Inspect all equipment
- Store all equipment as required
- Return radio or phone and all equipment as appropriate
- Lower range flag

## Shooting Cycle

Determine an appropriate shooting cycle for the event planned. A typical shooting cycle calls for each shooter to load and shoot 5-10 projectiles, one at a time.

## Range Briefing

The Rangemaster shall administer a safety briefing to all shooters before they enter the shooting area. The Range Briefing should cover the following:

- Welcome to the Range.
- Introduction of Staff.
- Three “Always Rules”. Review these rules at the beginning of the briefing. Emphasize that the first rule (“ALWAYS point the slingshot in a safe direction”) is the “Golden Rule” of slingshots safety.

**ALWAYS** point the slingshot in a safe direction

**ALWAYS** Only load slingshot when ready to use.

**ALWAYS** keep slingshot pointed down or toward the target.

Three “Only If Rules”. Review these rules that are part of shooting on DWC ranges.

**ONLY** enter the firing station **IF** you receive permission from Rangemaster.

**ONLY** pick up a slingshot **IF** you receive permission from Rangemaster.

**ONLY** shoot **IF** you receive permission from Rangemaster.

- “Permission to Enter”.
- “Permission the Leave” All persons will request Permission to Leave and wait till the Staff grants permission Prior to leaving.
- Cease Fire Range Commands (include). Remember to keep the range commands age appropriate. One command that **MUST** be reviewed is the “Cease Fire or STOP” command. Emphasize to all shooters that if this command is issued, they must **IMMEDIATELY** stop shooting and **FREEZE**. Explain that anyone can call a “Cease shooting” if they observe an unsafe condition. Note that **only** the Rangemaster can call a “Commence shooting”
- Review the range commands that you will be using to control the shooting activity.
- Restate “Golden Rule” at conclusion. Use this last opportunity to reinforce the most important shooting sports safety rule – **ALWAYS** point the wrist rocket or slingshot in a safe direction.

# Water Rocket Range Standard Operating Procedures

## Authorized Programs

Refer to the Scouting America RATA Manual age appropriate guidelines

## Range Procedures

There are currently no permanent water rocket shooting ranges established at Cape Cod and Islands Council properties. This shooting sports activity is typically conducted on a temporary range established for the activity. However, a range is established, it is incumbent upon the Rangemaster to maintain a safe shooting range. Water rocket ranges typically require a large open area to allow for safe distances for launchers as well as a clear impact area for the “rockets” to land. It is important to allow a safe distance from the launchers to allow for safe operation of the activity.

- A water rocket range may only be opened by a responsible adult following the “BSA “SAFE” Guidelines”.
- Water rocket shooting for Cub Scouts, Webelo/AOL Scouts, Scouts BSA, Venturers, and Sea Scouts may be done during resident camps, District or Council Shooting Sports events, and at the unit level.
- A red range flag is recommended to be displayed whenever there is a shooting activity on a shooting range.
- There is no tobacco/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the Responsible Adult.
- Permission to enter the shooting station area may only be granted on an individual basis by the Responsible Adult.
- The Responsible Adult must conduct a Range Briefing for each group of shooters prior to the shooting session.
- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- No one may touch the water rocket launcher or cords without receiving permission from the Responsible Adult.
- Anyone may call a Cease Fire if they believe there is an unsafe condition on the range.
- Only the Responsible Adult may issue a Commence Fire command.
- Non-council owned or hand-made water rockets may only be used if it has been evaluated and approved by the Responsible Adult.
- The Responsible Adult may remove anyone from the range for any reason.

## Range Inspection Prior to Shooting Activity

Prior to each shooting activity the Responsible Adult shall conduct a range inspection:

- Review the general condition of range. Remove any litter or lost-and-found items.
- Consider [environmental conditions](#)
- Walk the impact area making sure that the impact area is clear
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.

- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of water rockets, launchers, water supply, air pumps, and eye protection available for the planned activity.
- Confirm that the communication system is working (phone, radio, etc.).
- Check that the first aid kit for the range is accessible.

## Required Equipment

The following equipment list should be considered as required whenever the water rocket range is in operation.

- Eye protection certified as impact resistant under ANSI Z87 for everyone; should also accommodate those with eyeglasses.
- Soda bottles (empty) with or without fins attached.
- Water rocket launcher (one per launching station).
- Water supply.
- Air pump (foot-powered bicycle tire pump works well).
- First aid kit.
- Trash can with liner.
- Range flag.
- Supply of drinking water
- Two-way radio/phone
- [Emergency plan](#)

## Emergency Plan

The Responsible Adult in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures in this SOP.

## Range Opening Procedures

- Raise range flag
- Set up range
- Set up perimeter lines
- Check the operation of each water rocket launcher and water rocket including spares.
- Inspect launch stands
- Inspect release lines, including spares
- Test operation of air pumps
- Set out and connect air pumps
- Set out water supply/water hose
- First aid kit accessible
- Confirm operation of radio or phone

## Range Closing Procedures

- Have all rocketeers, parents, and observers exit the range.
- Inspect launchers and equipment.
- Flag any malfunctioning launchers for repair
- Store all launchers, pumps, water rockets and all equipment
- Return radio or phone as appropriate
- Lower range flag

## Shooting Cycle

Determine an appropriate shooting cycle for the event planned. A typical shooting cycle calls for each rocketeer to take turns setting, pumping, and launching a water rocket, one at a time.

## Range Briefing

The Responsible Adult shall administer a safety briefing to all shooters before they enter the shooting area. The Range Briefing should cover the following:

- Welcome to the Range.
- Introduction of Staff.
- "Permission to Enter". All Participants must ask the Rangemaster for permission to enter the range and receive an answer of "Permission granted" prior to entering. This process is used throughout Scouting on almost every shooting range.
- "Permission to Leave" must be requested by all persons requesting to Leave and wait till the Staff grants permission Prior to leaving.
- Review the range commands that you will be using to control the shooting activity.
- After receiving permission Scouts should enter the range and walk a shooting station, put on your eye protection, and WAIT for further instructions – do not touch a bottle or launcher until given permission to do so).
- Range Commands (include Cease Fire). Review the range commands that you will be using to control the shooting activity. Remember to keep the range commands age appropriate. One command that MUST be reviewed is the "Cease Fire" command. Emphasize to all shooters that if this command is issued, they must IMMEDIATELY stop. Explain that anyone can call a "Cease Fire" if they observe an unsafe condition. Note that only the RSO can call a "Commence Fire" (or "resume fire").

# Tomahawk/Knife Range Standard Operating Procedures

## Authorized Programs

Tomahawk/Knife throwing is approved for the following programs

- Scouts BSA.
- Venturers.
- Sea Scouts.
- Adult Leaders.

## Range Procedures

This shooting sports activity is typically conducted on a temporary range established for the activity. However, a range is established, it is incumbent upon the Rangemaster to maintain a safe shooting range. Tomahawk/knife targets are typically located at distances from 10-25 feet from the shooting line.

- A tomahawk/knife range may only be opened by a certified BSA Rangemaster.
- Tomahawk/knife throwing for Scouts BSA, Venturers, and Sea Scouts may be done during resident camps, District or Council Shooting Sports events, or during unit events.
- A red range flag is to be displayed whenever the range is opened.
- There is no tobacco/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the Rangemaster.
- Permission to enter the throwing station area may only be granted on an individual basis by the Rangemaster.
- The Rangemaster must conduct a Range Briefing for each group of throwers prior to the throwing session.
- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- No one may touch the tomahawk/knife without receiving permission from the Rangemaster.
- Always keep the blades pointed in a safe direction.
- Retrieve tomahawks/knives only when given permission by Rangemaster
  - Walk at all times
  - Place one hand on target and with the other hand, firmly grasp the handle of the tomahawk/knives.
  - First push down on the handle, and then pull up on the handle to release the tomahawk/knife from the target.
  - Remove the highest tomahawk/knife first and drop it to the ground.
  - Once both tomahawks/knives have been removed, pick them up, and grasp the head of each tomahawk/knife in the palm of a hand with the blades facing away from the body.
  - Return the tomahawks/knives to the throwing line and place them down with the blades facing in a safe direction

- Anyone may call a Cease Fire if they believe there is an unsafe condition on the range.
- Only the Rangemaster may issue a Commence Fire command.
- Non-Council owned or hand-made tomahawks/knives may only be allowed if it has been evaluated and approved by the Rangemaster.
- The Rangemaster may remove anyone from the range for any reason.

## Range Setup

- A tomahawk/knife range must have adequate space and provide participants a clear line of sight.
- Each range must have a clearly marked perimeter with signage that alerts bystanders of a throwing activity
- The tomahawk/knife range must have sufficient buffers all around, with 15 to 25 feet on each side and 25 to 50 feet at the rear of the range.
- Access to the range should be restricted with a clearly marked gate.
- The range should have a staging area where safety information and instructions can be shared.
- Shooting and safety lines should be clearly marked and a minimum of 5 feet from each other.
- Safety stands or a stack of target rounds on the shooting line can help designate safety observation areas.
- Each lane should be 5 feet wide to accommodate sufficient throwing space.
- The distance from the target face to the shooting line is generally 15 feet, but it can be reduced to 10 feet for younger Scouts.

## Range Inspection Prior to Throwing Activity

Prior to each throwing activity and after each break or change in Rangemasters, the Rangemaster on duty shall conduct a range inspection:

- Review the general condition of range. Remove any litter or lost-and-found items.
- Consider [environmental conditions](#) forecast for the time of the activity
- Walk the impact area making sure that the backstop is functional, and the impact area is clear
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.
- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of tomahawks/knives and targets available for the planned activity.
- Confirm that the communication system working (phone, radio, etc.).
- Check that the first aid kit for the range is accessible.

## Required Equipment

The following equipment list should be considered as required whenever a tomahawk/knives range is in operation.

- Eye protection certified as impact resistant under ANSI Z87 for everyone; should also accommodate those with eyeglasses
- Targets

- Target stands.
- Tomahawks/knives
- First aid kit.
- Trash can with liner.
- Range flag.
- Supply of drinking water
- Two-way radio/phone
- [Emergency plan](#)

## Emergency Plan

The Rangemaster in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures found in this SOP.

## Range Opening Procedures

- Raise range flag
- Inspect tomahawks/knives, including spares.
- Inspect targets and target stands.
- Set out tomahawks/knives, three per shooting station.
- First aid kit accessible
- Confirm operation of radio or phone
- Set out radio or phone on table

## Range Closing Procedures

- Have all throwers, parents, and observers exit the range.
- Inspect tomahawks/knives
- Flag any broken handles or tomahawks/knives for repair/replacement
- Store all tomahawks/knives and equipment
- Return radio or phone as appropriate
- Lower range flag

## Throwing Cycle

Determine an appropriate throwing cycle for the event planned. A typical throwing cycle calls for each thrower to throw tomahawks/knives at a single target, one at a time.

## Range Briefing

The Rangemaster shall administer a safety briefing to all shooters before they enter the shooting area. The Range Briefing should cover the following:

- Welcome to the Range.
- Introductions of Staff.
- Three “Always Rules”. Review these rules at the beginning of the briefing. Emphasize that the first rule (“ALWAYS point the tomahawk/knife in a safe direction”) is the “Golden Rule” of tomahawk/knife safety.
- Review how to safely throw a tomahawk/knife.
- “Permission to Enter”. All Participants must ask the Rangemaster for permission to enter the range and receive an answer of “Permission granted” prior to entering. This process is used throughout Scouting on almost every shooting range.

- “Permission the Leave” must be requested by all persons requesting to Leave and wait till the Staff grants permission Prior to leaving.
- Range Operation. This provides the opportunity to explain how Scouts should enter the range and walk to a throwing station and WAIT for further instructions – do not touch a tomahawk/knife until given permission to do so”.
- Range Commands (include Cease Fire). Review the range commands that you will be using to control the activity. Remember to keep the range commands age appropriate. One command that MUST be reviewed is the “Cease Fire” command. Emphasize to all shooters that if this command is issued, they must IMMEDIATELY stop throwing and place their tomahawk/knife down. Explain that anyone can call a “Cease Fire” if they observe an unsafe condition. Note that only the Rangemaster can call a “Commence Fire” (or “resume fire”).

### Throwing Procedure

- Keep elbows and wrists locked.
- Draw tomahawk/knife back over top of head.
- Bring tomahawk/knife forward until initial aiming point is reached.
- Release the tomahawk/knife.
- The key to sticking a tomahawk/knife is consistency.

## Inflatable BB Range Standard Operating Procedures

### Authorized Programs

The Inflatable BB Range may be reserved and used during approved events. The ranges may be used for the following purposes:

- Cub Scout or Webelo/AOL Scout BB.
- Scouts BSA, Venturer, Explorer, or Sea Scout BB.
- Adult Leader BB.
- BB shooting by age-appropriate non-Scout groups.
- Per Scouting America RATA Manual, Lions are not eligible to participate in BB shooting activities.

### Range Procedures

- The Inflatable Air Rifle BB Ranges may only be opened by a certified BSA BB Rangemaster or certified NRA Rifle Instructor (the term “Rangemaster” shall be used hereafter for simplicity).
- Use of the Council-owned Inflatable BB Ranges is subject to approval by the Scout

Executive or his or her designee; the activity must take place under the direct supervision by currently trained BSA shooting sports Rangemaster..

- Priority for reserving the inflatable BB range is assigned for events where recruiting is the main purpose.
- Please note that an inflatable BB Range weighs approximately 170 pounds and will likely require the use of a large vehicle for transportation.
- When inflated, the range requires a footprint of at least 10' width by 23' depth and 9' height.
- Tie-down stakes or weights are required for outdoor use.
- Continuous 110-volt A/C power is required whenever the inflatable BB range is in operation.
- A red range flag is to be displayed whenever there is a shooting activity on a shooting range.
- There is no tobacco/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the Rangemaster.
- Each inflatable range has two shooting stations where two shooters may shoot simultaneously under the direct supervision of a BB [Shooting Coach](#) approved by the Rangemaster.
- The Rangemaster must be present near the inflatable BB ranges overseeing the operation of all shooting stations.
- Permission to enter the shooting station area may only be granted on an individual basis by the Shooting Coach or Rangemaster.
- The Rangemaster must conduct a Range Briefing for each group of shooters prior to the shooting session.
- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- While shooting is in progress, no one may move any part of their body forward of the shooting line (inside of the screened area).
- No one may pick up a gun without receiving permission from the Shooting Coach or Rangemaster.
- Anyone may call a Cease Fire if they believe there is an unsafe condition on the range.
- Only the Shooting Coach or Rangemaster may issue a Commence Fire command.
- Only Council owned BB guns may be used on the inflatable BB ranges.
- The Rangemaster may remove anyone from the range for any reason.

### **Range Inspection Prior to Shooting Activity**

Prior to each shooting activity and after each break or change in Rangemasters, the Rangemaster on duty shall conduct a range inspection:

- Determine the area where the range will be inflated.
- Clear any obstacles and remove any sharp objects from the area where the range will be inflated.
- Check overhead for any obstacles, electrical lines, limbs, or lighting within 9 feet of the range.
- Completely unroll the range.
- Position the air-input tube where you want the rear of the range and close to an electrical outlet.
- The input tube must be fully extended and mostly straight.
- Review the general condition of range. Remove any litter or lost-and-found items.
- Consider [environmental conditions](#) forecast for the time of the shooting activity

- Walk the impact area making sure that the backstop is functional, and the impact area is clear
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.
- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of targets, BBs, binder clips/clothespins available for the planned activity.
- Check that an appropriate number of guns (including spares) are available for the planned activity.
- Confirm that the communication system working (phone, radio, etc.).
- Check that the first aid kit for the range is accessible.
- Check that eye protection is on hand.

## Required Equipment

The following equipment list should be considered as required whenever the BB range is in operation.

- Eye protection certified as impact resistant under ANSI Z87 (must accommodate shooters, visitors, staff, and coaches in shooting area; should also accommodate those with eyeglasses)
- BBs
- Targets
- Clothespins or binder clips to secure targets to target pulley
- BB guns (3 per inflatable range); include different styles/sizes if possible
- Access to reliable source of 110-volt A/C electrical power throughout the shooting activity
- Heavy gauge extension cord(s) (as needed)
- First aid kit.
- Trash can with liner.
- Range flag.
- Supply of drinking water
- Two-way radio/phone
- [Emergency plan](#)

## Emergency Plan

The Rangemaster or Range Safety Officer in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures in this SOP.

## Range Opening Procedures

- Raise range flag.
- Establish location for each inflatable BB range.
- Verify clearance for range.
- Lay out range.
- Secure extension cords (watch for trip hazards).
- Inflate range by engaging air blower.
- Provide for the flow of participants through the activity along with a waiting area.
- At the Rangemaster's discretion, set up folding table in shooting area near entrance to range.

- Check the operation of each gun, including spares.
- Inspect sights on each gun, including spares.
- Set out guns in provided sleeves, one per shooting station.
- First aid kit accessible.
- Confirm operation of radio or phone.

### **Range Closing Procedures**

- Have all shooters, parents, and observers exit the range.
- Inspect guns.
- Flag any malfunctioning guns for repair.
- Store all guns and equipment.
- Collect eye protection.
- Deflate range.
- Secure extension cords.
- Roll range if dry and ready for storage.
- Return radio or phone as appropriate.
- Lower range flag

### **Shooting Cycle**

Determine an appropriate shooting cycle for the event planned. Typical events include:

- Each shooter is allowed to shoot a specified number of BBs. Under this type of shooting event, the air guns are completely unloaded, and the BBs are typically provided in a small plastic cup. Shooters load the BBs one-at-a-time into the loading groove; neither the BB reservoir nor the upper magazine is used. This type of event is best when all shooters have a similar skill level.
- All shooters are allowed to shoot for a set amount of time. Under this type of event, the reservoirs of the air guns have been pre-loaded, and the upper magazines (if equipped) are charged before each shooting relay. Shooters may shoot BBs at their own pace as their skill level allows. The Rangemaster can monitor this event to provide sufficient time for new shooters to gain experience while assuring that the more-experienced shooters are maintaining an appropriate level of safety.

### **Range Briefing**

The Rangemaster shall administer a safety briefing to all shooters before they enter the shooting area. The Range Briefing should cover the following:

- Welcome to the Range.
- Introduction of Staff.
- Three “Always Rules”. Review these rules at the beginning of the briefing. Emphasize that the first rule (“ALWAYS point the gun in a safe direction”) is the “Golden Rule” of gun safety.

**ALWAYS** point the muzzle in a safe direction.

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

**ALWAYS** keep the gun unloaded until you are ready to use it.

- Three “Only If Rules”. Review these rules that are part of BB shooting..

**ONLY** enter the firing station **IF** you receive permission from Rangemaster.

**ONLY** pick up a gun **IF** you receive permission from Rangemaster.

**ONLY** shoot **IF** you receive permission from Rangemaster.

- Review of BB Gun Operation.
- Review of Eye Dominance. Note: this may be conducted prior to the range briefing.
- “Permission to Enter”. All Persons entering the range must request and receive permission to enter. No EXCEPTIONS.
- “Permission the Leave” All persons will request Permission to Leave and wait till the Staff grants permission Prior to leaving.
- Cease Fire Range Commands (include). Remember to keep the range commands age appropriate. One command that **MUST** be reviewed is the “Cease Fire or STOP” command. Emphasize to all shooters that if this command is issued, they must **IMMEDIATELY** stop shooting. Explain that anyone can call a “Cease Fire” if they observe an unsafe condition. Note that **only** the Rangemaster can call a “Commence Fire” (or “resume fire”).
- Review the range commands that you will be using to control the shooting activity.
- Restate “Golden Rule” at conclusion. Use this last opportunity to reinforce the most important gun safety rule – Review of Air Rifle BB Gun Operation.

# Model Rocket Range Standard Operating Procedures

## Authorized Programs

Model rocket shooting is approved for the following programs

- Lions
- Cub Scouts
- Webelo/AOL Scouts
- Scouts BSA.
- Venturers.
- Sea Scouts.
- Adult Leaders.

## Range Procedures

There are currently no permanent model rocket shooting ranges established on Council property. This activity is typically conducted on a temporary range established for the activity. However, a range is established it is incumbent upon the Rangemaster to maintain a safe shooting range. Model rocket ranges typically require a large open area to allow for safe distances for launchers as well as a clear impact area for the “rockets” to land. It is important to allow a safe distance from the launchers to allow for safe operation of the activity.

- A model rocket range may only be opened by a certified BSA Rangemaster.
- Model rocket shooting for Cub Scouts, Webelo/AOL Scouts, Scouts BSA, Venturers, and Sea Scouts may be done during resident camps, District or Council Shooting Sports events, and at the unit level.
- A red range flag is to be displayed whenever there is a shooting activity on a shooting range.
- There is no tobacco/vaping allowed anywhere on the range area.
- When the range is open, general access to the gallery/waiting area may be granted at the discretion of the Rangemaster.
- Permission to enter the shooting station area may only be granted on an individual basis by the Rangemaster.
- The Rangemaster must conduct a Range Briefing for each group of shooters prior to the shooting session.
- No unnecessary running or talking is allowed on the range.
- No horseplay is allowed on the range.
- No one may touch the rocket launcher or cords without receiving permission from the Rangemaster.
- Anyone may call a Cease Fire if they believe there is an unsafe condition on the range.
- Only the Rangemaster may issue a Commence Fire command.
- Non-council owned or hand-made model rockets may only be used if it has been evaluated and approved by the Rangemaster.
- The Rangemaster may remove anyone from the range for any reason.

## Range Inspection Prior to Shooting Activity

Prior to each shooting activity and after each break or change in Rangemasters, the

Rangemaster on duty shall conduct a range inspection:

- Review the general condition of range. Remove any litter or lost-and-found items.
- Consider [environmental conditions](#) forecast for the time of the shooting activity.
- Walk the impact area making sure that the backstop is functional, and the impact area is clear.
- Check that all safety lines surrounding the range are intact and that the appropriate signage is present.
- Confirm that the range area is clear of personnel.
- Check that there is an adequate supply of water rockets, launchers, water supply, air pumps, and eye protection available for the planned activity.
- Confirm that the communication system is working (phone, radio, etc.).
- Check that the first aid kit for the range is accessible.

## Required Equipment

The following equipment list should be considered as required whenever the water rocket range is in operation.

- Eye protection certified as impact resistant under ANSI Z87 for everyone; should also accommodate those with eyeglasses
- Model Rockets
- Launch pads
- Launch Control Units with wiring and extra batteries
- Rocket engines, igniters
- Water supply.
- First aid kit.
- Trash can with liner.
- Range flag.
- Supply of drinking water
- Two-way radio/phone
- [Emergency plan](#)

## Emergency Plan

The Rangemaster in charge of the range must take immediate charge in the event of any injury or emergency. The Rangemaster must follow the Emergency Procedures found in this SOP.

## Range Opening Procedures

- Raise range flag
- Set up range
- Set up perimeter lines
- Check the operation of each launcher.
- Inspect launch pads.
- Inspect ignition wires, including spares
- First aid kit accessible
- Confirm operation of radio or phone

## Range Closing Procedures

- Have all rocketeers, parents, and observers exit the range.
- Inspect launchers and equipment.
- Flag any malfunctioning launchers for repair.
- Store/secure all launchers and all equipment.
- Return radio or phone as appropriate.
- Lower range flag.

## Shooting Cycle

Determine an appropriate shooting cycle for the event planned. A typical shooting cycle calls for each rocketeer to take turns setting and launching a model rocket, one at a time.

## Range Briefing

The Rangemaster shall administer a safety briefing to all shooters before they enter the shooting area. The Range Briefing should cover the following:

- Welcome to the Range.
- Introduction of Staff.
- "Permission to Enter". All Participants must ask the Rangemaster for permission to enter the range and receive an answer of "Permission granted" prior to entering. This process is used throughout Scouting on almost every shooting range.
- "Permission the Leave" must be requested by all persons requesting to Leave and wait till the Staff grants permission Prior to leaving.
- Review the range commands that you will be using to control the shooting activity.
- After receiving permission Scouts should enter the range and walk a shooting station, put on your eye protection, and WAIT for further instructions – do not touch launcher until given permission to do so.)"
- Range Commands (include Cease Fire). Review the range commands that you will be using to control the shooting activity. Remember to keep the range commands age appropriate. One command that MUST be reviewed is the "Cease Fire" command. Emphasize to all shooters that if this command is issued, they must IMMEDIATELY stop. Explain that anyone can call a "Cease Fire" if they observe an unsafe condition. Note that only the RSO can call a "Commence Fire" (or "resume fire").

## EMERGENCY PLAN

### General Information

This emergency plan attempts to provide information on various scenarios that may possibly be encountered. However, an emergency is inherently unpredictable. The Rangemaster or RSO in charge at a given range in concert with the unit leader if present are responsible for the safety and welfare of the youth and adults entrusted to their care. They are charged with using their best judgment to address an emergency. Information in these appendices is provided to assist them in addressing emergencies.

## Range Evacuation

If an emergency causes the evacuation of a shooting range, all firearms, ammunition, and bows should be secured in the onsite storage locker prior to the evacuation of the Rangemaster or RSO. If the emergency does not allow for the securing of the firearms, ammunition, and bows prior to evacuation then evacuate everyone from the range immediately except for range staff; immediately report to incident command via radio with an exact update on staff that are still at the range. After securing all firearms, ammunition, and bows wait for updates from incident command.

## Active Shooter on Camp Property

The Rangemaster/RSO shall immediately close any shooting range upon being notified that an active shooter (an unauthorized shooter) is on camp property. All firearms and ammunition are to be immediately secured in locked storage cabinets. All individuals on or adjacent to the shooting range are to immediately disperse per the active shooter protocol.

## Extreme Cold

Cold temperatures present a challenge to the safe operation of shooting events beyond the physiological impact to shooters, adults, Rangemaster and RSO. As the ambient temperature falls below freezing (32°F), a equipment damage (shattering of fiberglass bows, inoperability of Crossman Pump Master air guns) and the likelihood of associated injuries from these malfunctions prevents the safe use of this equipment at or below this temperature. The Rangemaster or RSO is responsible for monitoring the ambient temperature at all times and must discontinue the use of problematic equipment when the environmental conditions warrant. If the available equipment for the shooting range has been removed from service the Rangemaster or RSO must also close the shooting range and securely store all firearms, ammunition, and bows.

In addition to equipment issues, the Rangemaster or RSO must also monitor Scouts, staff, and themselves for signs of cold illnesses. Special consideration must be made for the impact of wind chill temperature on a shooting sports activity. The need for shooters to manipulate firearms, ammunition, and bows with bare hands may require the closure of a range.

## Extreme Heat

Less strenuous programs will be instituted during weather conditions over 95 degrees with high humidity. In the event of smog alert for the area the camp director, health officer, and program director will decide what activities in camp are to be limited. While the permanent shooting ranges on most properties are shaded, the Rangemaster or RSO must monitor Scouts, staff, and themselves for signs of heat illness. Adequate supplies of drinking water are especially important during periods of high heat.

## Fatality

The Rangemaster or Range Safety Officer in charge of the range at the time of the injury must perform the following:

1. Call for a cease-fire on all ranges
2. Send a responsible individual to call 911 and notify the camp director, camp ranger, unit leader, and event chairperson (as appropriate)
3. Keep onlookers calm. Put another adult in charge to move and keep people out of the area
4. Fill out the Incident Reporting Tool. Take detailed notes, list witnesses and their contact

information, and turn in the event notes to the camp ranger, who will forward the information to the camping director and Scout executive

5. Close the range involved
6. Notify the camping director and the Scout executive
7. Ensure that no disturbance to the victim or surroundings is permitted until police have assumed authority. Designate a Responsible Adult to take charge of the bystanders
8. Exercise care that no statements are made either orally or in writing that could be interpreted either as assumption or rejection of responsibility for the accident
9. Refer any media (press, radio, TV) inquiries to the Scout executive
10. Assess the appropriateness of reopening ranges away from the scene of the fatality

## **Fire**

Anyone discovering a fire will proceed to the nearest area with a radio or contact the camp office by telephone or run as fast as possible to report the location and size of the fire to the camp office. The alarm will be sounded, and emergency services will be notified from the camp office.

In case of a building fire, evacuate the building and move the youth to a safe location. Double check the building to ensure everyone is out. Send two runners to the nearest area with a radio or contact the camp office by telephone or run as fast as possible and report the location and size of the fire to the camp office. The alarm will be sounded, and emergency services notified from the camp office.

Leave firefighting to the fire department. Fire extinguishers are in place in buildings to extinguish small fires and, more importantly, to be used if it is necessary to clear the way through flames for someone to escape. Never fight a hot fire with one small extinguisher. Use the extinguisher to ensure everyone gets out safely.

## **Hazardous Weather**

During summer camp and Council or district programs, the office staff and/or leadership team will continuously monitor the weather. Staff will also monitor weather situations using the internet. Weather "WATCHES" involving the possibility of dangerous weather developing will be shared with staff members during staff meetings. Weather updates will be communicated to program areas (including ranges) as conditions warrant. Information regarding weather "WARNINGS" (hazardous weather is imminent or reported in the area) will be promptly disseminated to all program areas if it is safe to do so.

## **High Winds**

The Rangemaster or RSO shall close the shooting range if conditions warrant. Secure all loose gear. Close lids of all garbage receptacles.

## **Lightning**

The Rangemaster or RSO shall close the shooting range upon observing lightning or hearing thunder. The shooting range will remain closed until 30 minutes after the last observed lightning or thunder. Scouts as well as leaders and parents should stay inside a permanent building or enclosed vehicle when possible.

## **Lost Scout**

A lost Scout or adult must be reported to the camp office or program team by radio or telephone or by running as fast as possible to the camp office. The camp director or program

chief will coordinate the search, assigning searchers, as necessary. The Rangemaster or RSO shall close the range and immediately secure all firearms, ammunition, and bows if a camp-wide search or assembly is called.

### **Major Injury Not Involving Shooting Sports Equipment**

The Rangemaster or Range Safety Officer in charge of the range at the time of the injury must perform the following:

1. Call for a cease-fire on any range near where the injury took place.
2. Send a responsible individual to call 911 and notify the event director or the camp director and coordinate with them the notification of unit leaders, parents, and other appropriate people.
3. Perform required first-aid. Give priority attention to providing all possible care for the injured.
4. Keep onlookers calm. Put another adult or senior Scout in charge to move and keep people out of the area.
5. Fill out the Incident Reporting Tool. Take detailed notes, list witnesses and their contact information, and turn in the event notes to the ranger, who will forward the information to the camping director.
6. Assess the appropriateness of continuing range operations.

### **Major Injury Involving Shooting Sports Equipment**

The Rangemaster or Range Safety Officer in charge of the range at the time of the injury must perform the following:

1. Call for a cease-fire on the range involved.
2. Send a responsible individual to call 911 and notify the event director or the camp director and coordinate with them the notification of unit leaders, parents, and other appropriate people.
3. Perform the required first aid. Give priority attention to providing all possible care for the injured.
4. Keep onlookers calm. Put another adult or senior Scout in charge to move and keep people out of the area.
5. Fill out the Incident Reporting Tool. Take detailed notes, list witnesses and their contact information, and turn in the event notes to the camp ranger, who will forward the information to the camp director and the Scout executive.
6. Identify the faulty or malfunctioning equipment.
7. Close the range involved.
8. Notify the camping director and the Scout executive.

### **Minor Injury Not Involving Shooting Sports Equipment**

The Rangemaster or Range Safety Officer in charge of the range at the time of the injury must perform the following:

1. Call for a cease-fire on any range near where the injury took place.
2. Assess the situation.
3. Send the injured party to the first-aid station (if there is one) together with a buddy and adult supervision. If a first-aid station is not available and the injury is minor, apply first-aid using the range first-aid kit.
4. Notify the event director or the camp director and coordinate with them the notification of unit leaders, parents, and other appropriate people.
5. Fill out the Incident Reporting Tool.

6. Continue range operations unless the likely cause of the injury might compromise range safety.

### **Minor Injury Involving Shooting Sports Equipment**

The Rangemaster or Range Safety Officer in charge of the range at the time of the injury must perform the following:

1. Call for a cease-fire on the range involved.
2. Assess the situation.
3. Send the injured party to the first-aid station (if there is one) together with a buddy and adult supervision. If a first-aid station is not available and the injury is minor, apply first-aid using the range first-aid kit.
4. Notify the event director or the camp director and coordinate with them the notification of unit leaders, parents, and other appropriate people.
5. Fill out the Incident Reporting Tool. Take detailed notes, list witnesses and their contact information, and turn in the event notes to the ranger, who will forward the information to the camping director.
6. Remove the faulty equipment until it can be properly repaired.
7. Assess the appropriateness of continuing range operations.

### **Tornado**

If a tornado warning is issued for the county in which the range is located, the Rangemaster or RSO shall immediately close the shooting range and secure all firearms, ammunition, and bows. If a tornado is sighted or reported within the county in which the range is located or is moving into the county, the warning will be signaled across the reservation with a continuous siren. Lay flat, face down in the nearest possible ditch or low-lying area with hands locked behind head.

### **Earthquake**

In the event of a major earthquake with local damage the Rangemaster or RSO must immediately close the shooting range and secure all firearms, ammunition, and bows. All Scouts and leaders will report to the area of their lodge or campsite. Adult leaders in sites should send a pair of runners to the camp office to report the condition of campers and verify all Scouts and leaders are on site and to report any damage to your campsite or lodge.

# Incident Reporting Tool

## General Incident Details

### **\*Required Fields**

\*Incident Date: \_\_\_\_\_ Incident Time (in 24-hour format): \_\_\_\_\_

\*Report Date: \_\_\_\_\_

\*Date Reported to Council/BSA Location: \_\_\_\_\_

Reported by Name: \_\_\_\_\_

Reported by Primary Phone: \_\_\_\_\_ Reported by Secondary Phone: \_\_\_\_\_

\*Reported by Email: \_\_\_\_\_

Reported by Address: \_\_\_\_\_

Reported by City: \_\_\_\_\_ Reported by State: \_\_\_\_\_ Reported by Zip Code: \_\_\_\_\_

\*Council/BSA Location: \_\_\_\_\_ \*Location of Incident: \_\_\_\_\_

Specific area where incident occurred: \_\_\_\_\_

Incident Address: \_\_\_\_\_

Incident City: \_\_\_\_\_ \*Incident State: \_\_\_\_\_ Incident Zip Code: \_\_\_\_\_

\*Description of Incident (clear/concise/complete facts):

Was an Agency or Authority Notified?  Yes  No Which one(s): \_\_\_\_\_

## Injury/Illness/Damage Information

\*Claimant Name: \_\_\_\_\_

Claimant Address: \_\_\_\_\_

Claimant City: \_\_\_\_\_ \*Claimant State: \_\_\_\_\_ Claimant Zip Code: \_\_\_\_\_

Claimant Primary Phone: \_\_\_\_\_ Claimant Secondary Phone: \_\_\_\_\_

Claimant Email: \_\_\_\_\_

Claimant Date of Birth: \_\_\_\_\_ Age of Claimant: \_\_\_\_\_

\*General Classification (Cub Scout/Registered Leader/etc.): \_\_\_\_\_

Chartered Organization: \_\_\_\_\_

\*Property Damage?  Yes  No Describe: \_\_\_\_\_

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

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

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

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

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

If certificate of insurance has been provided, please describe: \_\_\_\_\_

If there is/was a contract for this event, please describe: \_\_\_\_\_

Did the event occur while transporting to/from activity?  Yes  No  Unknown

**Vehicle Involved (Duplicate if needed)**

\*Owner of vehicle: \_\_\_\_\_ VIN: \_\_\_\_\_

License State: \_\_\_\_\_ Vehicle make/model/year: \_\_\_\_\_

Description of Vehicle Damage: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Driver Name: \_\_\_\_\_

Driver Address: \_\_\_\_\_

Driver City: \_\_\_\_\_ Driver State: \_\_\_\_\_ Driver Zip Code: \_\_\_\_\_

Driver Phone: \_\_\_\_\_ Driver Email: \_\_\_\_\_

**Witnesses (Duplicate if needed)**

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

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

Witness Email: \_\_\_\_\_ Witness Primary Phone: \_\_\_\_\_

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

Witness Type:  Adult  Youth  Unknown

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

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

Witness Email: \_\_\_\_\_ Witness Primary Phone: \_\_\_\_\_

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

*Attachments such as photos, statements, and this incident report form can be added during online entry and are helpful.*

*Return this completed form to your council's designated user for entry, or upload into Riskconnect. 680-016 2021 Revision*

## **LESSONS LEARNED**

- Parents WILL go downrange during shooting to take pictures. Keep an eye out for them.
- Always wear your “eyes” and “ears”.
- Scouts BSA assistants are worth their weight in gold; be sure to give them a chance to shoot if you can.
- Parents and adult Scout leaders can be a help and a hindrance.
- Sometimes, it’s more important that a Scout struggles as they learn and achieve.
- A tight grouping is more important than a single bullseye.
- You may help a Scout start a lifelong shooting sports hobby or turn them off to Scouting.
- Consider the size of the gun and the size of the shooter or the size and pull weight of the bow and the size and build of the archer.
- Do not use the “W” word on the range. Scouts use air guns, bows or firearms, NOT “weapons”. This can be a challenge for those having a military or law enforcement background who have been conditioned for years to always use the “W” word.
- Target selection can be an opportunity to introduce an element of creativity or fun into the program; however, only inanimate targets can be used. Do not use human targets or silhouettes. Animal silhouettes appropriate for hunting practice may but used as part of the Scouts BSA, Venturer, and Sea Scout program levels.
- Zombies are people too (the use of zombies as targets is specifically prohibited in the BSA Shooting Sports Manual at all program levels).
- Air guns shoot BBs or pellets, not bullets.
- Almost every Scout who has never shot before “knows” that he or she is an expert. Some have hours of shooting “experience” using first-person video games. Sometimes their experience with actual shooting may not quite be the same.
- Shooting is a skill, and, like any skill, it requires practice to master. The more a Scout shoots, the better his/her results.
- When coaching a shooter who is not having success hitting the target, do NOT take the gun and show him/her that YOU can hit the target using the same gun; rather, a better way is to work with him on the fundamentals to help him/her succeed.
- First-time shooters of all ages tend to be afraid of the over-imagined recoil from a gun, even a BB Air Rifle. Be cautious that you are not setting up an unnecessary stumbling block for a future rifle or shotgun shooter by allowing exaggerated tales of recoil or kick. Some parents are the worst transgressors in this category.
- Compared to a personally owned gun, the guns used on a Scout range (BB, rifle, shotgun, etc.) shoot a “lifetime” of rounds in a single season.
- It’s a good idea to run the safety glasses through a dishwasher after a day’s use – especially after a hot and humid day.
- The main job of the Rangemaster or RSO is to watch guns to make sure that they are pointed in a safe direction. A Scout is courteous, but sometimes, you may need to keep your attention on the shooters rather than answering a parent’s question about lunchtime.
- Your Rangemaster/RSO persona needs to be a dash of R. Lee Ermey and a teaspoon of Mr. Rogers. You don’t want to frighten the Tigers, but you do need to command the respect of the senior Scouts.

**It’s YOUR RANGE; YOU are in charge.**

Rifle cleaning minimum expectations for cleaning include the following:

- Make sure that firearms are unloaded.
- Each bolt matches a specific rifle – do not attempt to interchange parts.
- Remove bolt and clean bolt with cleaning solvent and toothbrush; wipe clean and apply a fine coating of oil.
- Clean action of gun using cleaning solvent applied with toothbrush; wipe clean and apply a fine coating of oil.
- Clean interior of barrel of gun using cleaning solvent applied with a bore snake or bore brush/patches; when clean apply a fine coating of oil to the inside of bore with a cleaning patch.
- Insert bolt (decock gun)
- Insert Empty Chamber Indicator
- Wipe down exterior surfaces of the gun with a very fine coating of oil.
- Minimum expectations for cleaning of DWC pistols (revolvers) include the following:
  - Make sure that firearms are unloaded.
  - Open cylinder and clean hammer and rear of cylinders with cleaning solvent and toothbrush; wipe clean and apply a fine coating of oil.
  - Clean action of gun using cleaning solvent applied with toothbrush; wipe clean and apply a fine coating of oil.
  - Clean interior of barrel using cleaning solvent applied with a bore snake or bore brush/patches; when clean apply a fine coating of oil to the inside of bore with a cleaning patch.
  - Insert Empty Chamber Indicator
  - Wipe down exterior surfaces of the gun with a very fine coating of oil.
- Minimum expectations for cleaning of muzzleloader rifles include the following:
  - Make sure that firearms are unloaded.
  - Remove the nipple of the rifle.
  - Wrap a cleaning patch around a loading jag attached to a ramrod.
  - Pump warm soapy water or black powder solvent or “mothers’ milk” (mixture of equal parts Murphy’s Oil Soap and hydrogen peroxide) down the muzzle and out the hole in the breech end of the gun.
  - Use a pipe cleaner to clean the bolster/drum fire channel.
  - Rinse and dry barrel.
  - Clean nipple; use nipple pick to clear nipple.
  - Reassemble the firearm, coating the threads of the nipple with a fine coat of oil before insertion.
  - Wipe down exterior surfaces of the gun
    - with a very fine coating of oil.
- Store all firearms in storage cabinets.
- Remove targets from down range target line.
- Secure extra targets in folder/box and store in storage cabinet
- Secure range flag, extra pushpins, ammunition, ammunition blocks, and first aid kit in storage cabinet
- Collect eye and hearing protection – if time allows wash safety glasses using dishwasher at Augustus prior to storing in rifle range storage cabinet
- Return radio or phone as appropriate
- Lock storage cabinets on range or returned to Gun Room

# Sample Range Safety Briefings

1  **BSA 30 Minute Rifle Briefing**

2  **Orientation Goal**

To provide beginning shooters with the knowledge, skills, and attitude necessary to shoot a rifle safely under the direct supervision of a NRA Certified Rifle Instructor or NRA/USA Shooting/CMP Rifle Coach.

3  **NRA Gun Safety Rules**

- ALWAYS keep your gun pointed in a safe direction
- ALWAYS keep your finger off the trigger until ready to shoot
- ALWAYS keep your gun unloaded until ready to use

4  **Rifle Parts...Air Rifle**

5  **Rifle Parts...Bolt Action**

6  **Demonstrate Rifle Operation**

Instructor demonstration only

- Loading with Dummy Ammo
- Cocking
- Firing "Dry-fire only" with Dummy Ammo
- Unloading

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8  **Rifle Shooting Fundamentals**

1. *AIMING (sight alignment & sight picture)*
2. *BREATH CONTROL*
3. *HOLD CONTROL*
4. *TRIGGER CONTROL*
5. *FOLLOW-THROUGH*

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- Feet flat on the ground with the legs relaxed.
- Seated directly behind the front support with slight lean forward.
- Butt of the rifle in the shoulder close to neck.
- Elbows on the table to support the rifle.
- Support hand under the Forearm.
- Trigger hand.
- Face firmly against the stock with eye looking straight down the sights.
- Align the position to target.

10

11  **FUNDAMENTALS "Aiming"**

12  **FUNDAMENTALS "Aiming"**

13  **FUNDAMENTALS "Aiming"**

14  **FUNDAMENTALS "Aiming"**

15  **Shooting Fundamentals  
Breath Control**

Body movement while breathing can produce gun movement that impairs shooting.

- Stop breathing momentarily while firing the shot! (Respiratory pause)

16  **Shooting Fundamentals**  
**Hold Control**

17  **Shooting Fundamentals**  
**Trigger Control**

18  **Shooting Fundamentals**  
**Follow-Through**

In Rifle Shooting:

Follow-through means to maintain aiming (perfect sight alignment and acceptable sight picture), breath control, hold control, and trigger control until the gun settles back into the aiming area after firing.

19  **Shooting Fundamentals**  
**The Fundamentals...A Review**

1. "Maintaining perfect sight alignment and acceptable sight picture." –
2. "Stop breathing." –
3. "Holding still." –
4. "Moving only your trigger finger." –
5. "To maintain position, and continue aiming, breath control, hold control, and trigger control until the gun settles back into the aiming area after the shot is fired." –

20  **Most Important Fundamentals!**

*NOTE –*

*The TWO most IMPORTANT shooting fundamentals are.....*

- "Maintaining sight alignment" – *AIMING*
- "Moving only the trigger finger" – *TRIGGER CONTROL*

21  **Range Safety Briefing**

Range layout

- ✓ Ready Area
- ✓ Firing Line
- ✓ Target Area
- ✓ Back Stop

22  **Range Safety Briefing**

23  **Range Safety Briefing**

Other Safety Rules

- Know your target and what is beyond
- Wear eye and ear protection as appropriate
- Never use alcohol or drugs before or while shooting
- Be aware that certain types of guns and many shooting activities require additional safety precautions

Range Commands

- "Commence Firing"
- "Cease Firing"

24  **Questions**

Do you have any questions before you move to the Ready Area?

1  **BSA 30 Minute  
Shotgun Briefing**

2  **Orientation Goal**

To provide beginning shooters with the knowledge, skills, and attitude necessary to shoot a shotgun safely under the direct supervision of a NRA Certified Shotgun Instructor or NRA/USA Shooting Coach.

3  **NRA Gun Safety Rules**

- **ALWAYS** keep your gun pointed in a safe direction
- **ALWAYS** keep your finger off the trigger until ready to shoot
- **ALWAYS** keep your gun unloaded until ready to use

4  **Shotgun Parts  
Pump**

5  **Shotgun Parts  
Semi-automatic**

6  **Shotgun Parts  
Break Action**

7  **Demonstrate Shotgun Operation**

Instructor demonstration only

- Loading with Dummy Ammo
- Cocking
- Firing "Dry-fire only" with Dummy Ammo
- Unloading

8

9  **Shotgun Shooting Fundamentals**

1. Stance
2. Hold Point
3. Mount
4. See the Target
5. Swing
6. Pull the Trigger
7. Follow Through

Scouts will be shooting straight away targets

0

- Stance aligned with target breaking point.
- Feet about shoulder width apart, with toes on lead foot turned slightly outward.
- Knee of the lead bent slightly; back leg remains straight.
- Approximately 60 % of body weight on lead leg and 40 % on rear leg.
- Stance comfortable and balanced so that it may be maintained before, during, and after the shot.

1

2

- The shotgun is brought up to your face to keep the head erect level.
- The cheek is pressed firmly against the stock.
- The head is as far forward on the comb as possible without straining the neck.
- The butt of the shotgun is in the pocket of the shoulder.

13

14

- The swing begins with the shotgun already mounted on the shoulder.
- When the target is clearly seen, the shotgun is pointed at the target.

15  **Shotgun Shooting Fundamentals**

**Trigger Pull**

- The trigger must be pulled the instant the sight picture is correct (the target and the muzzle meet) for straight away targets.

16

**Shotgun Shooting Fundamentals**

**Follow Through**

- Follow-through means continuing to do everything that was being done at the time the shot was fired.
- The swing must continue if the shot pellets are to hit the target. The trigger is pulled while the shotgun is moving, and the gun must continue to move after the shot is fired.

17  **Most Important Fundamentals!**

*The most IMPORTANT shotgun shooting fundamental is.....*

- *See the Target "Focus on the target"*  
*You must learn to concentrate on the target.*

18  **Range Safety Briefing**

Range layout

- ✓ Ready Area
- ✓ Shooting Station
- ✓ Target Path
- ✓ Down range shot drop zone

19  **Range Safety Briefing**

20  **Range Safety Briefing**

Other Safety Rules

- Know your target and what is beyond
- Wear eye and ear protection as appropriate
- Never use alcohol or drugs before or while shooting
- Be aware that certain types of guns and many shooting activities require additional safety precautions

Range Commands

- "Commence Firing"
- "Cease Firing"
- "Pull"

21  **At The Shooting Station**

One instructor will be at each firing point.

1. Watch straightaway target.
2. Point finger at the target all the way to the ground.
3. Point finger and say "bang" on touching target.
4. The instructor will hold the shotgun by the forearm.
5. Place your hands on the grip. When you have control of the shotgun, say "Thank you" and the instructor will let go.
6. You will then Dry-fire. TAKE YOUR TIME. Focus on safety and the shooting fundamentals. When you are comfortable, tell the Instructor you are ready to shoot.
7. You will Live-fire the prescribed number of shoots.

22  **Questions**

Do you have any questions before you move to the Ready Area?

# Safety Briefing

Good Morning, welcome to the Range.

My name is \_\_\_\_\_

I will be the RANGE SAFETY OFFICER (RSO) for today's shoot.

The RSO is responsible for the safety on the range.

Who else is responsible for safety? "Everyone"

What are the here rules for gun safety?

All together say the 3 "ALWAYS"

As the RSO I have inspected the range before your arrival. The RSO checks the safety berms, shooting benches, looks for obstacles that might deflect rounds, target holders, firing lines, and that the red flag is raised to indicate the range is active.

The range goes "HOT" when there are firearms and ammunition on the firing line.

Everyone must have EYES and EARS protection on when the range is hot.

The RSO is "NOT" responsible for shooters, he turns the range over to the rifle instructors. They will give all commands on the firing line.

What is to be done if there is an incident on the range?

CALL CEASE FIRE or STOP. Everyone repeats so all shooters stop.

The instructors secure the firing line, the RSO secures the range

Medical incident: set up a medical person/Doctor/nurse/Paramedic/EMT. Wilderness First AID.

That person takes over the medical incident.

Establish a 911 caller, 2 runners to direct ambulance

Fire extinguisher location

Latrine location

Notify RSO if you need to leave range and upon return

BE SAFE and ENJOY Your range time

# Fee Schedule

## Subject to change

For Current Prices, Contact Cape Cod and Islands Council

### Environmental conditions

- Is shade from Sun or precipitation needed?
- Is a supply of water needed?
- “Environmental conditions” as used in this SOP include all impacts due to weather including temperature, humidity, wind, precipitation, etc. as well as the estimated number of shooters, parents, and others attending the event, other programs or distractions taking place near the shooting range, the time of day, and the overall level of energy or participation at the event.
- Will the environmental conditions demand a reassessment of the shooting positions or program planned for the event?
- How will the environmental conditions impact traffic flow through the gallery and range?
- How will the environmental conditions or estimated attendance at the shooting sports event impact crowding in the gallery, and hence, your ability to deliver an effective range briefing?
- How will the environmental conditions impact your effectiveness as Rangemaster?
- How will the environmental conditions impact the duration of each shooting cycle?