

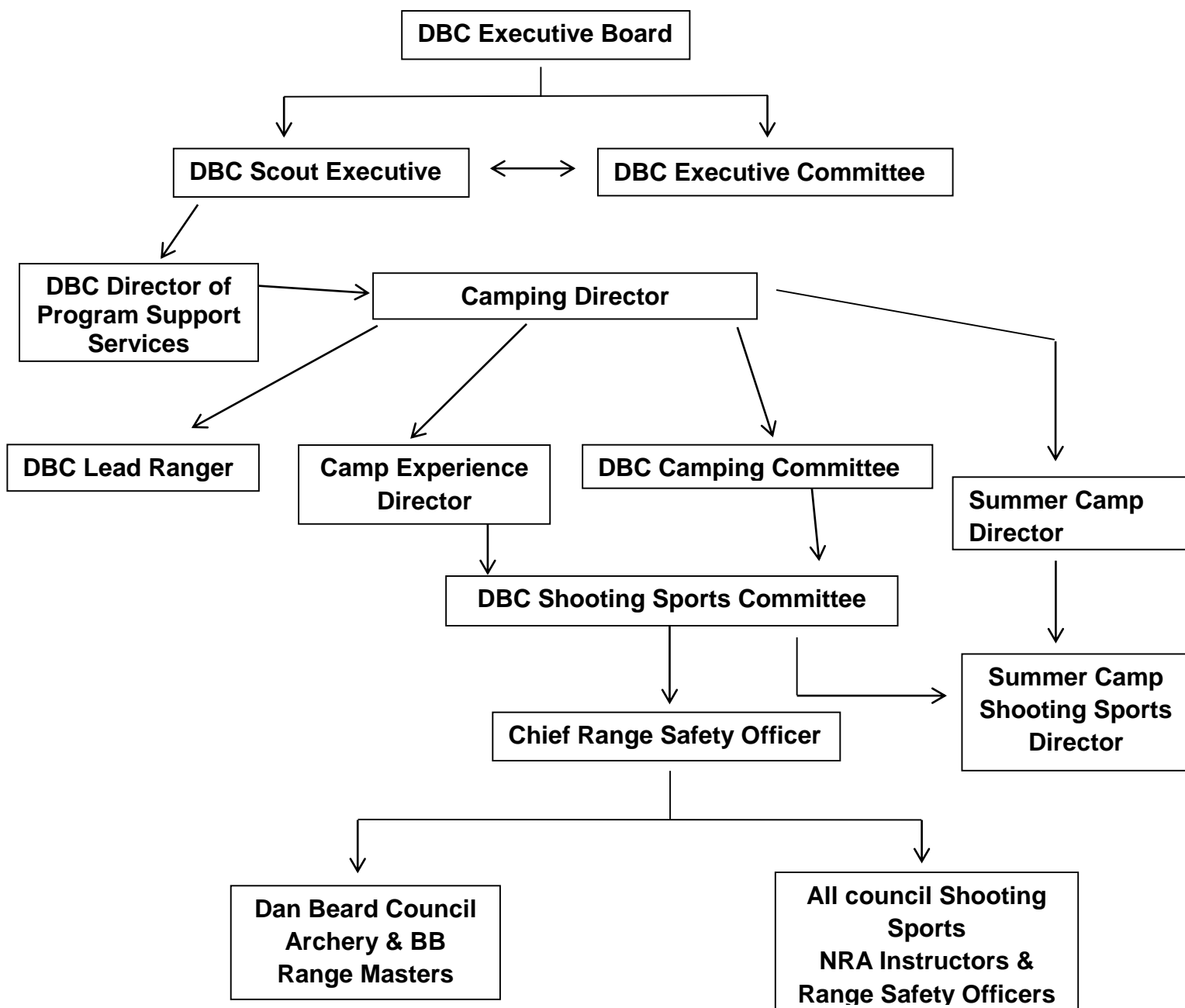
# SHOOTING SPORTS STANDARD OPERATING PROCEDURES

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Dan Beard Scout Reservation/Cub World • 6035 Price Road • Loveland, OH 45140

The Dan Beard Council, Boy Scouts of America, Inc. operates under charter by the Boy Scouts of America and under Articles of Consolidation, under the Ohio General Statutes. (The articles of Consolidation, Incorporation & Council By-Laws are available for review from the Dan Beard Council Scout Achievement Center office.)

## Dan Beard Council (DBC) Shooting Sports Organizational Chart



# STANDARD OPERATING PROCEDURES FOR SHOOTING RANGES

Approved by the Dan Beard Council Shooting Sports Committee on Date 10/20/2013.

**All DBC shooting sports programs will adhere to the BSA guidelines established in the Guide to Safe Scouting, the National Camp Standards & the BSA National Shooting Sports Manual.**

## Facilities for Use:

1. Rifle, Shotgun, Pistol, Muzzleloading Rifle & Archery ranges at Dan Beard Scout Reservation.
2. Archery & BB ranges at Dan Beard Scout Reservation Cub World.
3. This guide addresses any Dan Beard Council/District shooting event including temporary ranges.

## Authorized and Prohibited Guns:

**Cub Scouts:** Archery and BB gun shooting are restricted to the **Guide lines in the BSA National Shooting Sports Manual including:** District camporees, day camps, Cub Scout/Webelos Scout resident camps, council-managed family camping programs, or to council activities where there are properly trained supervisors and all standards for BSA shooting sports are enforced. Archery and BB gun shooting are not to be done at the Pack level. Cub Scouts are not permitted to use any other type of handgun or firearm. Webelos may use air rifles (pellet) following current BSA Camp Standards and the BSA National Shooting Sports Manual.

**Boy Scouts / Venturers / Explorers / Sea Scouts:** Guns used will comply with the guidelines, as applicable; in the **National Camp Standards & the BSA National Shooting Sports Manual** (see 5 Levels of Shooting Activities).

**Centerfire Rifles:** Centerfire rifles may only be used with the prior approval of the Council's Chief Range Officer and at a site he approves.

**Cannons:** BSA policy will be followed which prohibits the use of cannons, unless they have met standards for safety inspections and certification of the cannon crew.

## Supervision:

1. All firearm shooting must be under the supervision of a 21 (or older) year old adult who holds either a current BSA National Camp School card as a Shooting Sports Director or a National Rifle Association Range Safety Officer certification. In addition, instruction must be done by a 21+ year old adult who is currently certified as an NRA Instructor in the discipline being shot. Range supervision, instructor ratios & training is outlined in BSA National Camp Standards & the BSA National Shooting Sports Manual (5 Levels of Shooting Activities.)
2. Prior to supervising shooting ranges, copies of current certifications must be provided to the DBC Shooting Sports Committee, as well as on their person while operating the range.
3. Cub Scout BB & Archery Ranges must be supervised by a currently certified range officer, at least 18 years of age, as defined in Camp Program and Property Management No. 20-920B. A National Camp School-trained shooting sports director must train the BB gun & Archery range officers and issue a Training Course Pocket Certification, No. 33767. Certification is valid for two years. (All Cub Scout shooting must adhere to the current National Camp Standards.)

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

## Range Use:

1. The shooting ranges may be available for BSA chartered groups, and for 4-H clubs, hunter safety groups, NRA training courses, and military or law enforcement agencies on a scheduled basis. All ranges must be under the supervision of Dan Beard Council.
2. All groups must file Short-Term Facility Use Form with the Council Service Center at least two weeks prior to their arrival. The reservation is only official when a Council designee signs the application.
3. All firearms used on the ranges must meet the previously defined standards and be approved by the Camp Ranger on duty for the weekend.
4. Fees: Fees for use of Dan Beard Council facilities and equipment are subject to change without notice. A fee schedule may be accessed on the council website at [www.danbeard.org/shooting\\_sports](http://www.danbeard.org/shooting_sports).

## Council Owned Firearm Use:

1. The council will provide the use of guns as a part of the range use fee.
2. All firearms will be cleaned and functioning (or with defects & date noted with red tag on the trigger guard) and returned at the end of the shooting period. To clean the firearms, lubricate the action, but **do not disassemble the firearm**, wipe the exterior with appropriate oil and run cleaning and lubricating patches through the bore. Cleaning of all council guns, in the off-season, is to be performed under the supervision of a Rangemaster.

## Personal Firearms on Council Property:

Personal firearms should only be brought to camp for scheduled shooting sports activities. All firearms must be unloaded and under the supervision of an adult leader or parent/guardian while being transported to and from camp and while on camp property. **Personal firearms and archery equipment are not allowed on camp property unless authorized by the camp ranger.** Personal Firearms must meet the firearm guidelines, as outlined in the BSA National Shooting Sports Manual, 5 Levels of Shooting Activity. All personal firearms & archery equipment must be inspected by the Range Safety Officer before being allowed on the range. All personal firearms must be checked with the Camp Ranger upon entering camp and secured by an adult in a locked manner in accordance with state regulations and not accessible to others.

## Archery:

1. Bows are restricted to a maximum of 25 pounds of pull for Cub Scouts, Webelos Scouts and Boy Scouts & not more than 35 pounds of pull for Venturers.
2. Only target arrows may be used. Broadhead or other hunting tips are not allowed.
3. Proper safety equipment must be worn by all participants.
4. The firing range must be supervised by a certified Archery instructor.
5. When not on the range each personal bow will be secured in a locked manner not accessible to others.
6. Crossbows are not allowed.

# STANDARD OPERATING PROCEDURES FOR SHOOTING RANGES

Approved: Dan Beard Council date 10/04/2012

## A. Range Check-in Procedures

1. Check in at the camp office or with the Campmaster and/or the ranger on duty
2. Pick up: Firearms, ammunition, Check In & Check Out list, range keys
3. Fill water coolers and jugs

## B. Range Check-out Procedure

1. Clean up brass
2. Clean and sweep Range firing points
3. Bag trash and take to Dumpster
4. Empty water coolers & jugs

## C. Conduct a Range Inspection

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

## D. NRA GUN SAFETY RULES

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

### Rules for Using or Storing a Gun

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

### General Range Safety Rules

1. Know and obey all range rules
2. Know where others are at all times
3. Shoot only at authorized targets
4. Malfunctions
  - a. Gun Malfunction – raise hand to signal the Range Safety Officer and/or instructor for assistance
  - b. Ammunition Malfunction – raise hand to signal the Range Safety Officer for assistance
5. Do not handle a gun or stand at the firing line where guns are present while others are downrange.

6. Stop shooting immediately upon the command “**Cease Firing!**” Safety on & Place firearm down on bench or stand
7. Hygiene Guidelines
  - a. Refrain from eating, drinking, smoking or placing your hands in proximity to your mouth or nose while on the range or cleaning a gun.
  - b. Wash hands with soap and cold water and change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.
8. Physical contact – always ask permission before touching any student, or shooter.

## **E. Medical Support**

1. Each range will have an emergency first aid kit.
2. Each range will have a means of emergency transportation designated for that purpose.
  - a. During summer camp, there will be a council or staff owned vehicle in camp.
  - b. In the off-season, a designated emergency vehicle shall be parked in proximity to the shooting range.
3. Emergency communication
4. During summer camp, each range will have a camp radio that will allow them to communicate with the camp office where the telephone will be manned during shooting hours.
5. In the off season in case of an emergency that you need EMS do the following:

### **Camp Friedlander:**

- Take charge of the situation & secure the guns & ammunition; bows & arrows.
- Give immediate first aid to the victim.
- If you have a cell phone that works, call 911. If you reach a 911 operator make sure you are talking to the Clermont County 911 center. Ask them to send EMS to the west entrance of Camp Friedlander on at 458 Loveland-Miamiville Road. Immediately send two adults to the road entrance of the range to meet the EMS. If First Responders arrive, send the second adult with one of the First Responders. The other adult should wait for the EMS. Once the EMS arrives, take them to the victim.
- After the victim is taken care of, call Jason Neal at 513-659-9836 or Jason Pigg at 513-659-9630.
- Keep everyone that was at the activity together and ask them not to discuss the incident until someone from the Scout Office is contacted.
- Do not talk to the media at all. Tom Dugger, or his designee, is the spokesman for the Council. All media contact should be through Tom Dugger or his designee.

### **Cub World:**

- Take charge of the situation & secure the guns & ammunition; bows and arrows.
- Give immediate first aid to the victim.
- If you have a cell phone that works, call 911. If you reach a 911 operator make sure you are talking to the Clermont County 911 center. Ask them to send EMS to the road entrance of the Cub World Scout Camp at 6035 Price Road. Immediately send two adults in a vehicle to the entrance of the camp to meet the EMS. If First Responders arrive, send the second adult with one of the First Responders. The other adult should wait for the EMS. Once the EMS arrives, take them to the victim.
- After the victim is taken care of, call Jason Neal at 513-659-9836 or Jason Pigg at 513-659-9630.
- Keep everyone that was at the activity together and ask them not to discuss the incident until someone from the Scout Office is contacted.
- a. Do not talk to the media at all. Tom Dugger, or his designee, is the spokesman for the Council. All media contact should be through Tom Dugger or his designee.

# STANDARD OPERATING PROCEDURES FOR CAMP FRIEDLANDER SHOTGUN RANGE

- **This Shotgun range can only be used only for shotguns when opened as a shotgun range.**
- The RANGE may only be opened by & entrance to the range is restricted to supervision by a certified NRA RSO & NRA Shotgun Instructor. These must be two separate individuals.
- Reservations are required through the Dan Beard Council at least 30 days in advance of a shoot date. (Reservations can be made by contacting the DBC office or on the council web site danbeard.org.).
- If your unit desires to camp, an "Application for Use of Facilities" must also be submitted.
- All shoots begin with a BSA 30 minute Shotgun Briefing.
- Only Council guns, ammunition & clays may be used on the course (exceptions must be approved by the council Chief RSO or lead ranger). Fees are outlined on the council website, shooting sports pages.
- Youth shooting may take place following the guidelines found in BSA national Camp Standards or the BSA National Shooting Sports Manual (depending upon activity).
- Shotgun shooting will have one instructor per one shooter.
- Shotgun shooting will have one RSO per two shooters.
- Shotgun shells will be dropped in the chamber by NRA Shotgun Instructor.

The Shotgun Range Commands:

## **SHOTGUN RANGE COMMANDS**

- RSO GIVES COMMAND: "*Protective gear on*"
- RSO GIVES COMMAND: "*You may pick up your shotgun from the shotgun rack*"
- RSO GIVES COMMAND: "*Move Forward and Take your Position on the Firing Line*"
- RSO GIVES COMMAND: "*Load*"
  - Instructor drops shell in chamber
  - Shooters chambers the shell in the shotgun
  - Shooter takes safety off
- RSO GIVES COMMAND: "*Is The Shooter Ready?*"
- RSO GIVES COMMAND: "*Is the Thrower Ready?*"
- RSO GIVES COMMAND: "*Commence Firing*"
  - Call the shot "PULL"
- RSO GIVES COMMAND: "*Cease Fire*"
- RSO GIVES COMMAND: "*Safety on*"
- RSO GIVES COMMAND: "*Replace ECI*"
- RSO GIVES COMMAND: "*Range Is Clear*"
- RSO GIVES COMMAND: "*You may put your shotgun in the rack*"
- RSO GIVES COMMAND: "*Remove Your Protective Gear*"
- RSO GIVES COMMAND: "*Pick up your hulls, place it in the box*"

The Shotgun range may only be used to conduct **20 gauge shotgun shooting**, is approved for the program & age group utilizing the range. Other shotgun gauges as approved by council designee.

Shotgun shooting must use one of the five levels of Shotgun shooting found in the BSA National Shooting Sports Manual.

- **This Shotgun range can only be used for shotguns when opened as a shotgun range.**

# STANDARD OPERATING PROCEDURES FOR CAMP FRIEDLANDER

## .22 RIFLE RANGE

- **This Rifle/Handgun range can only be used only for rifles when opened as a rifle range (no handguns or Muzzle loading guns).**
- The course may only be opened by & entrance to the range is restricted to supervision by a certified NRA RSO & NRA Rifle Instructor. These must be two separate individuals.
- Reservations are required through the Dan Beard Council at least 30 days in advance of a shoot date. (Reservations can be made by contacting the DBC office or on the council web site danbeard.org.).
- If your unit desires to camp, an "Application for Use of Facilities" must also be submitted.
- All shoots begin with a BSA 30 Minute Rifle Briefing.
- Only Council guns & ammunition may be used on the course (exceptions must be approved by the council Chief RSO or lead ranger) Fees are outlined on the council website, shooting sports pages.
- Shooting may take place following the guidelines found in BSA national Camp Standards or the BSA National Shooting Sports Manual (depending upon activity).
- Rifle shooting will have one NRA Rifle instructor per eight shooters.
- Rifle shooting will have one RSO per eight shooters.
- Rifles will be single shot only. If using magazines (no tube fed) they must be loaded single shot.

The .22 Rifle Range Commands:

### **RIFLE RANGE COMMANDS**

- RSO GIVES COMMAND: *"Move forward and take your position on the firing line"*
  - **"DO NOT TOUCH THE RIFLE OR AMMUNITION"**
- RSO GIVES COMMAND: *"Protective gear on"*
- RSO GIVES COMMAND: *"You may pick up your rifles"*
- RSO GIVES COMMAND: *"Remove your ECI"*
- RSO GIVES COMMAND: **"SHOOTERS TAKE SIGHT PICTURE"**
- RSO GIVES COMMAND: *"Load"*
- RSO GIVES COMMAND: *"Is The Line Ready?"*
  - IF Necessary: (large firing line)
    - RSO GIVES COMMAND: *"Ready on the Right?"*
    - RSO GIVES COMMAND: *"Ready on the Left?"*
- RSO GIVES COMMAND: *"Ready on the firing line?"*
- RSO GIVES COMMAND: *"The Firing line is ready"*
- RSO GIVES COMMAND: *"Safety's off"*
- RSO GIVES COMMAND: *"Commence Firing"*
  - Shooters fire rounds specified
  - Upon completion of firing shooters open action
  - Safety's on
  - Replace ECI (flag)
  - Lay rifles on table with action up
- AFTER ALL RIFLES ARE ON THE TABLE RSO GIVES COMMAND: *"Cease Fire"*
- RSO GIVES COMMAND: *"Range Is Clear"*
- RSO GIVES COMMAND: *"Remove your protective gear"*
- RSO GIVES COMMAND: *"Pick up your brass, place it in the bucket, and get a new target"*
- RSO GIVES COMMAND: *"You may go change your Targets"*

The Rifle range may only be used to conduct **.22 cal. rifle shooting**, and is approved for the program & age group utilizing the range.

Rifle shooting must use one of the five levels of Rifle shooting found in the BSA National Shooting Sports Manual.

- **This Rifle/Handgun range can only be used for rifles when opened as a rifle range (no Pistols/Handguns or Muzzleloading guns).**

# STANDARD OPERATING PROCEDURES FOR CAMP FRIEDLANDER PISTOL RANGE

- **This Rifle/Handgun range can only be used only for Handguns when opened as a handgun range (no rifles or muzzleloading rifles).**
- The course may only be opened by & entrance to the range is restricted to supervision by a certified NRA RSO & NRA Pistol Instructor. These must be two separate individuals.
- Reservations are required through the Dan Beard Council at least 30 days in advance of a shoot date. (Reservations can be made by contacting the DBC office or on the council web site danbeard.org).
- If your unit desires to camp, an "Application for Use of Facilities" must also be submitted.
- All shoots begin with a BSA 30 minute Pistol Briefing.
- Only Council guns & ammunition may be used on the course (exceptions must be approved by the council Chief RSO or lead ranger). Fees are outlined on the council website, shooting sports pages.
- Shooting may take place following the guidelines found in BSA national Camp Standards or the BSA National Shooting Sports Manual (depending upon activity).
- Pistol shooting will have one NRA Pistol instructor per one shooter.
- Pistol shooting will have one RSO per three shooters.
- Pistols will be loaded by the instructor.

The Pistol Range Commands:

- RSO GIVES COMMAND "*SHOOTERS TAKE POSITION ON FIRING LINE*"
- RSO GIVES COMMAND "*LOAD (\_\_\_) IN EACH MAGAZINE*"
  - SHOOTERS NOD HEAD WHEN MAGAZINES ARE LOADED
  - COACHES GIVE RSO THUMBS UP
- RSO GIVES COMMAND "*SHOOTERS TAKE SIGHT PICTURE (MAGAZINE OUT, SAFETY ON)*"
  - SHOOTERS NOD HEAD WHEN SATISFIED WITH SIGHT PICTURE
  - COACHES GIVE RSO THUMBS UP
- RSO GIVES COMMAND "*LOAD GUNS, SAFETIES OFF*"
  - SHOOTERS NOD HEADS WHEN GUNS ARE LOADED
  - COACHES GIVES RSO THUMBS UP
- RSO GIVES COMMAND "*COMMENCE FIRING*"
  - SHOOTERS FIRE ROUNDS SPECIFIED
  - UPON COMPLETION OF FIRING SHOOTERS OPEN ACTIONS; MAGAZINES OUT; SAFETIES ON; REPLACE ECI; GUNS ON TABLE WITH ACTIONS UP
- AFTER ALL GUNS ARE ON TABLE THE RSO CALLS "*CEASE FIRE*"
  - COACHES PERSONALLY CHECK OPEN BREECHES TO MAKE SURE GUNS ARE UNLOADED
  - COACHES GIVE RSO THUMBS UP AFTER THEY HAVE VERIFIED GUNS ARE UNLOADED
- RSO GIVES COMMAND "*PICK UP YOUR BRASS*"
- RSO GIVES COMMAND "*GO DOWN RANGE AND CHANGE (PASTE) TARGETS*"

The Pistol range may only be used to conduct pistol shooting and is approved for use by Venturers, Explorers, Sea Scouts & adults.

Pistol shooting must use one of the five levels of Pistol shooting found in the BSA National Shooting Sports Manual.

**This Pistol/Handgun range can only be used for pistol/handguns when opened as a pistol/handgun range no long guns (rifles) or Muzzleloading long guns (rifles).**



# STANDARD OPERATING PROCEDURES FOR CAMP FRIEDLANDER MUZZLELOADING RIFLE RANGE

- The course may only be opened by & entrance to the range is restricted to supervision by a certified NRA RSO & NRA Muzzleloading Rifle Instructor. These must be two separate individuals.
- Reservations are required through the Dan Beard Council at least 30 days in advance of a shoot date. (Reservations can be made by contacting the DBC office or on the council website danbeard.org).
- If your unit desires to camp, an "Application for Use of Facilities" must also be submitted.
- All shoots begin with a BSA 30 Minute Rifle Briefing.
- Only Council guns & ammunition may be used on the course (exceptions must be approved by the council Chief RSO or lead ranger). Fees are outlined on the council website, shooting sports pages.
- Shooting may take place following the guidelines found in BSA national Camp Standards or the BSA National Shooting Sports Manual (depending upon activity).
- Muzzleloading Rifles will be loaded by NRA Muzzleloading Rifle Instructor
- Muzzleloading Rifle shooting will have one instructor per one shooter.
- Muzzleloading Rifle shooting will have one RSO per eight shooters.

The Muzzleloading Rifle Range Commands:

## **MUZZLELOADING RIFLE RANGE COMMANDS**

- RSO GIVES COMMAND: *"Move forward and take your position on the firing line"*
  - "DO NOT TOUCH THE RIFLE OR Caps"
- RSO GIVES COMMAND: *"Protective gear on"*
- RSO GIVES COMMAND: *"You may pick up your rifles"*
  - "SHOOTERS TAKE SIGHT PICTURE"
- RSO GIVES COMMAND: *"Cap"*
- RSO GIVES COMMAND: *"Is The Line Ready?"*
- RSO GIVES COMMAND: *"Ready on the Right?"*
- RSO GIVES COMMAND: *"Ready on the Left?"*
- RSO GIVES COMMAND: *"Ready on the firing line?"*
- RSO GIVES COMMAND: *"The Firing line is ready"*
- RSO GIVES COMMAND: *"Commence Firing"*
  - Shooters fire one round specified
  - Upon completion of firing shooters pull hammer to half cock
  - Remove spent cap
  - Replace ECI
  - Lay rifles on table with action up
- AFTER ALL RIFLES ARE ON THE TABLE RSO GIVES COMMAND: *"Cease Fire"*
- RSO GIVES COMMAND: *"Range Is Clear"*
- RSO GIVES COMMAND: *"Remove your protective gear"*
- RSO GIVES COMMAND: *"Pick up your rifle, take rifle to loading table"*
- RSO GIVES COMMAND: *"You may go change your Targets"*

The Muzzleloading Rifle range may only be used to conduct **.50 caliber muzzleloading rifle shooting**, and is approved for the program & age group utilizing the range.

Muzzleloading Rifle shooting must use one of the five levels of Muzzleloading Rifle shooting found in the BSA National Shooting Sports Manual.

**This Muzzleloading Rifle range can only be used for muzzleloading rifles when opened as a muzzleloading rifle range (no pistol/handguns or rifles).**

# STANDARD OPERATING PROCEDURES FOR CUB WORLD BB RANGES

- The course may only be opened by & entrance to the range is restricted to supervision by a currently certified Dan Beard Council BB Rangemaster.
- BB Rangemaster will be responsible for opening, closing & inspection of the designated ranges & equipment for safety & compliance. BB Rangemaster report directly to the Campmaster or Ranger upon arrival/departure and give written status of ranges and equipment using the appropriate checklist & turns in a sign/sign-out sheet with unit leaders/range officer signatures.
- Prior to opening the range, the BB Rangemaster inspects the range to assure all is as it should be & that there is no possibility of anyone inadvertently walking in front of or behind the targets
- Reservations are required through the Dan Beard Council at least 30 days in advance of a shoot date. (Reservations can be made by contacting the DBC office or on the council web site danbeard.org).
- An "Application for Use of Facilities" must also be submitted.
- All shoots begin with a Range Safety Briefing.
- Fees: Fees are outlined on the council website, shooting sports pages.
- Shooting may take place following the guidelines found in BSA National Camp Standards, the BSA National Shooting Sports Manual and as outlined in the Dan Beard Council Rangemaster Training Guide.

## **Range Commands for Dan Beard Council BB Ranges**

When ready to start firing, the range master commands:

"SHOOTERS ON THE FIRING LINE."

*Immediately, each shooter takes his assigned place behind his firing point. The range master checks the location of each shooter to ensure correct firing point and target number.*

**BB Rangemaster command:** "Stand behind the gun"

**BB Rangemaster command:** "Put safety glasses on"

**BB Rangemaster command:** "Kneel down with the butt of the gun between knees"

**BB Rangemaster command:** "Raise left hand in the air"

**BB Rangemaster command:** "Pick up barrel with the left hand (straight up with the trigger guard facing to the right)"

**BB Rangemaster command:** "Pull the cocking forearm up (WITH THE RIGHT HAND) until it stops"

**BB Rangemaster command:** "Push the forearm back into place" (*Explain that the gun only puts air in the gun once. Pumping the forearm will not increase the pressure in the gun. They are just wasting their shooting time.*)

**BB Rangemaster command:** "Find the bolt and push it all the way down (WITH THE RIGHT HAND). It is the black lever facing your belly button"

**BB Rangemaster command:** "Move your head not the gun to see the BB in the chamber"

**BB Rangemaster command:** "If you do not see a BB the shooter raises his hand"

**BB Rangemaster command:** "After the BB is seen push the bolt up to close the firing chamber"

**BB Rangemaster command:** "Lay the gun down. Keeping the muzzle pointed down range. Lay down and get in the prone position on the mat. Keeping the barrel facing the target (DOWN RANGE at the TARGETS)."

**BB Rangemaster command:** "Pick up the gun and place the butt of the gun against your shoulder or under your arm pit."

**BB Rangemaster command:** "Place your cheek against the pistol grip."

**BB Rangemaster command:** "Look through the rear wedge sight"

**BB Rangemaster command:** "Place the top of red dot (front sight) even with the wedge"

**BB Rangemaster command:** "Place the target on top of the red dot"

*(Aligning these three objects up is the proper sight picture).*

**BB Rangemaster command:** "Do not touch the safety or trigger"

*(While the shooters are lining up their sight picture walk behind them and make sure they are lined up on the right target).*

**BB Rangemaster command:** "Shooters push the safety button in. *(Making the button red, which stands for hot and the gun is ready to shoot)*".

The range master makes sure the range is clear, then asks:

**BB Rangemaster command:** "IS THE LINE READY?"

If there is any shooter who is not ready or whose target is in bad order, that shooter immediately raises his arm and calls:

**BB Rangemaster command:** "NOT READY" and gives the number of his target.

The range master will immediately call:

**BB Rangemaster command:** "THE LINE IS NOT READY."

The range master will investigate the difficulty and assist in correcting it. When the difficulty has been corrected,

**BB Rangemaster command:** "IS THE LINE READY?"

If all is ready, the range master then calls:

**BB Rangemaster command:** "THE LINE IS READY."

*(This means the line is ready on the right, ready on the left, and ready on the firing line).*

**BB Rangemaster command:** "READY ON THE FIRING LINE."

**BB Rangemaster command:** "COMMENCE FIRING."

*(Hold the position after the trigger is pulled.*

*This is the follow-through. This gives the shooter better results).*

Immediately push the safety button in.

*(Have the shooters stay down until the last shooter has fired the gun).*

If everyone has done this to your satisfaction they may continue to shoot at their own pace for 5 to 10 minutes (approximately 5 to 10 shots).

They must get back up on their knees to load the BB's.

They must follow the above steps to shoot the gun.

Keep an eye on the safeties. The shooters get excited and in a hurry. If the shooter has a problem with the gun have them PUT THE SAFETY ON AND THEN RAISE THEIR HAND.

The most common problem the shooter has with the gun is not closing the bolt. The next problem is not pushing the safety off to shoot.

Listen to the shots you can hear someone not shooting BB's by the sound (Air shots are a louder cracking or popping noise).

Look at the targets as they shoot. If there are no holes in the target watch the shooter and make sure he or she is doing all of the above steps. (Please have either the range master or designated person by range master shoot at least two (2) shots somewhere on the target paper. This keeps the shooter from getting upset).

When the shooters time limit is almost over , the range master commands,

**BB Rangemaster command:** "THIS IS YOUR LAST SHOT. AFTER THIS SHOT PUT YOUR SAFETY ON. PULL YOUR BOLT HALFWAY BACK. LAY THE GUN DOWN. GET UP AND STAND BEHIND YOUR GUN. DO NOT TAKE YOUR SAFETY GLASSES OFF."

After firing, the range master commands:

**BB Rangemaster command:** "CEASE FIRING—CLEAR ALL GUNS." All BB gun chambers and magazines are unloaded and shooters leave the firing line with the actions of their BB guns open.

*Repeat the above steps for all succeeding shooters.*

*The range master will immediately command "CEASE FIRING" if any incident occurs that could result in possible injury to some living thing should firing continue.*

"AS YOU WERE" means to disregard the command just given.

"CARRY ON" means to proceed with whatever was being done before the interruption occurred.

When every shooter is done, have them take their safety glasses off and walk around the guns and/or mats and get their targets. Have them leave the safety pins on the rope.

The BB Rangemaster or designated adult or Boy Scout assistant or the Cub Scouts should retrieve and replace the targets.

The BB Gun range may only be used to conduct **BB Gun shooting**, and is approved for the program & age group utilizing the range.

**This BB ranges can only be used for BB guns when opened as a BB range (no handguns, rifles or Muzzleloading guns).**

# STANDARD OPERATING PROCEDURES FOR CAMP FRIEDLANDER & CUB WORLD ARCHERY RANGES

- The course may only be opened by & entrance to the range is restricted to supervision by a currently certified Dan Beard Council Archery Rangemaster.
- Archery Rangemaster will be responsible for opening, closing & inspection of the designated ranges & equipment for safety & compliance. Archery Rangemaster report directly to the Campmaster or Ranger upon arrival/departure and give written status of ranges and equipment using the appropriate checklist & turns in a sign/sign-out sheet with unit leaders/range officer signatures.
- Prior to opening the range, the Archery Rangemaster inspects the range to assure all is as it should be & that there is no possibility of anyone inadvertently walking in front of or behind the targets
- Reservations are required through the Dan Beard Council at least 30 days in advance of a shoot date. (Reservations can be made by contacting the DBC office or on the council web site danbeard.org).
- An “Application for Use of Facilities” must also be submitted.
- All shoots begin with a Range Safety Briefing.
- Fees: Fees are outlined on the council website, shooting sports pages.
- Shooting may take place following the guidelines found in BSA National Camp Standards, the BSA national Shooting Sports Manual and as outlined in the Dan Beard Council Rangemaster Training.
- *The Archery Range Commands include:*
- *“ \_\_\_ # of Shooters may enter the range”*
- *Two Whistle Blasts. - Shooters move up to the firing line.*
- *“You may pick up your Bow”*
- *“Is the line ready?”*
- *“The line is not ready” or “The line is ready”*
- *“You may nock your arrow”*
- *“Ready on the firing line?”*
- *One Whistle Blasts - Fire the proper number of arrows.*
- *Three Whistle Blasts - Cease Firing - Move to the target. Retrieve and score arrows.*
- *“Rack your bow and step back from the line” )*
- *“You may retrieve your arrows” )*
- *“As you were” or “Carry on”*
- *“Exit the Range”*

The Archery ranges may only be used to conduct Archery activities, and is approved for the program & age group utilizing the range.

**This Archery range can only be used for archery when opened as an archery range (no handguns, rifles or Muzzleloading guns).**

## Know the Proper Whistle Codes

**Two blasts.** - Move up to the firing line.

**One blast.** - Fire the proper number of arrows.

**Three blasts.** - Cease firing. Move to the target. Retrieve and score arrows.

**Four or more blasts.** - Cease firing. Stay where you are. This is an EMERGENCY. Officials will tell the archers what action to take either verbally or by the whistle code.

Remember there is only **ONE** command to shoot—**ONE blast of the whistle.**

For any command of **more than one blast, STOP shooting.** Watch and listen for further instruction

## **Range Safety Briefing:**

### **Purpose of the Event & Introduction of Range Staff & Roles:**

#### **Range Layout & Limits:**

- Ready Area
- Firing Line
- Target Area
- Impact Area
- Left & right range limits
- Firearms to be used
- Other specific to range

### **BSA 30 Minute Gun Specific Briefing (Downloadable and a copy is on the range)**

**Range Specific Rules:** (specific to range being used)

**Firearm operation:** (specific to gun being used)

**Firing Line Commands:** (explain the appropriate action for each command)

#### **Emergency Procedures**

**Range Safety Rules:** (Use Range Specific or use wall poster)

#### **NRA GUN SAFETY RULES**

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

#### **Rules for Safe usage:**

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

#### **General Range Safety Rules**

1. Know and obey all range rules
2. Know where others are at all times
3. Shoot only at authorized targets
4. Malfunctions
  - a. Gun Malfunction – signal the Range Officer for assistance
  - b. Ammunition Malfunction – signal the Range Officer for assistance
5. Do not handle a gun or stand at the firing line where guns are present while others are downrange.
6. Stop shooting immediately upon the command “**Cease Firing!**” (Explain anyone can call cease fire & when it is appropriate)
7. Hygiene Guidelines
  - a. Refrain from eating, drinking, smoking or placing your hands in proximity to your mouth or nose while on the range or cleaning a gun.
  - b. Wash hands with soap and cold water and change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

## Shotgun Range Pre-Shoot Check-list:

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RSO.)

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

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag Displayed		
Field of Fire / Impact area Inspected		
Throwers filled/ Batteries hooked up/ Inspected		
Thrower Cables Connected / Inspected / Tested		
Firing Stations Clean / Signs in Place		
Orientation Area clean/Bulletin Board/signs posted		
Range Rules posted		
30 minute Shotgun Safety Range Briefing notebook		
Emergency Communications (radio or cell phone working)		
First Aid kit filled / Accessible		
Supplies (score cards/ammo/eyes/ears)		
Guns on course in lockable storage (empty & clean)		
Wash Area ready (water/basins/soap/towels/trashcan)		

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Shotgun Range Post-Shoot Check-list:

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag secured		
Batteries Disconnected		
Thrower Cables Disconnected / secured		
Firing Stations Clean		
Hulls policed from ground		
Orientation Area clean/Bulletin Board secured		
Range Rules posted		
30 minute Shotgun Safety Range Briefing notebook		
Emergency Communications (radio or cell phone secured)		
Supplies secured (score cards/ammo/eyes/ears)		
Guns on course cleaned & secured to gun safe (empty & clean)		
Wash Area secured (water/basins/soap/towels/trashcan)		
Trash can emptied & contents placed in dumpster at the maintenance area		
Turn in signed Checklist to Campmaster or Ranger		
Return Guns & Ammo & sign guns back with the Ranger		

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **.22 Rifle Range Pre-Shoot Check-list:**

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RSO.)

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

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag Displayed		
Field of Fire / Impact area Inspected		
Target Area Ready		
Firing Stations Clean / Signs in Place		
Orientation Area clean/Bulletin Board/signs posted		
Range Rules posted		
30 minute Rifle Safety Range Briefing notebook		
Emergency Communications (radio or cell phone working)		
First Aid kit filled / Accessible		
Supplies (Ammo blocks filled/eyes/ears/targets/clothes pins)		
Guns on course in lockable storage (empty & clean)		
Wash Area ready (water/basins/soap/towels/trashcan)		

Comments:

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## **.22 Rifle Range Post-Shoot Check-list:**

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag secured		
Firing Stations Clean		
Brass policed from ground		
Orientation Area clean/Bulletin Board secured		
Range Rules posted		
30 minute Rifle Safety Range Briefing notebook		
Emergency Communications (radio or cell phone secured)		
Supplies secured (Ammo blocks/eyes/ears/targets/clothes pins)		
Guns on course cleaned & return to ranger area (empty & clean)		
Wash Area secured (water/basins/soap/towels/trashcan)		
Trash can emptied & contents placed in dumpster at the maintenance area		
Turn in signed Checklist to Campmaster or Ranger		
Return Guns & Ammo & sign guns back with the Ranger		

Comments:

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## Pistol Range Pre-Shoot Check-list:

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RSO.)

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

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag Displayed		
Field of Fire / Impact area Inspected		
Target Area Ready		
Firing Stations Clean / Signs in Place		
Orientation Area clean/Bulletin Board/signs posted		
Range Rules posted		
30 minute Rifle Safety Range Briefing notebook		
Emergency Communications (radio or cell phone working)		
First Aid kit filled / Accessible		
Supplies (Ammo blocks filled/eyes/ears/targets/clothes pins)		
Guns on course in lockable storage (empty & clean)		
Wash Area ready (water/basins/soap/towels/trashcan)		

Comments:

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## Pistol Range Post-Shoot Check-list:

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag secured		
Firing Stations Clean		
Brass policed from ground		
Orientation Area clean/Bulletin Board secured		
Range Rules posted		
30 minute Rifle Safety Range Briefing notebook		
Emergency Communications (radio or cell phone secured)		
Supplies secured (Ammo blocks/eyes/ears/targets/clothes pins)		
Guns on course cleaned & return to ranger area (empty & clean)		
Wash Area secured (water/basins/soap/towels/trashcan)		
Trash can emptied & contents placed in dumpster at the maintenance area		
Turn in signed Checklist to Campmaster or Ranger		
Return Guns & Ammo & sign guns back with the Ranger		

Comments:

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## Cub World BB Range Pre-Shoot Checklist

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RO.)

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

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag Displayed		
Field of Fire / Impact area Inspected		
Target Area Ready		
Firing Stations Clean / Signs in Place		
Orientation Area clean		
Range Rules posted		
Emergency Communications working (radio or cell phone working)		
First Aid kit filled / Accessible		
Supplies (Ammo cups filled/guns/eyes/targets/clothes pins)		
Guns on course in lockable storage (empty & clean)		
Checks to assure guns are operable		

Comments:

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## Cub World BB Range Post-Shoot Checklist

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag secured		
Firing Stations Clean		
Orientation Area clean /secured		
Range Rules posted		
Emergency Communications (radio or cell phone secured)		
Supplies secured (Ammo/eyes/targets/clothes pins)		
Guns on course cleaned & secured in Range shed (empty & clean)		
Trash can emptied & contents placed in dumpster behind dining pavilion		
Mark damaged equipment		
Turn in signed Checklist to Campmaster or Ranger		

Comments:

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## Camp Friedlander/Cub World Archery Range Pre-Shoot Checklist

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RO.)

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

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag Displayed		
Field of Fire / Impact area Inspected		
Target Area Ready		
Firing Stations Clean / Signs in Place		
Orientation Area clean		
Range Rules posted		
Emergency Communications (radio or cell phone working)		
First Aid kit filled / Accessible		
Supplies (Bows/Arrows/armguards/finger guards/eyes/targets)		
Bows & Arrows on course in lockable storage (empty & clean)		
Checks to assure archery equipment are operable		

Comments:

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## Camp Friedlander/Cub World Archery Range Post-Shoot Checklist

	YES	NO
Controlled Access / Fencing/ Gates Closed		
Red Flag secured		
Firing Stations Clean		
Orientation Area clean /secured		
Range Rules posted		
Emergency Communications (radio or cell phone secured)		
Supplies secured (Bows/Arrows/armguards/finger guards/eyes/targets)		
Trash can emptied & contents placed in camp dumpster		
Mark damaged equipment		
Turn in signed Checklist to Campmaster or Ranger		

Comments:

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## **RESOURCES: Boy Scouts of America National Shooting Sports Manual**

- **Sample Range Safety Briefing**
- **Shotgun Range Pre-Shoot Check-list**
- **Shotgun Range Post-Shoot Check-list**
- **.22 Rifle Range Pre-Shoot Check-list**
- **.22 Rifle Range Post-Shoot Check-list**
- **Pistol Range Pre-Shoot Check-list**
- **Pistol Range Post-Shoot Check -list**
- **BB Pre-shoot/Post Shoot Check-list**
- **Archery Pre-shoot/Post Shoot Check-list**

**Rifle & Shotgun Merit Badge Counselors should utilize the NRA/BSA MB Teaching Guides found as Appendix 1 & 2 in the BSA National Shooting Sports Manual:**

- **NRA FIRST Steps/BSA Shotgun Shooting Merit Badge Teaching Guide**
- **NRA FIRST Steps/BSA Rifle Shooting Merit Badge Teaching Guide**