

# Range and Target Activities

## STANDARD OPERATING PROCEDURES

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New Birth of Freedom Council  
Range and Target Activities Committee  
Risk Management Committee

### INTRODUCTION

The New Birth of Freedom Council (“the Council” or “NBOF”), operates under a charter granted by Scouting America, Inc. (“SCOUTING AMERICA”), under Articles of Consolidation, dated July 28, 2010, and under the Pennsylvania General Statutes.

All shooting activities conducted by the New Birth of Freedom Council, including its districts, as well as all units within the Council and by all SCOUTING AMERICA registered or affiliated persons at Hidden Valley Scout Reservation and/or Camp Tuckahoe, shall comply with the following Standard Operating Procedures as well as all applicable provisions set forth in the most current versions of the following publications:

1. The National Range and Target Activities Manual;
2. The National Camp Accreditation Program (NCAP);
3. The Guide to Safe Scouting (GTSS); and
4. Any SCOUTING AMERICA publication or guideline which supplements, updates, or replaces the above-listed publications.

NOTE: To the extent that the Council contracts for third parties (non SCOUTING AMERICA entities) to lease or otherwise use any Council properties for, *inter alia*, shooting activities, said agreements shall

address and articulate the obligations, responsibilities and expectations of such entities in the engagement of shooting activities on the Council properties. Such shooting activities may deviate from the following operating procedures only if so articulated in the agreement(s) between the parties.

The following New Birth of Freedom Council Standard Operating Procedures (SOP) addresses all Range and Target Activities events, whether on or off Council property. The SOPs were written by the New Birth of Freedom Council Range and Target Activities Committee and approved by the Council Executive Board. They are supported by the publications listed above. Compliance is essential to increase the safety of those participating in Range and Target Activities.

NOTE: “Range and Target Activities” include activities utilizing guns (including firearms and BB guns), archery (bows and arrows), tomahawks, slingshots, and knife throwing.

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## Section 1: Authorized and Prohibited Guns and Bows

**1. Cub Scouts:** Cubs are permitted to participate in archery, BB gun, and slingshot shooting activities. Cub Scouts are not permitted to use any other type of firearm. All authorized activities must occur at Council organized day camps, Council organized Cub Scout/Webelos Scout resident camps, Council-managed family camping programs, and/or other Council activities (i.e. district events) where (1) there are properly trained activity supervisors and (2) all standards for SCOUTING AMERICA Range and Target Activities are enforced. Archery and BB gun shooting may not be done at the Pack level. Webelos and AOL may use air-rifles (pellet) following current SCOUTING AMERICA Camp Standards.

**2. Scouts BSA:** Scouts BSA scouts are permitted to use Archery, BB guns, .22 caliber bolt action rifles, air rifles, shotguns and muzzle-loading long guns. Handguns may be used for Scouts age 13 and older who have completed 8<sup>th</sup> grade. This is limited to using a handgun chambered for .22LR, .38 special, or 9mm. Handgun shooting must be done utilizing the NRA FIRST Steps program and at a district or council event.

**3. Venturers/Explorers** may use the equipment listed above.

**4. Prohibited Arms and Ammunition:** The following are not allowed for use by SCOUTING AMERICA youth members at any time—

- a. Flintlock muzzleloaders
- b. Cannons of any type
- c. Fully automatic firearms
- d. Crossbows
- e. Reloaded or remanufactured ammunition
- f. Tomahawks (not permitted by Cub Scouts)
- g. BB guns (not permitted by Lion Cub Scouts)
- h. Anvil shooting
- i. Exploding targets
- j. Blow guns
- k. Boomerangs
- l. Ballistae
- m. Homemade firearms
- n. Any sharpened throwing items other than tomahawks and throwing knives
- o. Spear guns

**5.** All guns used must comply with the guidelines, as applicable, in the National Camp Standards and the SCOUTING AMERICA National Range and Target Activities Manual (see 5 Levels of Shooting Activities).

**6.** NRA Range Safety Officers (RSO), NRA Instructors, USSA Instructors and SCOUTING AMERICA Range Masters (RM) may prohibit persons from participating in shooting activities based on physical or other inability to safely handle a bow or firearm.

**7.** Assessing the attitude of shooters, parents, guardians and any on-lookers on or around the range needs to be a priority of the RSO/Firearms Instructor/USAA Instructor/RM. Any persons displaying

inappropriate behavior on or around the range may be directed by the range officer to leave the area. If the person refuses to leave, the person may be required to leave the camp or off-site event. If this action is taken, the range officer shall notify the person in charge of the event of what occurred.

8. Use of non-council owned equipment and ammunition is not authorized on camp property absent prior express authority from the range officer and camp ranger. For activities on third party properties, the person in charge of the event shall ensure that all equipment and ammunition utilized is compliant with SCOUTING AMERICA requirements.

## Section 2: Required Supervision

All activities within the scope of these SOPs must be supervised at minimum by 2 adults registered with SCOUTING AMERICA who have up to date youth protection training and have proper youth protection clearances on file. The person in charge of the event/activity shall also verify that all ranges meet the minimum number of staff to operate the range (i.e., at least 1 rangemaster at an archery activity and at least 1 appropriate assistant at a cub range). The minimum requirements are found in the National Range and Target Activities Manual. All unit activities must have at least one adult (21 or older) who will be present on the range that is trained in Range Activities SAFETY Online Training done through MyScouting.org.

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

All certified:

- NRA Range Safety Officers
- NRA certified instructors
- Cub Scout Rangemaster
- Archery Level 1 or higher at least 18 years of age

All persons who supervise New Birth of Freedom Council/HVSR/CT ranges must be registered with SCOUTING AMERICA and have current Youth Protection Training certification and background checks. Those persons supervising Venture Crews must have Venture Youth Protection Training certification and background checks. They must also have proof of current registration and training available on demand and onsite while supervising Range and Target Activities.

### **Cub Scouts:**

Cub Scout BB and archery ranges must be supervised by a currently certified range master. Cub Scout BB gun ranges can be supervised by an NRA certified rifle instructor. Cub Scout archery ranges can be supervised by a USA Archery certified Level 1 or higher, who is 18 years of age or older.

BB gun range masters may be trained by an NRA certified rifle instructor or NCS Range and Target Activities Director, who shall issue a Training Course Pocket Certification, No. 33767, to the range master before such person can supervise a range. The certification is valid for two years.

Archery range masters may be trained by a USA Archery certified Level 2 archery instructor or NCS Range and Target Activities Director, who shall issue a Training Course Pocket Certification, No. 33767, to the range master before such person can supervise a range. The certification is valid for two years.

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

NRA Range Safety Officers shall supervise all SCOUTING AMERICA shooting events. Their responsibilities are focused on ensuring firing line safety, safety on all other areas of the range, and delivering the Range Safety Briefing for the activity. NRA Range Safety Officers are present to ensure safety, not to provide instruction.

Certified Instructors shall provide any needed classroom instruction and shall work with each participant on the range to ensure that they understand (1) the function and use of the firearm; and (2) the positions and techniques required for safe operation of the firearm and success in hitting the target.

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

If there is more than 1 NRA Range Safety Officer or Range Master present, one of them shall be designated the lead and shall call the range commands.

### **Archery:**

Summer Camp Program (i.e. Long-term Camp) The Range Master must be at least 18 years old and trained by a National Camping School Range and Target Activities Director or USA Archery Level 2 Archery Instructor to set up and operate a safe archery range for a Cub Scout or Scouts BSA archery program according to standards in the National Range and Target Activities Manual, Section V. Archery training certification must be renewed every two years and verified by Training Course Pocket Certification, No. 33767.

Year-Round Program (i.e. short-term camp/other events) The USAA Level 1 Instructor must be at least 18 years old who is qualified to set up and operate a safe archery range for Scouts BSA, Venture Scouts and Sea Scouts archery program according to standards set forth in Section V of the National Range and Target Activities Manual.

### **Firearms:**

Summer Camp Program: During official summer camp Scouts BSA weeks, a certified National Camping School (“NCS”) Range and Target Activities Director shall directly supervise all live fire on the property. One NCS card or NRA properly certified individual is needed to run the range as well for instructing scouts as per National Range and Target Activities Manual.

Shooting events outside the regular summer camp program requires a minimum of two certified supervisors. A certified NRA Range Safety Officer is to directly supervise all live fire on the range. All instruction offered for the shooting discipline of the activity (rifle, shotgun, pistol, muzzleloading rifle) must be done by a certified NRA Instructor. The RSO and Instructor must be separate individuals. For unit activities, one adult (age 21 or older) must complete the Range Activities SAFETY Online Training.

Range supervision/instructor to shooter ratios, and training requirements are outlined in the SCOUTING AMERICA National Camp Standards and the National Range and Target Activities Manual (5 levels of shooting activities).

Prior to supervising shooting ranges on Council property, copies of current certifications must be provided to the NBOFC Range and Target Activities Committee, as well as being on their person while operating the range.

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

NOTE: for third party (non Scouting) entities renting a Council camp pursuant to a contractual agreement with the Council, the agreement shall address all aspects of Range and Target Activities conducted by the third party.

## Section 3: Range Use

1. The shooting ranges located on Council properties may be available for use by SCOUTING AMERICA chartered groups. All ranges must be under the supervision of NBOFC approved NRA certified RSO's and Instructors for the firearm discipline being used. As noted above, third party (non Scouting) entities renting a Council camp pursuant to a contractual agreement with the Council shall address all aspects of Range and Target Activities conducted by the third party in the applicable rental agreement.
2. The management of the availability of the ranges shall be determined by the Council Scout Executive/CEO or his/her designee.
3. Reservations on the Council website at <https://newbirthoffreedom.org> must be approved by the Council Scout Executive/CEO or his/her designee.
4. A request for use of a range should be made at least four (4) weeks prior to the requested date of use.
5. All firearms used on Council-owned ranges and elsewhere by registered SCOUTING AMERICA members must meet the previously defined standards under Authorized and Prohibited Guns and Bows.
6. Fees for use of the NBOFC facilities and equipment are established by the Council and are subject to change without notice.
7. Use of any temporary constructed range facility will require separate approval by the Range and Target Activities Committee.
8. All council and district range and target activities must be approved by the Range and Target Activities Chair or Committee



## **Section 4: Safety Plan**

Refer to Council Safety Plan

### **Medical and Emergency Protocols**

- Review medical form.
- Check authorization and medical conditions.
- Fire Extinguisher onsite.
- First aid kit checks for basic supplies weekly.
- Medical treatment is limited to your level of training and certification.
- Cell Phone or other communication available on-site
- Emergency contact list and medical insurance form onsite.
- Year-round camp: Have one emergency vehicle parked near shooting range.

### **Medical Action plan**

Step 1: Treat or transport the injured party

Step 2: If necessary, call 911 for transport

Step 3 Summer – Call the Health Officer 1<sup>st</sup> if no response contact Camp Director

Step 3 Year-Round Camp - Call Ranger & Campmaster

Step 4: Summer - Parents will be notified by Unit Leader, Heath Officer, or Camp Director

## Section 5: Operating Procedures for Rifle/Pistol Range

1. The ranges subject to this Section are those located on the HVSR/CT camp maps.
2. The ranges may only be used when the proper number of staff is present, as defined by the Supervision section of this document.
3. Reservations are required through the NBOFC website Camp and Facilities Reservation at least four (4) weeks in advance of the shoot date. (This section does not apply to summer camp sessions)
4. HVSR/CT muzzleloaders and handguns may only be used when a designated member of the NBOFC Range and Target Activities Committee is present.
5. Before the range is opened for use, the range open checklist must be completed by the RSO.
6. All activities begin with a Range Safety Briefing conducted by the RSO.
7. Shooting must comply with the guidelines found in the most current printing of the SCOUTING AMERICA National Camp Standards or the SCOUTING AMERICA National Range and Target Activities Manual (depending on the activity).
8. At the rifle range, the ratio is 1 instructor to 8 shooters on 22LR rifles; muzzleloader is 1 instructor to 1 shooter; pistol is 1 instructor to 1 shooter.
9. While the range is open, no one may enter the range unless given explicit permission to do so by the RSO or their designee.
10. The Rifle Range commands, as given by the Range Safety Officer, shall include the following, as appropriate:
  - "Eye and ear protection in place "Move into position"
  - "Range is hot!"
  - "Load"
  - "Make ready" or "Ready on the right...Ready on the left...ready on the firing line"
  - "Commence firing"
  - "Cease firing"
  - "Magazines out" (necessary if using magazine-based firearms)
  - "As you were" or "Carry on" to continue firing
  - "Move out of position"
  - "Range is cold!"
  - "Police the firing line"
  - "Go forward and change targets (or remove targets)"

All persons shall immediately stop shooting upon being given the command, "cease firing."

11. No person may handle a firearm or stand at the firing line where firearms are present while others are downrange.

12. The rifle range may be used to conduct .22lr caliber rifle shooting, approved pistol shooting (.22lr,.38 special, 9mm), and muzzleloading rifle shooting, if approved for the program and age group utilizing the range. No shotguns are allowed on the rifle range.

13. On the rifle range, the approved targets are those stated for use in the merit badge requirements and any approved in the National Range and Target Activities Manual and supplied by the camp.

14. Any of the following actions may result in that person(s) being directed to leave the range:

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

ALWAYS keep the gun pointed in a safe direction.

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

ALWAYS keep the gun unloaded until ready to use.

b. Failure to follow range commands given by the RSO or designee,

c. Failure to obey rules posted on signs at the range, having a poor attitude and/or displaying inappropriate behavior.

d. Everyone on the range must wear eye protection with side protectors at all times while on the range with a minimum rating of ANSI Z87.1-2010 (ANSI Z87.1).

e. Stay behind the firing line. Do not cross the firing line. Do not reach for objects that fall beyond the firing line.

f. Do not pick up a rifle unless told to do so by the RSO or the RSO's designee.

g. Absolutely no running on the range. No horseplay or unnecessary talking on the range.

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

i. Shooters must wear closed toe shoes at all times while on the range.

j. Never dry fire a gun. Dry firing is shooting the gun with no ammo loaded.

k. If in doubt about any rules or procedures, ask the RSO or designee for advice and help.

15. The following targets are approved: paper plates, aluminum pie pans, steel targets, balloons, bowling pins, golf balls, and proper paper targets for advancement are allowed for the rifle merit badge.

16. Following completion of shooting for the session, the closing checklist must be completed by the RSO.

17. Rifle Range safety Briefing. (This is an example safety briefing) All activities begin with a Range Safety Briefing conducted by the RSO or designee. The following instructions shall be given.

- a. You must obey all Rifle range safety rules while on the range. Rules are posted on the range. (Review Range Rules, visually show downrange direction and the left and right range boundaries. Review the three (3) firearm safety rules:
- 1 . Always keep the firearm pointed in a safe direction.
  - 2 . Always keep your finger off the trigger until ready to shoot.
  - 3 . Always keep the firearm unloaded until ready to use.
- b. When waiting to shoot, everyone must remain behind the waiting line with proper eye protection in place. (Show where the firing line and waiting line are located.)
- c. Anyone may call "Cease Firing" any time an unsafe range condition exists.
- d. Anyone may execute the Range Emergency Procedures. Show the location of the emergency procedures.
- e. Upon hearing the command, "Move into position" you may advance to the firing line. (Show and discuss the proper place to stand and proper stance, if necessary.) You may pick up your firearm and practice sighting it on your target. **KEEP YOUR FINGER OFF THE TRIGGER.**
- f. Upon hearing the command, "load" you may load your firearm.
- g. When hearing the command "Make ready" or "Ready on the right...Ready on the left...ready on the shooting line" the range master will make sure the line is ready then proceed with the next command.
- h. Upon hearing the command "Commence firing" you may load the firearm then remove the safety and begin shooting your target.
- i. Upon hearing the command, "Cease firing" stop firing immediately, make the gun safe, and put the gun back in its place ensuring that it is pointing in a safe direction downrange. Do not shoot any ammo that is loaded.
- j. Anyone on the range may call "Cease firing" at any time an unsafe range condition exists.
- k. If you need assistance at any time, stop firing and raise your hand and wait for an adult.
- l. When hearing the command "Go forward and change targets (or remove targets)" wait for the range safety officer or designee to give this command before crossing the firing line.
- m. Is there anyone here who has never handled a firearm before today?
- n. Does anyone have any questions?

## Section 6: Operating Procedures for Shotgun Range

1. The ranges subject to this Section are those located on the HVSR/CT camp maps.
2. The ranges may only be used when the proper number of staff is present as defined by the Supervision section of this document.
3. Reservations are required through the NBOFC website Camping and Facilities Reservations at least four (4) weeks in advance of the shoot date. (This section does not apply to summer camp sessions)
4. HVSR/CT shotguns and electric traps may only be used when a designated member of the NBOFC Range and Target Activities Committee has approved a range reservation.
5. Before the range is opened for use, the range open checklist must be completed by the RSO.
6. All activities begin with a Range Safety Briefing conducted by the RSO.
7. Shooting must comply with the guidelines found in the most current printing of the SCOUTING AMERICA National Camp Standards or the SCOUTING AMERICA National Range and Target Activities Manual (depending on the activity).
8. At the shotgun range, the ratio is 1 instructor to 1 shooter. As a reminder, the instructor handles all ammunition.
9. While the range is open, no one may enter the range unless given explicit permission to do so by the RSO or their designee.
10. The Shotgun Range commands, as given by the Range Safety Officer, shall include the following, as appropriate: (This list is the minimum commands that must be present during range operation.)
  - "Eye and ear protection in place"
  - "Range is hot!"
  - "Loading"
  - "Commence firing"
  - "Pull"
  - "Cease firing"
  - "As you were" or "Carry on" to continue firing
  - "Range is cold!"

All persons shall immediately stop shooting upon being given the command, "cease firing."

11. No person may handle a firearm or stand at the firing line where firearms are present while others are downrange.
12. The shotgun range is for shotguns only. No rifles or pistol shooting is allowed. Gauge sizes of 12 and 20 only are utilized. No shot size larger than 7 1/2, no more than 1 1/8 oz of shot, and no shotshell velocity greater than 1300 FPS may be used. No slugs, buckshot, sabot, or exploding ammunition are allowed. No incendiary, tracer, armor piercing, or flechette ammunition is allowed. No reloaded or remanufactured ammunition is allowed. Only one gauge of shotgun is permitted on the range at a time.

13. On the shotgun range, the approved targets are the standard trap sporting clays and are supplied by the camp.

14. Any of the following actions may result in that person(s) being directed to leave the range:

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

ALWAYS keep the gun pointed in a safe direction.

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

ALWAYS keep the gun unloaded until ready to use.

b. Failure to follow range commands given by the RSO or designee

c. Failure to obey rules posted on signs at the range, having a poor attitude and/or displaying inappropriate behavior.

d. Everyone on the range must wear eye protection with side protectors at all times while on the range with a minimum rating of ANSI Z87.1-2010 (ANSI Z87.1).

e. Stay behind the firing line. Do not cross the firing line. Do not reach for objects that fall beyond the firing line.

f. Do not pick up a shotgun unless told to do so by the RSO or designee.

g. Absolutely no running on the range. No horseplay or unnecessary talking on the range.

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

i. Shooters must wear closed toe shoes at all times while on the range.

j. Never dry fire a gun. Dry firing is shooting the gun with no ammo loaded.

k. If in doubt about any rules or procedures, ask the RSO or designee for advice and help.

l. The following targets are approved: orange clay targets and mini clay targets.

15. Following completion of shooting for the session, the closing checklist must be completed by the RSO.

16. Shotgun safety Briefing. (This is an example safety briefing) All activities begin with a Range Safety Briefing conducted by the RSO or designee. The following instructions shall be given.

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

1. Always keep the firearm pointed in a safe direction.

2. Always keep your finger off the trigger until ready to shoot.

3. Always keep the firearm unloaded until ready to use.

- b. When waiting to shoot, everyone must remain behind the waiting line with proper eye protection in place. (Show where the firing line and waiting line are located.)
- c. Anyone may call "Cease Firing" any time an unsafe range condition exists.
- d. Anyone may execute the Range Emergency Procedures. Show the location of the emergency procedures.
- e. Upon hearing the command, "Move into position" you may advance to the firing line. (Show and discuss the proper place to stand and proper stance, if necessary.) You may pick up your firearm and practice sighting it on your target. **KEEP YOUR FINGER OFF THE TRIGGER.**
- f. Upon hearing the command, "loading" you may load your firearm.
- g. Upon hearing the command "Commence firing" you may load the firearm then remove the safety and begin shooting your target.
- h. Upon hearing the command "Pull" a clay target will be released from the trap and is ready to be fired at.
- i. Upon hearing the command, "Cease firing" stop firing immediately, make the gun safe, and put the gun back in its place ensuring that it is pointing in a safe direction downrange. Do not shoot any ammo that is loaded.
- j. Anyone on the range may call "Cease firing" at any time an unsafe range condition exists.
- k. If you need assistance at any time, stop firing and raise your hand and wait for an adult.
- l. Is there anyone here who has never handled a firearm before today?
- m. Does anyone have any questions?

## Section 7: Operating Procedures for BB Gun Range

1. The ranges subject to this Section are those located on the HVSR/CT camp maps and any temporarily constructed range.
2. The ranges may only be used when the proper number of staff is present, as defined by the Supervision section of this document.
3. Reservations are required through the NBOFC website Camp and Facilities Reservation at least four (4) weeks in advance of the shoot date. (This section does not apply to summer camp sessions)
4. Make sure the BB Guns are retrieved from and returned to the Ranger or campmaster.
5. Before the range is opened for use, the range open checklist must be completed by the Range master.
6. All activities begin with a Range Safety Briefing conducted by the Range master.
7. Shooting must comply with the guidelines found in the most current printing of the SCOUTING AMERICA National Camp Standards or the SCOUTING AMERICA National Range and Target Activities Manual (depending on the activity).
8. At the BB range, the ratio is 1 range master to 8 shooters.
9. While the range is open, no one may enter the range unless given explicit permission to do so by the Range Master or their designee.
10. The BB Range commands, as given by the Range master, shall include the following, as appropriate:
  - "Eye protection in place"
  - "Move into position"
  - "Range is hot!"
  - "Load" (dump BBs from a paper cup into the load gate on the BB gun).
  - "Make ready" or "Ready on the right...Ready on the left...ready on the shooting line"
  - "Commence shooting"
  - "Cease shooting"
  - "As you were" or "Carry on" to continue shooting
  - "Move out of position"
  - "Range is cold!"
  - "Go forward and change targets (or remove targets)"
- All persons shall immediately stop shooting upon being given the command, "cease shooting."
11. No person may handle a BB gun or stand at the shooting line where BB guns are present while others are downrange.
12. The BB gun range may be used to conduct spring loaded BB gun shooting only.



13. On the BB gun range, the approved targets are those stated for use in the cub scout shooting awards and any approved in the National Range and Target Activities Manual and supplied by the camp.

14. Any of the following actions may result in that person(s) being directed to leave the range:

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

ALWAYS keep the BB gun pointed in a safe direction.

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

ALWAYS keep the BB gun unloaded until ready to use.

b. Failure to follow range commands given by the Range master or designee,

c. Failure to obey rules posted on signs at the range, having a poor attitude and/or displaying inappropriate behavior.

d. Everyone on the range must wear eye protection with side protectors at all times while on the range with a minimum rating of ANSI Z87.1-2010 (ANSI Z87.1).

e. Stay behind the shooting line. Do not cross the shooting line. Do not reach for objects that fall beyond the shooting line.

f. Do not pick up a BB gun unless told to do so by the Range master or the Range master's designee.

g. Absolutely no running on the range. No horseplay or unnecessary talking on the range.

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

i. Shooters must wear closed toe shoes at all times while on the range.

j. Never dry fire a gun. Dry firing is shooting the gun with no ammo loaded.

k. If in doubt about any rules or procedures, ask the Range master or designee for advice and help.

l. The following targets are approved: paper plates, aluminum pie pans, and proper paper targets for advancement are allowed for the BB gun range.

15. Following completion of shooting for the session, the closing checklist must be completed by the Range master.

16. BB Gun Range safety Briefing. (This is an example safety briefing) All activities begin with a Range Safety Briefing conducted by the Range Master. The following instructions shall be given.

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

1. Always keep the BB gun pointed in a safe direction.

2. Always keep your finger off the trigger until ready to shoot.

3. Always keep the BB gun unloaded until ready to use.
  - b. When waiting to shoot, everyone must remain behind the waiting line with proper eye protection in place. (Show where the shooting line and waiting line are located.)
  - c. Anyone may call "Cease Shooting" any time an unsafe range condition exists.
  - d. Anyone may execute the Range Emergency Procedures. Show the location of the emergency procedures.
  - e. Upon hearing the command, "Move into position" you may advance to the shooting line. (Show and discuss the proper place to stand and proper stance, if necessary.) You may pick up your gun and practice sighting it on your target. KEEP YOUR FINGER OFF THE TRIGGER.
  - f. Upon hearing the command, "load" (dump BBs from a paper cup into the load gate on the BB gun)
  - g. When hearing the command "Make ready" or "Ready on the right...Ready on the left...ready on the shooting line" the range master will make sure the line is ready then proceed with the next command.
  - h. Upon hearing the command "Commence Shooting" you may cock the BB gun then remove the safety and begin shooting your target.
  - i. Upon hearing the command, "Cease Shooting" stop shooting immediately, make the gun safe, and put the gun back in its place ensuring that it is pointing in a safe direction downrange. Do not shoot any BB that is loaded.
  - j. Anyone on the range may call "Cease Shooting" at any time an unsafe range condition exists.
  - k. If you need assistance at any time, stop shooting and raise your hand and wait for an adult.
  - l. When hearing the command "Go forward and change targets (or remove targets)" wait for the range master to give this command before crossing the shooting line.
  - m. Is there anyone here who has never handled a BB gun before today?
  - n. Does anyone have any questions?

## Section 8: Operating Procedures for Archery Ranges

1. The ranges subject to this Section are those located on the HVSR/CT camp maps and any temporarily constructed range.
  2. The ranges may only be used when the proper number of staff is present, as defined by the Supervision section of this document.
  3. Reservations are required through the NBOFC website Camp and Facilities Reservation at least four (4) weeks in advance of the shoot date. (This section does not apply to summer camp sessions)
  4. Make sure the bow and arrows are retrieved from and returned to Ranger or camp master.
  5. Before the range is opened for use, the range open checklist must be completed by the Range master or USA Archery Instructor.
  6. All activities begin with a Range Safety Briefing conducted by the Range master or USA Archery Instructor.
  7. Shooting must comply with the guidelines found in the most current printing of the SCOUTING AMERICA National Camp Standards or the SCOUTING AMERICA National Range and Target Activities Manual (depending on the activity).
  8. At the archery range, the ratio is 1 range master or USA Archery Instructor to 8 shooters.
  9. While the range is open, no one may enter the range unless given explicit permission to do so by the Range Master or USA Archery Instructor or their designee.
  10. The Archery Range commands, as given by the Range master or USA Archery Instructor, shall include the following, as appropriate:
    - "Arm guard and finger tabs protection in place"
    - "Move into position"
    - "Range is hot!"
    - "Knock" (place arrow correctly on bow).
    - "Make ready" or "Ready on the right...Ready on the left...ready on the shooting line"
    - "Commence shooting"
    - "Cease shooting"
    - "As you were" or "Carry on" to continue shooting
    - "Move out of position"
    - "Range is cold!"
    - "Go forward and change targets (or remove targets) and retrieve arrows"
- All persons shall immediately stop shooting upon being given the command, "cease shooting."
11. No person may handle a bow and arrow or stand at the shooting line where bow and arrows are present while others are downrange.

12. The archery range may be used to conduct archery shooting only unless given permission by the range and target activities committee. The following equipment are program standards at our ranges:
- Recommended draw weights are: Cub Scouts — 15 to 20 pounds, Scouts SCOUTING AMERICA — 20 to 25 pounds, Ventures — 20 to 35 pounds. The Mathews-brand Genesis bow is recommended. True compound bows are not recommended.
  - Only target arrows with appropriate tips may be used. Broadheads or other hunting tips are not allowed.
  - Proper safety equipment must be worn by all participants (armguards and finger tabs).
  - Crossbows are not allowed.
13. On the archery range, the approved targets are those stated for use in the cub scout shooting awards and any approved in the National Range and Target Activities Manual and supplied by the camp.
14. Any of the following actions may result in that person(s) being directed to leave the range:
- Failure to follow the following three (3) basic archery safety rules:  
ALWAYS keep the bow pointed in a safe direction.  
ALWAYS keep your bow undrawn until ready to shoot.  
ALWAYS keep the bow unloaded until ready to use.
  - Failure to follow range commands given by the Range master or USA Archery Instructor or designee,
  - Failure to obey rules posted on signs at the range, having a poor attitude and/or displaying inappropriate behavior.
  - Everyone on the range must wear arm guard and finger tabs.
  - Stay behind the shooting line. Do not cross the shooting line. Do not reach for objects that fall beyond the shooting line.
  - Do not pick up a bow and arrow unless told to do so by the Range master or USA Archery Instructor or designee.
  - Absolutely no running on the range. No horseplay or unnecessary talking on the range.
  - When waiting to shoot, everyone must remain behind the waiting line. (Show where the shooting line and waiting line are located.)
  - Shooters must wear closed toe shoes at all times while on the range.
  - Never dry fire a bow. Dry firing is shooting the bow with no arrow loaded.
  - If in doubt about any rules or procedures, ask the Range master or USA Archery Instructor or designee for advice and help.
  - The following targets are approved: paper, standard 5 color camp target (what the camp provides).

15. Following completion of shooting for the session, the closing checklist must be completed by the Range master or USA Archery Instructor.

16. Archery Range safety Briefing. (This is an example safety briefing) All activities begin with a Range Safety Briefing conducted by the Range Master or USA Archery Instructor. The following instructions shall be given.

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

ALWAYS keep the bow pointed in a safe direction.

ALWAYS keep your bow undrawn until ready to shoot.

ALWAYS keep the bow unloaded until ready to use.

b. When waiting to shoot, everyone must remain behind the waiting line with proper arm and finger protection in place. (Show where the shooting line and waiting line are located.)

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

d. Anyone may execute the Range Emergency Procedures. Show the location of the emergency procedures.

e. Upon hearing the command, "Move into position" you may advance to the shooting line. (Show and discuss the proper place to stand and proper stance, if necessary.) You may pick up your bow and practice sighting it on your target. **KEEP YOUR FINGER OFF THE STRING.**

f. Upon hearing the command, "Knock" (place the arrow on the bow string and ledge)

g. When hearing the command "Make ready" or "Ready on the right...Ready on the left...ready on the shooting line" the range master or USA Archery Instructor will make sure the line is ready then proceed with the next command.

h. Upon hearing the command "Commence Shooting" you may draw the bow and arrow and begin shooting your target.

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

j. Anyone on the range may call "Cease Shooting" at any time an unsafe range condition exists.

k. If you need assistance at any time, stop shooting and raise your hand and wait for an adult.

l. When hearing the command "Go forward and change targets (or remove targets)" wait for the range master or USA Archery Instructor to give this command before crossing the shooting line. Proceed immediately to the target line and wait for the command to retrieve your arrows.

m. Is there anyone here who has never handled a bow and arrow before today?

n. Does anyone have any questions?

## Section 9: Operating Procedures for Tomahawk/Knife Throwing Ranges

1. The ranges subject to this Section are those located on the HVSR/CT camp maps and any temporarily constructed range.
2. The ranges may only be used when the proper number of staff is present, as defined by the Supervision section of this document.
3. Reservations are required through the NBOFC website Camp and Facilities Reservation at least four (4) weeks in advance of the shoot date. (This section does not apply to summer camp sessions)
4. Make sure tomahawks or throwing knives are retrieved from and returned to Ranger or camp master.
5. Before the range is opened for use, the range open checklist must be completed by the Range master.
6. All activities begin with a Range Safety Briefing conducted by the Range master.
7. Shooting must comply with the guidelines found in the most current printing of the SCOUTING AMERICA National Camp Standards or the SCOUTING AMERICA National Range and Target Activities Manual (depending on the activity).
8. At the tomahawk range, the ratio is 1 range master to 4 shooters.
9. While the range is open, no one may enter the range unless given explicit permission to do so by the Range Master or their designee.
10. The tomahawk Range commands, as given by the Range master, shall include the following, as appropriate:
  - "Eye protection in place"
  - "Move into position"
  - "Range is hot!"
  - "Pickup tomahawk (throwing knife)".
  - "Make ready" or "Ready on the right...Ready on the left...ready on the shooting line"
  - "Commence throwing"
  - "Cease throwing"
  - "As you were" or "Carry on" to continue throwing
  - "Move out of position"
  - "Range is cold!"
  - "Go forward and retrieve tomahawks (throwing knives)"

All persons shall immediately stop throwing upon being given the command, "cease throwing."

11. No person may handle a tomahawk (throwing knife) or stand at the throwing line where tomahawks (throwing knives) are present while others are downrange.
12. The tomahawk range may be used to conduct tomahawk or knife throwing. Only provided equipment may be used.

13. On the tomahawk range, the approved targets are those stated for use in the National Range and Target Activities Manual and are supplied by the camp.

14. Any of the following actions may result in that person(s) being directed to leave the range:

- a. Failure to follow the following basic tomahawk (throwing knife) safety rule:  
Always keep the tomahawk (throwing knife) pointed in a safe direction.
- b. Failure to follow range commands given by the Range master or designee,
- c. Failure to obey rules posted on signs at the range, having a poor attitude and/or displaying inappropriate behavior.
- d. Everyone on the range must wear eye protection with side protectors at all times while on the range with a minimum rating of ANSI Z87.1-2010 (ANSI Z87.1).
- e. Stay behind the throwing line. Do not cross the throwing line. Do not reach for objects that fall beyond the shooting line.
- f. Do not pick up a tomahawk (throwing knife) unless told to do so by the Range master or designee.
- g. Absolutely no running on the range. No horseplay or unnecessary talking on the range.
- h. When waiting to throw, everyone must remain behind the waiting line. (Show where the throwing line and waiting line are located.)
- i. Throwers must wear closed toe shoes at all times while on the range.
- j. If in doubt about any rules or procedures, ask the Range master or designee for advice and help.
- k. The following targets are approved: wooden targets and stands provided by the camp.

15. Following completion of throwing for the session, the closing checklist must be completed by the Range master.

16. Tomahawk (throwing knife) Range Safety Briefing. (This is an example safety briefing) All activities begin with a Range Safety Briefing conducted by the Range Master. The following instructions shall be given.

- a. You must obey all tomahawk (throwing knife) range safety rules while on the range. Rules are posted on the range. (Review Range Rules, visually show downrange direction and the left and right range boundaries. Review the basic tomahawk (throwing knife) safety rule:  
Always keep the tomahawk (throwing knife) pointed in a safe direction.
- b. When waiting to throw, everyone must remain behind the waiting line with proper eye protection in place. (Show where the throwing line and waiting line are located.)



- c. Anyone may call "Cease throwing" any time an unsafe range condition exists.
- d. Anyone may execute the Range Emergency Procedures. Show the location of the emergency procedures.
- e. Upon hearing the command, "Move into position" you may advance to the throwing line. (Show and discuss the proper place to stand and proper stance, if necessary.)
- f. Upon hearing the command, "Pick up tomahawk (throwing knife)" you may handle the tomahawk (throwing knife).
- g. When hearing the command "Make ready" or "Ready on the right...Ready on the left...ready on the throwing line" the range master will make sure the line is ready then proceed with the next command.
- h. Upon hearing the command "Commence throwing" you may begin throwing.
- i. Upon hearing the command, "Cease throwing" stop throwing immediately, set the tomahawk (throwing knife) down.
- j. Anyone on the range may call "Cease throwing" at any time an unsafe range condition exists.
- k. If you need assistance at any time, stop throwing place the tomahawk (throwing knife) down then raise your hand and wait for an adult.
- l. When hearing the command "Go forward and retrieve tomahawks (throwing knives)" You will proceed to the target area and retrieve the tomahawks (throwing knives).
- m. Is there anyone here who has never handled a tomahawk (throwing knife) before today?
- n. Does anyone have any questions?

## Section 10: Operating Procedures for Slingshot Ranges

1. The ranges subject to this Section are those located on the HVSR/CT camp maps and any temporarily constructed range.
2. The ranges may only be used when the proper number of staff is present, as defined by the Supervision section of this document.
3. Reservations are required through the NBOFC website Camp and Facilities Reservation at least four (4) weeks in advance of the shoot date. (This section does not apply to summer camp sessions)
4. Make sure slingshots are retrieved from and returned to Ranger or camp master.
5. Before the range is opened for use, the range open checklist must be completed by the Range master.
6. All activities begin with a Range Safety Briefing conducted by the Range master.
7. Shooting must comply with the guidelines found in the most current printing of the SCOUTING AMERICA National Camp Standards or the SCOUTING AMERICA National Range and Target Activities Manual (depending on the activity).
8. At the Slingshot range, the ratio is 1 range master to 4 shooters. Additionally, for Cub Scouts 1 adult per shooter is needed.
9. While the range is open, no one may enter the range unless given explicit permission to do so by the Range Master or their designee.
10. The Slingshot Range commands, as given by the Range master, shall include the following, as appropriate:
  - "Eye protection in place"
  - "Move into position"
  - "Range is hot!"
  - "Load" (place provided ammo into pouch of slingshot).
  - "Make ready" or "Ready on the right...Ready on the left...ready on the shooting line"
  - "Commence shooting"
  - "Cease shooting"
  - "As you were" or "Carry on" to continue shooting
  - "Move out of position"
  - "Range is cold!"
  - "Go forward and change targets (or remove targets)"

All persons shall immediately stop shooting upon being given the command, "cease shooting."

11. No person may handle a slingshot or stand at the shooting line where slingshots are present while others are downrange.

12. The slingshot range may be used to conduct over the arm (wrist rocket) slingshots or handheld slingshots only. Only provided ammunition may be used. (The following is not allowed as ammunition: glass or steel marbles, rocks or other hard objects that may ricochet)

13. On the slingshot range, the approved targets are those stated for use in the cub scout shooting awards and any approved in the National Range and Target Activities Manual and supplied by the camp.

14. Any of the following actions may result in that person(s) being directed to leave the range:

- a. Failure to follow the following three (3) basic slingshot safety rules:
  - Always keep the slingshot pointed in a safe direction.
  - Always keep your slingshot bands loose until ready to shoot.
  - Always keep the slingshot unloaded until ready to use.
- b. Failure to follow range commands given by the Range master or designee,
- c. Failure to obey rules posted on signs at the range, having a poor attitude and/or displaying inappropriate behavior.
- d. Everyone on the range must wear eye protection with side protectors at all times while on the range with a minimum rating of ANSI Z87.1-2010 (ANSI Z87.1).
- e. Stay behind the shooting line. Do not cross the shooting line. Do not reach for objects that fall beyond the shooting line.
- f. Do not pick up a slingshot unless told to do so by the Range master or their designee.
- g. Absolutely no running on the range. No horseplay or unnecessary talking on the range.
- h. When waiting to shoot, everyone must remain behind the waiting line. (Show where the shooting line and waiting line are located.)
- i. Shooters must wear closed toe shoes at all times while on the range.
- j. Never dry fire a slingshot. Dry firing is shooting the slingshot with no ammo loaded.
- k. If in doubt about any rules or procedures, ask the Range master or designee for advice and help.
- l. The following targets are approved: paper plates, aluminum pie pans, and proper paper targets for advancement are allowed for the slingshot range.

15. Following completion of shooting for the session, the closing checklist must be completed by the Range master.

16. Slingshot Range safety Briefing. (This is an example safety briefing) All activities begin with a Range Safety Briefing conducted by the Range Master. The following instructions shall be given.

- a. You must obey all slingshot range safety rules while on the range. Rules are posted on the range. (Review Range Rules, visually show downrange direction and the left and right range boundaries. Review the three (3) slingshot safety rules:  
Always keep the slingshot pointed in a safe direction.  
Always keep your slingshot bands loose until ready to shoot.  
Always keep the slingshot unloaded until ready to use.
- b. When waiting to shoot, everyone must remain behind the waiting line with proper eye protection in place. (Show where the shooting line and waiting line are located.)
- c. Anyone may call "Cease Shooting" any time an unsafe range condition exists.
- d. Anyone may execute the Range Emergency Procedures. Show the location of the emergency procedures.
- e. Upon hearing the command, "Move into position" you may advance to the shooting line. (Show and discuss the proper place to stand and proper stance, if necessary.) You may pick up your slingshot and practice sighting it on your target. **KEEP YOUR FINGER OFF THE POUCH.**
- f. Upon hearing the command, "load" (place provided ammo into pouch of slingshot)
- g. When hearing the command "Make ready" or "Ready on the right...Ready on the left...ready on the shooting line" the range master will make sure the line is ready then proceed with the next command.
- h. Upon hearing the command "Commence Shooting" you may pull back on the loaded pouch and begin shooting your target.
- i. Upon hearing the command, "Cease Shooting" stop shooting immediately, make the slingshot safe, and put the slingshot back in its place ensuring that it is pointing in a safe direction downrange. Do not shoot any ammo that is loaded.
- j. Anyone on the range may call "Cease Shooting" at any time an unsafe range condition exists.
- k. If you need assistance at any time, stop shooting and raise your hand and wait for an adult.
- l. When hearing the command "Go forward and change targets (or remove targets)" wait for the range master to give this command before crossing the shooting line.
- m. Is there anyone here who has never handled a slingshot before today?
- n. Does anyone have any questions?

## **Section 11: Operating Procedures for All Other Range and Target Activities**

Contact the Range and Target Activities Committee for guidance, direction and plans for any activities not mentioned in this SOP. These could include sporting arrows, catapults, airsoft, chalk-ball, cowboy action and anything else that may be added into the National Range and Target Activities Manual.

## Appendix A: Shotgun Range Pre-Shoot Checklist

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

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

Inspected and Verified	Yes	No
Controlled Access (walk the line)/Fencing/Gates Closed		
Red Flag Displayed		
Field of Fire/ Impact Area is Clear of debris		
Inspected Throwers		
Thrower Filled		
Batteries Hooked Up		
Firing Stations Clean		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs posted		
Range Rules Posted		
Emergency Communications Present and Tested		
First Aid Kit Stocked and Accessible		
Ammo Secured		
Eye Protection ANSI Z87.1-2010 (ANSI Z87.1)		
Ear Protection		
Extra Targets		
Guns in lockable storage		
Wash Area Ready (cold water, soap, towels, trashcan)		
Conduct and record function test		

Comments:

## Appendix B: Shotgun Range Post-Shoot Checklist

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

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

Inspected and Verified	Yes	No
Controlled Access/Fencing/Gates Closed		
Red Flag Secured		
Field of Fire/ Impact Area Cleaned		
Thrower Disarmed		
Thrower Disconnected From Battery		
Batteries Removed From Thrower For Storage		
Thrower Emptied and properly stored		
Firing Stations Cleaned		
Verify Signs are still in Place		
Orientation Area Cleaned		
Bulletin Board/ Signs taken down if needed		
Range Rules Posted and still usable		
Emergency Communications Secured		
First Aid Kit verified to be restocked and secured		
Ammo Secured		
Eye Protection ANSI Z87.1-2010 (ANSI Z87.1)Secured		
Ear Protection Secured		
Left over Targets Secured and noted how many needed for next operation		
Guns cleaned and secured to gun safe (empty & clean)		
Wash Area Secured (cold water, soap, towels, trashcan)		
Conduct and record equipment issues		
Forms Turned In and Documents Returned to SOP Box		

Comments: (Any experienced issues note here)

## Appendix C: Rifle Range Pre-Shoot Checklist

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

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

Inspected and Verified	Yes	No
Controlled Access (Walk the range lines)/Fencing/Gates Closed		
Red Flag Displayed		
Field of Fire/ Impact Area is Clear of debris		
Inspected Target Area		
Firing Stations Cleaned and Ready		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs posted		
Range Rules Posted		
Emergency Communications Present and Tested		
First Aid Kit Stocked and Accessible		
Ammo Secured		
Ammo Blocks/ magazines Filled and Ready		
Clothes Pins for Targets		
Eye Protection ANSI Z87.1-2010 (ANSI Z87.1)		
Ear Protection		
Extra Targets		
Guns in lockable storage		
Wash Area Ready (cold water, soap, towels, trashcan)		
Conduct and record trigger pull and function test		

Comments:



## Appendix D: Rifle Range Post-Shoot Checklist

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

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

Inspected and Verified	Yes	No
Controlled Access/Fencing/Gates Closed		
Red Flag Secured		
Field of Fire/ Impact Area Cleaned		
Firing Stations Cleaned		
Verify Signs are still in Place		
Orientation Area Cleaned		
Bulletin Board/ Signs taken down if needed		
Range Rules Posted and still usable		
Emergency Communications Secured		
First Aid Kit verified to be restocked and secured		
Ammo Secured		
Ammo blocks/ magazines emptied and returned		
Eye Protection Secured ANSI Z87.1-2010 (ANSI Z87.1)		
Ear Protection Secured		
Left over Targets Secured and noted how many needed for next operation		
Clean Up and put away clothespins		
Guns on course cleaned and secured to gun safe (empty & clean)		
Wash Area Secured (cold water, soap, towels, trashcan)		
Conduct and record equipment issues		
Forms Turned In and Documents Returned to SOP Box		

Comments: (Any experienced issues note here)

## Appendix E: Archery Range Pre-Shoot Checklist

This checklist is to be followed, completed, signed, dated and turned in after each shoot by the USA Archery Instructor or Archery Rangemaster.

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

Inspected and Verified	Yes	No
Controlled Access (walk the line)/Fencing/Gates Closed		
Red Flag Displayed		
Field of Fire/ Impact Area is Clear of debris		
Waiting, Shooting, and Target Lines Area Marked and cleaned		
Range Boundaries Marked and Cleaned		
Safety Net (If applicable)		
Spectator Area Designated		
Supplies Available		
Bow Racks Available		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs posted		
Range Rules Posted		
Emergency Communications Present and Tested		
First Aid Kit Stocked and Accessible		
Armguard Protection Available		
Finger tab Protection Available		
Extra Targets		
Bows and Arrows in lockable storage		
Inspect Bow conditions		
Inspect Arrow Conditions		

Comments:

## Appendix F: Archery Range Post-Shoot Checklist

This checklist is to be followed, completed, signed, dated and turned in after each shoot by the USA Archery Instructor or Archery Rangemaster.

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

Inspected and Verified	Yes	No
Controlled Access (walk the line)/Fencing/Gates Closed		
Red Flag Put Away		
Field of Fire/ Impact Area is Clear of debris		
Waiting, Shooting, and Target Lines Area Marked and cleaned		
Range Boundaries Marked and Cleaned		
Inspect Bow conditions and note areas of need		
Inspect arrow conditions and note areas of need		
Safety Net Put Away(If applicable)		
Spectator Area Cleaned		
Supplies Put Away		
Bow Puts Away on Racks		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs Stored		
Range Rules Stored		
Emergency-Communications Stored/Returned to camp admin		
First Aid Kit Returned and Restocked		
Armguard Protection Stored		
Finger tab Protection Stored		
Extra Targets Stored		
Bows and Arrows in lockable storage		
Forms Turned In and Documents Returned to SOP Box		

Comments: (Any experienced issues note here)

## Appendix G: BB Gun Range Pre-Shoot Checklist

This checklist is to be followed, completed, signed, dated and turned in after each shoot by the Rangemaster or Acceptable Equivalent.

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

Inspected and Verified	Yes	No
Controlled Access (walk the line)/Fencing/Gates Closed		
Red Flag Displayed		
Field of Fire/ Impact Area is Clear of debris		
Waiting, Shooting, and Target Lines Area Marked and cleaned		
Range Boundaries Marked and Cleaned		
Safety Backstop or Burm in place		
Spectator Area Designated		
Supplies Available		
Gun Racks Available		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs posted		
Range Rules Posted		
Emergency Communications Present and Tested		
First Aid Kit Stocked and Accessible		
Eye Protection ANSI Z87.1-2010 (ANSI Z87.1)		
Extra Targets		
Guns and BBs in separate lockable storage		
Inspect BB Gun conditions		

Comments:

## Appendix H: BB Gun Range Post-Shoot Checklist

This checklist is to be followed, completed, signed, dated and turned in after each shoot by the Rangemaster or Acceptable Equivalent.

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

Inspected and Verified	Yes	No
Controlled Access (walk the line)/Fencing/Gates Closed		
Red Flag Put Away		
Field of Fire/ Impact Area is Clear of debris		
Waiting, Shooting, and Target Lines Area Marked and cleaned		
Range Boundaries Marked and Cleaned		
Safety Backstop or Burm (Torn down if applicable)		
Spectator Area Cleaned up		
Supplies Stored		
Gun Racks Stored		
Signs Stored		
Orientation Area Clean		
Bulletin Board/ Signs stored		
Range Rules stored		
Emergency Communications stored and turned into camp admin		
First Aid Kit Returned and Restocked		
Eye Protection ANSI Z87.1-2010 (ANSI Z87.1)Stored		
Extra Targets Stored		
Guns and BBs properly secured and noted of repairs needed.		
Forms Turned In and Documents Returned to SOP Box		

Comments: (Any experienced issues note here)

## Appendix I: Slingshot Range Pre-Shoot Checklist

This checklist is to be followed, completed, signed, dated and turned in after each shoot by the Rangemaster or Acceptable Equivalent.

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

Inspected and Verified	Yes	No
Controlled Access (walk the line) Fencing/Gates Closed		
Red Flag Displayed		
Field of Fire/ Impact Area is Clear of debris		
Waiting, Shooting, and Target Lines Area Marked and cleaned		
Range Boundaries Marked and Cleaned		
Safety Net (If applicable)		
Spectator Area Designated		
Supplies Available		
Place to set Slingshot Available		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs posted		
Range Rules Posted		
Emergency Communications Present and Tested		
First Aid Kit Stocked and Accessible		
Safety Glasses ANSI Z87.1-2010 (ANSI Z87.1)		
Extra Targets		
Slingshots and ammo in lockable storage		
Inspect Slingshot conditions		
Inspect Ammo Conditions		

Comments:

## Appendix J: Slingshot Range Post-Shoot Checklist

This checklist is to be followed, completed, signed, dated and turned in after each shoot by the Rangemaster or Acceptable Equivalent.

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

Inspected and Verified	Yes	No
Controlled Access (walk the line)/Fencing/Gates Closed		
Red Flag Put Away		
Field of Fire/ Impact Area is Clear of debris		
Waiting, Shooting, and Target Lines Area Marked and cleaned		
Range Boundaries Marked and Cleaned		
Inspect Slingshot conditions and note areas of need		
Inspect ammo conditions and note areas of need		
Safety Net Put Away(If applicable)		
Spectator Area Cleaned		
Supplies Put Away		
Slingshots Puts Away		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs Stored		
Range Rules Stored		
Emergency-Communications Stored/Returned to camp admin		
First Aid Kit Returned and Restocked		
Safety glasses ANSI Z87.1-2010 (ANSI Z87.1)		
Extra Targets Stored		
Slingshots and ammo in lockable storage		
Forms Turned In and Documents Returned to SOP Box		

Comments: (Any experienced issues note here)

## Appendix K: Tomahawk/Knife Range Pre-Shoot Checklist

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

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

Inspected and Verified	Yes	No
Controlled Access (walk the line)/Fencing/Gates Closed		
Red Flag Displayed		
Field of Fire/ Impact Area is Clear of debris		
Waiting, Throwing, Safety line, and Target Lines Area Marked and cleaned		
Range Boundaries Marked and Cleaned		
Safety Net (If applicable)		
Spectator Area Designated		
Supplies Available		
Tomahawk/ Knife Rest Available		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs posted		
Range Rules Posted		
Emergency Communications Present and Tested		
First Aid Kit Stocked and Accessible		
Extra Targets		
Tomahawks/ Knives in lockable storage		
Safety Glasses ANSI Z87.1-2010 (ANSI Z87.1)		
Inspect Tomahawk/ Knife conditions		
Inspect Target Conditions		

Comments:



## Appendix L: Tomahawk/Knife Range Post-Shoot Checklist

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

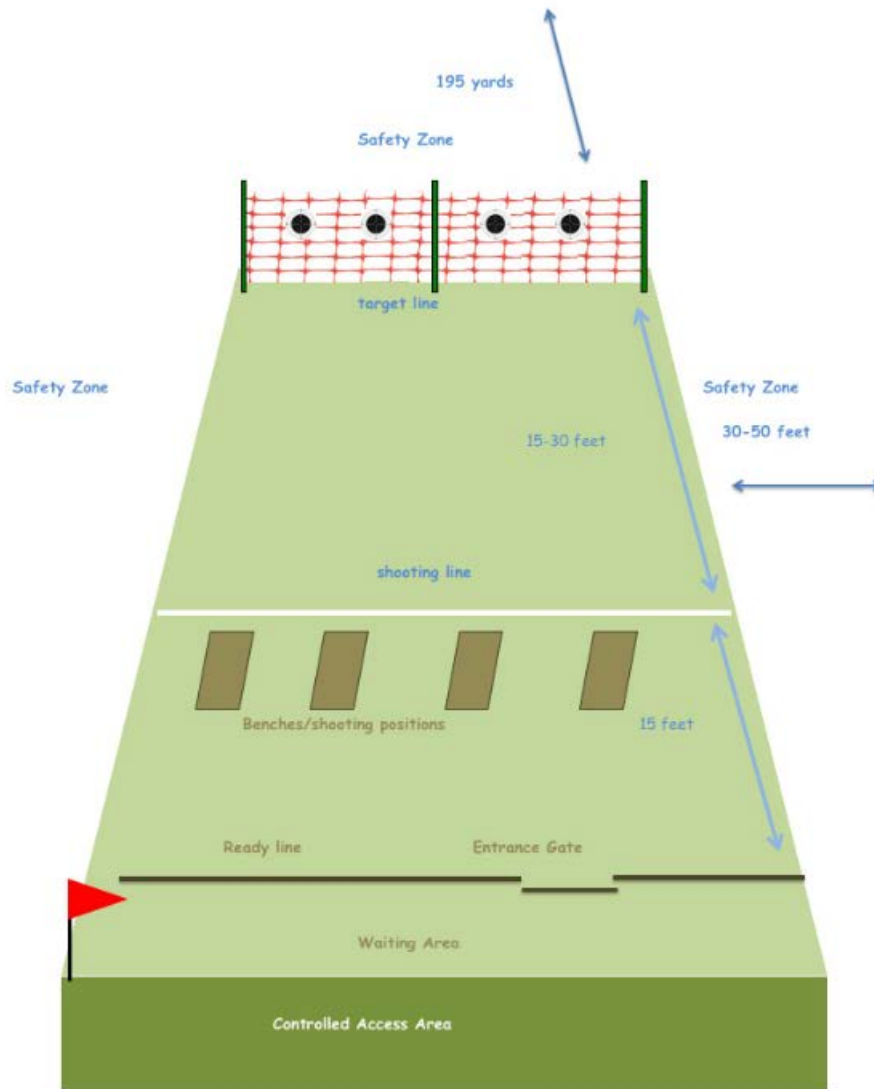
Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected and Verified	Yes	No
Controlled Access (walk the line)/Fencing/Gates Closed		
Red Flag Put Away		
Field of Fire/ Impact Area is Clear of debris		
Waiting, Throwing, Safety Line and Target Lines Area Marked and cleaned		
Range Boundaries Marked and Cleaned		
Inspect Tomahawk/ Knife conditions and note areas of need		
Inspect Target conditions and note areas of need		
Safety Net Put Away(If applicable)		
Spectator Area Cleaned		
Supplies Put Away		
Tomahawks/ Knives Put Away in lockable box		
Safety Glasses ANSI Z87.1-2010 (ANSI Z87.1)		
Signs in Place		
Orientation Area Clean		
Bulletin Board/ Signs Stored		
Range Rules Stored		
Emergency-Communications Stored/Returned to camp admin		
First Aid Kit Returned and Restocked		
Tomahawks/ Knives returned to Camp Ranger		
Forms Turned In and Documents Returned to SOP Box		

Comments: (Any experienced issues note here)

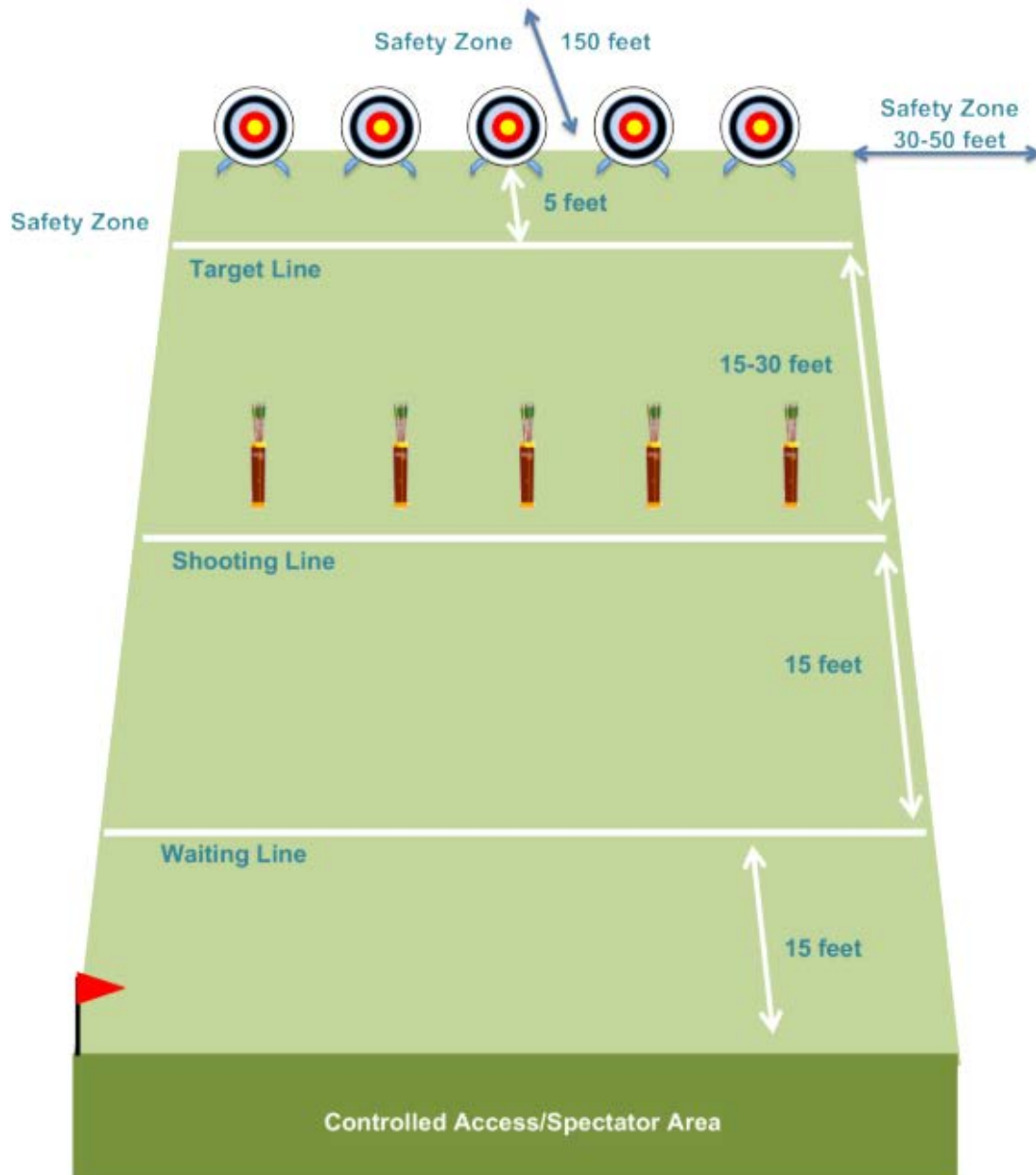
## Appendix M: BB Gun/Slingshot Temporary Range Layout

For more details on how to setup the range refer to the National Range and Target Activities Manual.



## Appendix N: Archery Range Temporary Layout

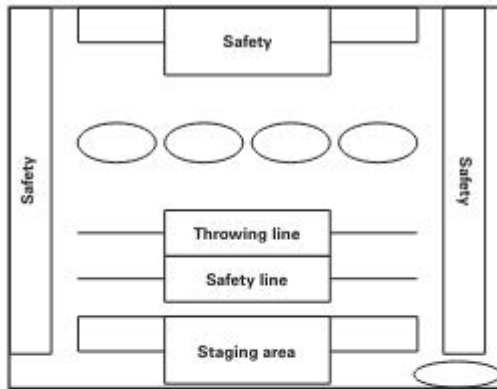
For more details on how to setup the range refer to the National Range and Target Activities Manual.



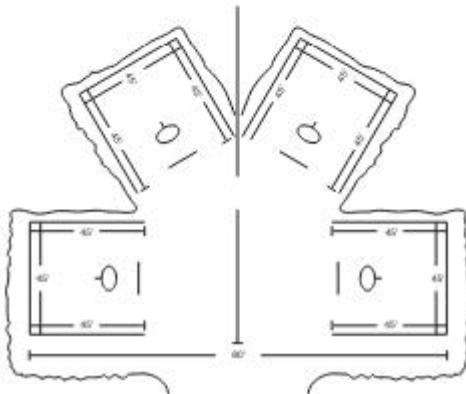
## Appendix O: Tomahawk/Knife Temporary Range Layout

For more details on how to setup the range refer to the National Range and Target Activities Manual.

Minimum 6 feet between the throwing line and safety line behind the thrower must be maintained.



Another option is the multi-target range with the participants in the center facing out and targets set around the perimeter:



## Appendix P: Firearms Function Test and Trigger Pull Test

This test will be completed at least once a week during summer camp and once a weekend for year-round events, before they can be used by Scouts.

Keep firearm pointed down range.

Ensure firearm is unloaded.

If available, use inert ammunition for these tests.

Close action.

Set safety to the safe position.

Pull the trigger.

The firing pin should not move.

Set safety to the fire position.

Perform the trigger pull test 3 times and average the results. Must be at least 3 pounds for rifles and handguns. No requirement for shotguns.

Clear the firearm and place the safety on.

Install the empty bore indicator.

Record the results on excel spread sheet linked here for

Tuckahoe

(<https://docs.google.com/spreadsheets/d/15iz22MGGQcRrZYRv88ZPzcl56IsHsQdIANPJrvVDm50/copy>)

Here for Hidden Valley

([https://docs.google.com/spreadsheets/d/1qC4TX6dMEliHgUBli51jdqVedc5Eiu2M1n\\_oejnefV0/copy](https://docs.google.com/spreadsheets/d/1qC4TX6dMEliHgUBli51jdqVedc5Eiu2M1n_oejnefV0/copy))

Tag any firearm that does not pass these tests and remove from service.