

***SHOOTING SPORTS
STANDARD OPERATING PROCEDURES & HIGHLIGHTS
INTRODUCTION & DISTRIBUTION TO UNITS***

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To the Doctoral Candidate Review Board:

I am submitting herewith a Dissertation written by Jessica Bivens, entitled Shooting Sports Standard Operating Procedures & Highlights Introduction & Distribution to Units. I have examined the final copy of this report for format and content and recommend that it be accepted in partial fulfillment of the requirements for the Degree of Doctor of Commissioner Science.

Walter Lynn Bates

Walter Lynn Bates, Great Smoky Mountain Council

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ACKNOWLEDGEMENTS

Many thanks to the Great Smoky Mountain Council Executives in their support of me as a scout leader in many service roles as a Cub Master, Troop Merit Badge Counselor, Crew Committee Chair, STEM Lab Manager, Unit Commissioner, Cub Roundtable Commissioner, District Cub Camping Chair, Council Cub Outdoor Program Chair, Council Shooting Sports Archery Director & Lead Trainer, University of Scouting Chancellor, and BALOO Trainer.

I could not have completed this project without the huge commitment and effort of Nick Myers and Tommy Whitehead who sit with me on the Council Shooting Sports Committee.

I would also like to thank the many mentors that I have had over the years especially Tim Carroll- past District Commissioner, current Unit Commissioner, and Council Assistant Commissioner, Linda Goff- past District Chair & Cub Roundtable Commissioner (among many other noteworthy roles), Lynn Bates Assistant Council Commissioner, and many more.

Above all, I thank God and my family! My father, Freddie Taylor, Sr. who was a scoutmaster, my brother Freddie Taylor, Jr who is an Eagle Scout, my two sons, Christian & Andrew that got me into this wonderful thing we call scouting, and my wonderful husband, Kevin Bivens who has worked with me side by side and supported me in my many council, district, and unit roles.

ABSTRACT

This addresses the need for a standard operating procedure for shooting sports for the Great Smoky Mountain Council and the units served by them.

The Great Smoky Mountain Council Shooting Sports Committee began researching and meeting to start the process of developing and writing Standard Operating Procedures. We brought together several Boy Scouts of America National Printed Publications along with council level restrictions, range information of council camps and local ranges, and input from Cub Level Range masters, Range Safety Officers, National Rifle Association experts and National Camp School Trained Shooting Sports Directors, Council Support Services, and Camp Rangers.

In researching, writing, and early distribution, more questions and needs arose thus adding to my research alongside the Great Smoky Mountain Council Shooting Sports Committee.

The secondary purpose was to create a quick cliff notes version for the Units to get as a cover letter for the Great Smoky Mountain Council Shooting Sports Standard Operating Procedures and begin a distribution through social media, email, commissioner service corps, and in upcoming Shooting Sports Trainings, University of Scouting, and other training and scouting events.

CHAPTER 1 INTRODUCTION

My purposes in this dissertation are to recognize a problem and how it can be resolved through research and action through the services of a commissioner.

The problem that I recognized is that we, The Great Smoky Mountain Council, did not have a clear understanding or means of communicating the Shooting Sports regulations that were set by the National Boy Scouts of America and the Great Smoky Mountain Council.

The shooting sports committee consisting of Chairman Tommy Whitehead, Nick Myers, and myself- Jessica Bivens with the support of Council Director of Support Services, Bruce Vancleve; researched, compiled, and developed a Council Standard Operating Procedure for Shooting Sports based on several National Boy Scouts of America documents. These documents are the Boy Scouts of America Shooting Sports Manual, National Camp Standards, and the Guide to Safe Scouting. Other information was obtained through the National Rifle Association Standards and USA Archery Standards.

After completing the first version of the Great Smoky Mountain Council Standard Operating Procedures for Shooting Sports, I determined that a quick cliff notes version highlighting the larger and more important information would be of great benefit. This shortened version is another answer to a problem of actually getting a unit leader to read a manual in its entirety.

The final problem arose in getting this information to the leaders in an effective way, which I am addressing through emails, phone contact, and district visitations utilizing the Shooting Sports Committees and the Commissioner Corp.

The initial problem was first recognized when the shooting sports committee was

noticing inconsistencies amongst council events that stemmed from myths and misinformation in regards to National Boy Scouts of America requirements and Great Smoky Mountain Council specific requirements.

One example being that the National Boy Scouts of America Shooting Sports Manual does not require safety glasses to be worn by Cub scouts participating in archery events. However, due to potential for incidents the Great Smoky Mountain Council Shooting Sports committee determined that from a risk management and safety standpoint that all shooters and observers on the archery range for a Scout event be required to wear safety glasses.

Another example is the inappropriate use of Council owned Camp Property Ranges. It was observed that Venture scouts were utilizing a range that was designed for short-range rifles only. The Venture scouts were using muzzleloaders and long-range rifles. Although not breaking any Boy Scouts of America Regulations for firearm use, the range is not designed to meet safety standards for the firearms that were being used.

It has also been observed that the minimum number of required Range Safety Officer's, Range Masters, or Instructors have not been within standards due to misunderstanding or misinterpreting definitions set forth by the National Boy Scouts of America in what is seen as "gray" areas.

These problems will be resolved by creating the Great Smoky Mountain Council Shooting Sports Standard Operating Procedure, which will define at the council level any "gray" areas that can be misinterpreted in regards to shooting sports and dispel any myths around the wonderful world of shooting sports.

Finally, this living document will be supplemented by the highlights and distributed to units through printed materials, email, social media, roundtables, unit visitations, commissioner corps, and training events.

CHAPTER 2

MISSION STATEMENT OF THE GSMC SHOOTING SPORTS COMMITTEE

The Great Smoky Mountain Council Shooting Sports Committee Mission:

In 2012, the Shooting Sports Committee leadership realized that to continue towards the future they had to assume responsibility and guidance to help ensure the safe operations of all currently approved shooting sports activities within the Great Smoky Mountain Council. We as a committee actively seek out new activities/options that will further enhance our scouting shooting sports program for years into the future.

The Great Smoky Mountain Council has assigned our committee the following goals:

- To provide training for all shooting sports in the Great Smoky Mountain Council
- To adopt and maintain a regular inspection and maintenance schedule for all council owned shooting sports equipment.
- To support supervision to all ranges within our facilities to assure they comply with BSA National and GSMC policies.
- To provide a technical expertise to GSMC policy making personnel and governing boards.
- To pursue and establish new local, regional or national partnerships to help advance our shooting sports programs.
- To provide active leadership to all units at all levels about shooting sports, which includes a minimum of 75% of our committee members, including the shooting sports chairs from the council districts to attend at least three meetings per year.

- To design and implement a shooting sports program to all levels of the scouting program, at summer camps, year-round activities and make them accessible to all Scouts and Scouters.

Most importantly, it is essential that each committee member be part of a fun, captivating and safe shooting program. As National Camp School Shooting Sports Directors, USA Archery Instructors, Council Range Master trained or a NRA instructor we have additional goals of developing a love of the shooting sports among the youth and adults. We also volunteer to cooperate with local shooting activities.

To do this we invite all Range masters, BSA trained, USA Archery Instructors, NRA RSO's and NRA Certified Instructors, to be part of the Shooting Sports Committee. We are open to all who are interested enough to participate. The only dues required for committee membership is the willingness to assist, when convenient, with our many training and shooting events, range improvements and of course fun raising activities.

If you were interested enough to read all of this, you are invited to join us, but only if you agree to have fun.

Best in Scouting: The Shooting Sports Committee

CHAPTER 3

HISTORY OF SCOUTING SHOOTING SPORTS

Shooting sports have been a valuable part of the scouting program from its beginning and continues to be a vital and dynamic part of enriching the scouting program. Over the years, scouting shooting sports have expanded from muzzleloaders and archery to include many types of firearms, types of bows, tomahawks, pistols, sporting arrows, and slingshots. Each shooting sport comes with its own unique history and value to the scouting program. Beginning in 2017 the Boy Scouts of America added pistol shooting to the Boy Scout Program, which had previously been restricted to Venture and Sea Scouts. In addition, the following shooting sports have been added to the Boy Scout Program: Sporting Arrows, Chalk Ball, Airsoft, and Cowboy Action Shooting.

“Throughout the Boy Scouts of America from Cub Scouting to Venturing and Sea Scouting, all program divisions use responsible outdoor activities to promote character development and values-based leadership training. Shooting sports have the ability to attract and retain youth in the movement. Millions of young people participate in one or more of the sports annually—archery, rifle shooting, shotgun activities, etc.—guided by adult volunteers who have the skills and knowledge to provide quality programs in a safe and effective way.” (BSA Shooting Sports Manual, 2016)

Dennis Kampa, chairman of the National Camping School Task Force and author of BALOO training stated in Scouting Magazine section of Bryan on Scouting “safety is the goal here, but there’s more to that... scouts learn. Leaders should be helping tie into some of the points of the Scout Oath & Law: trustworthy, helpful, obedient, and cheerful when those arrows

don't hit the target the first time, and even to the extent of the brave point... just trying something new and working through and improving skills." (Wendell, Bryan, 2016)

CHAPTER 4 SHOOTING SPORTS AT SCOUTING EVENTS

There are many types of shooting sports and each level of scouting comes with its own distinct set of rules and regulations. The Boy Scouts of America National Camp Standards, Shooting Sports manual, and the Guide to Safe Scouting set these forth with additions by the Great Smoky Mountain Council Shooting Sports Committee. Below is a table listing the allowed activities and specific requirements developed by John Wright, CRSO of the Denver Area Council.



	Shooting Sports Manual	Cub Scouts- Tigers-Wolf- Bear	Webelo The use of pellet air rifles is restricted to Webelos Scouts in a resident camp setting ONLY.	Scout	Varsity	Sea Scouts	Venture	Trained RangeMasters Certified NRA RSO's, & Instructors Must Be Present at All Shooting Events as Required.			
Pg.		Min. Age for Non-Scouts to Shoot BB Rifles is 8 Yrs.Old	Tiger, Wolf & Bear Scouts Can Not Shoot Pellet Air Rifles					Ammunition			
Slingshots/Wrist Rockets	95							Beans,Paint Balls, Dog Food, etc.			
Catapults & Balloons	96	Biodegradable balloons filled no larger than a ping-pong ball. Catapults use objects no larger or harder than a tennis ball!									
Rockets, BlowGuns, Projectiles	H&S	Must Have Council Approval and Follow The Guide To Safe Scouting & Sweet 16 for BSA Safety									
Archery	70-73							Fiberglass, Wood, or Alum. Arrows.			
BB Rifle	83 85 95	Rifles Must be 350 fps. (feet per second) or Less.							Steel BB		
Pellet Rifle	83 95	Rifles Can Be Piston, CO2, or Pre-Charge. Not to exceed 540 fps or 7 Joules.							Target Pellets		
Tomahawks	GTSS	Cub Scout Shooting Sports Programs may be conducted ONLY on a District or Council level. Archery and BB gun shooting are restricted to Day Camps, Cub Scout/ Webelos Scout Resident Camps, Council-managed family camping programs, or to Council activities where there are properly Trained Supervisors and all Standards for BSA Shooting Sports are enforced. Archery and BB gun shooting are NOT to be done at the pack level.							Council Approved		
Paint Ball	95				Combat Style Paint ball Games is NOT a Approved Scouting Event						Paint Ball
22 cal Rifles	11										Short,Long,Long Rifle
Shotgun	26 52										20,16,12gauge 7-1/2 to 9 shot
Muzzle Loading Rifle	26 52				Min. Age for Non-Scouts to handle, but not fire MLR is 8 yrs. Old.						57 Cal. Or Less
Muzzle Loading Shotgun	31										57 Cal. Or Less
All Pistols-All Calibers	21				Min. Age for Non-Scouts to Shoot Air Pistol is 14 yrs. Old.						
Muzzle Loading Pistol	36										57 Cal. Or Less
All Rifles-All Calibers	54										

All Ranges are to include: Safe Area, Safe Distance, & Safe Back-Stop.

(Wright)

CHAPTER 5 REVIEW OF LITERATURE

The literature used to complete the work consisted of many sources. These are listed or contained in the appendices. The shooting sports committee began with the National Boy Scouts of America Shooting Sports Manual, Guide to Safe Scouting, and National Camp Standards Manual with more information attained from the National Rifle Association and USA Archery Standards to create the Great Smoky Mountain Council Shooting Sports Standard Operating Procedures and the Great Smoky Mountain Council Shooting Sports Standard Operating Procedures Highlights added to these standards.

Additional forms were created for units to obtain approval through the council to utilize Boy Scouts of America Great Smoky Mountain Council managed ranges located on council owned camp properties, Private Ranges without Range Safety Officers, private ranges with employed Range Safety Officers. Lists of council certified Range Safety Officers have been created and will be updated by the Shooting Sports Committee as needed. This list can be found through contacting the council office.

The National Boy Scouts of America Shooting Sports manual consists of information:

- regulating who can be an Range Safety Officer , a Range Master, an instructor and assistants for all shooting sports
- Training requirements for Range Safety Officers, Instructors, and Range Masters
- The standards for operating and laying out a range for all firearms, archery, and other shooting sports with clearly defined graphics and measurements
- For age base use of firearms
- Guidelines for Cub Scout, Boy Scout, and Venture Scout shooting sports trainings
- Council Shooting Sports Committee requirements

The Guide to Safe Scouting consists of:

- Which age groups are allowed to participate in shooting sports activities and if allowed at the unit level.
- Types of ammunition and shooting gear requirements

The National Camp School Standards consists of:

- National Standards for shooting sports Instructors, Directors, and range masters
- National Standards for when/where shooting sports may be implemented

The National Rifle Association information consists of:

- Providing training for firearm specific instructors
- Providing training for Range Safety Officers
- Providing training for Chief Range Safety Officers

The USA Archery information consists of:

- Providing training for Level 1 – 5 for Archery Range Masters
- Providing tools and continuing education in skills of compound, recurve, and long bow.

CHAPTER 6 METHODS

The first step was recognizing the problem of Compliance and Non-Compliance of the regulations set forth by the National Boy Scouts of America through literature as named in the Review of Literature section. When the regulations were clearly understood by a thorough reading of the National Camp School Standards and the Boy Scouts of America Shooting Sports Manual, we set forth to observe operating ranges of Cub Scouts (BB, Wrist Rockets, and Archery) Boy and Varsity Scouts (Rifle, Shotgun, Archery, etc.) and Venture and Sea Scouts (pistol, muzzle loader, rifle, shotgun, archery, etc.).

Through observations by Bruce VanCleve and the active Shooting Sports Committee, we saw several issues of non-compliance, misunderstandings, and statements of “gray” areas. It was also observed through visitations there was a need to further upgrade our camps to include long range ranges for fire arms, do yearly maintenance and design upgrades to improve the safety and pleasure of shooting sports at Camp Pellissippi and Camp Buck Toms – both owned and maintained by the Great Smoky Mountain Council. The need for fully trained and certified Range Safety Officers and Range Masters is also an immediate concern. The council also needed to have an approved list of local ranges and approved private ranges. Finally, there was a need to create a form to ensure proper use and safety of council owned equipment and methods of control for privately owned equipment being brought into council owned camp ranges.

In the National Camp Standards, it lists the requirements for each range type from Cub Scouts to Boy Scouts and is further elaborated on in the National Boy Scouts of America Shooting Sports Manual. For range safety, it is required that all Range Safety Officers and Range Masters meet certain criteria. All Ranges at all levels and all types of shooting sports

must be set up to conform to standards set by the National Boy Scouts of America Shooting Sports Manual which include safety boundaries, entrance gate, appropriate targets, and live range flag.

Cub Scout shooting Sports participation is only allowed at the district and council level events as set by National Standards. It is required to have the following:

- For Archery
 - Range Masters who have been trained on the range and with classroom instruction at the council level by a USA Level 1 (or higher) Instructor or National Camp School Shooting Sports director.
 - One Range master per 8 shooters and a second assistant range master as set by the Great Smoky Mountain Council Shooting Sports Committee
 - Safety Gear set by National Standards of arm guards and finger protection with the addition of safety glasses as set by the Great Smoky Mountain Shooting Sports committee.
 - Bows with a draw weight of 7-18 pounds with a maximum of 25 pound draw weight per National Standards.
 - Arrows that are appropriate for draw length and draw weight of the bow.
- For BB guns
 - Range Masters who have been trained on the range and with classroom instruction at the council level by a NRA Rifle Instructor or National Camp School Shooting Sports director.
 - One Range master per eight shooters and a NRA certified Range Safety Officer as set by National Standards.

- Safety gear of eye protection with the requirement of shooting in the seated or prone position.
- For Sling Shots/Wrist Rockets
 - Range Masters who have been trained on the range and with classroom instruction at the council level by the shooting sports committee.
 - One Range master with assistants to have a 1:1 ratio of adult to shooter. and a NRA certified Range Safety Officer as set by National Standards
 - Safety gear of eye protection.
- Air Rifles & Pellet Guns (age restricted to Webelos scouts)
 - Range Masters who have been trained on the range and with classroom instruction at the council level by a NRA Rifle Instructor or National Camp School Shooting Sports director.
 - One Range master per eight shooters and a NRA certified Range Safety Officer as set by National Standards.
 - Safety gear of eye protection with the requirement of shooting in the seated or prone position.
 - . 177-caliber air rifle with a minimum 2.5-pound trigger pull; open, scope, or dot sights; air, CO2, or pre-charged pneumatic.

Boy and Varsity Scout Shooting sports are allowed at council, district, and at the unit level within the following guidelines. It is required:

- Archery
 - Range Masters who have been trained on the range and with classroom instruction to be a USA Level 1 instructor by a USA Level 2 (or higher)

Instructor or National Camp School Shooting Sports director.

- One Range master per 8 shooters and a second assistant range master as set by the Great Smoky Mountain Council Shooting Sports Committee
- Safety Gear set by National Standards of arm guards and finger protection with the addition of safety glasses as set by the Great Smoky Mountain Shooting Sports committee.
- Bows with a draw weight with a maximum of 25 pound draw weight per National Standards.
- Arrows that are appropriate for draw length and draw weight of the bow
- Sporting Arrows
 - Range Masters who are a USA Level 1 or higher instructor who has also taken the Boy Scouts of America module.
 - One Range master with a maximum of three shooters.
 - Safety Gear set by National Standards of arm guards and finger protection with the addition of safety glasses as set by the Great Smoky Mountain Shooting Sports committee.
 - Bows with a draw weight with a maximum of 26 pound draw weight and have a maximum distance range of 190 feet per National Standards.
 - Laporte's propriety or "flu-flu" Arrows that are appropriate for draw length and draw weight of the bow.
 - Winds must be less than 30 mph.
- Rifle
 - One NRA Range Safety Officer & NRA Rifle instructor with no more

than eight shooters at a time.

- Safety gear of sight and hearing protection
- .177-caliber air rifle with a minimum 2.5-pound trigger pull; open, scope, or dot sights; air, CO2, or pre-charged pneumatic. .220 caliber rim fire, bolt-action rifles. Either a breech-loading, single-shot, bolt-action rifle or a repeater bolt-action rifle with a box magazine can be used. Tubular or high-capacity magazines are not allowed. The trigger pull will be 3 pounds.
- Shotgun
 - One NRA Range Safety Officer per six Shooters & One NRA Shotgun instructor or National Camp School trained shooting sports director per shooter.
 - Safety gear of sight and hearing protection.
 - Youth- and adult-size gas-operated semiautomatic shotguns are recommended. It is recommended that 20-, 16-, or 12-gauge semiautomatic shotguns be used.
- Pistol
 - .177-caliber air pistol with a minimum 2.5-pound trigger pull; open, scope, or dot sights; air, CO2, or pre-charged pneumatic.
 - One NRA Range Safety Officer per three Shooters & One NRA Pistol instructor or National Camp School trained shooting sports director per shooter.
 - Safety gear eye protection with the addition by the Great Smoky Mountain

Council shooting sports committee of ear protection.

- Minimum age 14.
- Bench rest position only.
- Tomahawk
 - Proper Adult Range Supervision & equipment must be in good condition.
- Chalk Ball
 - NRA Range Safety Officer & staff.
 - Safety gear of Facemasks or eye protection.
- Muzzle Loaders
 - One NRA Range Safety Officer per eight Shooters & One NRA Muzzleloader instructor or National Camp School trained shooting sports director per shooter.
 - Muzzle loading rifles of correct size and ammunition is required.

Venture and Sea Scouts Shooting Sports may participate in all Boy and Varsity Scout Shooting sports with the additions/changes listed below and are allowed at council, district, and at the unit level within the following guidelines. It is required.

- Archery
 - May shoot bows up to a maximum of 35 pounds draw weight.
- Rifles- short and long range
 - All rules for Boy Scouts with the addition of any cartridge-firing rifle with open, scope, or dot sights.
- Higher Caliber Pistols

- o All rules for Boy Scout Pistol with the addition of the allowance of higher caliber pistol and ammunition.

Through continued reading and researching based on observations, the Shooting Sports Committee began compiling and writing the Great Smoky Mountain Council Shooting Sports Standard Operating Procedures.

After multiple iterations and review, we distributed version 1 of the Great Smoky Mountain Council Shooting Sports Standard Operating Procedures to units. Units began contacting the council about shooting sports events and this of course prompted another dive into edits and clarifications and pointed to the need of a condensed highlighted version of the Standard Operating Procedures. Once this is complete, full distribution will go out to the unit leaders, commissioners, range masters, and Range Safety Officers. This will also be supplemented by visitations to district roundtables, social media, emails to leaders, etc. The Standard Operating Procedures and Highlights will also be given to council camp rangers and be posted on the council website.

Looking forward, the Shooting Sports Committee will be build and maintain a list of approved private ranges, current National Rifle Association certified Rifle, shotgun, pistol, muzzleloader Instructors, National Rifle Association certified Range Safety Officers, USA Archery Instructors & Coaches, and Cub Scout BB, Archery, & Slingshot Range masters.

The Shooting Sports committee will create more opportunities for Units to get members certified in the appropriate Shooting Sports through more trainings at the council level. These will include Cub Scout Range masters, National Rifle Association Range Safety Officer training, National Rifle Association pistol, rifle, shotgun, muzzleloader Range Safety Officer trainings, and USA Archery Level 1 trainings.

CHAPTER 7 RESULTS AND DISCUSSION

The discussion leading up to the start of this project began with the shooting sports committee and then combined with the council camping committee and program committee. These committees provide continuity and ensure that the standards set by the National Boy Scouts of America are being met and followed.

Butch Quillen, Council Camping Chair and Summer Resident Camp Commissioner agreed and stated the need for a standard operating procedure to ensure the safety of the scouts and the maintenance of our ranges and shooting sports equipment was a need especially from a risk management standpoint. When it comes to shooting sports, we can never be too careful. Camp Rangers were also addressed in what their thoughts and ideas were for improving shooting sports for the council.

In the past, the rangers were often left out of the loop and did not know what their part was in the ensuring and regulating when troops/crews came in to shoot at the unit level. With the new Standard Operating Procedure the Council office personal, rangers, and unit leadership will all be under the same guidelines and information.

In the Standard Operating Procedure, we created a formal request for use of council owned shooting sports equipment, council ranges, use of equipment on private ranges, and personal property ranges. We established a condensed set of rules to be abided by on council owned, private, and personal property ranges. We also determined fees for use and for damages and/or losses when a unit was utilizing council owned equipment.

In the Standard Operating Procedure, we included the strict guidelines from the national Boy Scouts of America on shooting sports for ages and types of firearms and bows. These guidelines include that Cub Scouts are not allowed to do shooting sports at the unit level. Cub

Scouts are only allowed to participate at council run events (which includes events run by district executives within their district). These events are archery, BB gun, and sling shot. Boy scouts and Venture Scouts may participate in shooting sports at the council level and at the unit level if all requirements are met. Boy scouts may use .22 rifles, shotguns, and bows below 35 pounds. Venture scouts are allowed to use all of the previous plus the addition of high-powered rifles, muzzleloaders, and pistols. With the Venture scout additions, it is important to create ranges and safe opportunities for them to experience the joy of shooting sports in a safe and controlled environment.

The Standard Operating Procedure will also dispel any misinformation and myths regarding what is and is not allowed to be done within the scope of the allowances set forth by the National Boy Scouts of America and the Great Smoky Mountain Council. These myths arise due to misunderstandings of regulations, gray areas, and most from the ever-changing and evolving rules and guidelines in the National Camp Standards Manual and Shooting Sports Manual. These constant changes will also need to be adjusted in the Standard Operating Procedure and highlighted a minimum yearly basis.

The result of this project is the completion of the Great Smoky Mountain Council Shooting Sports Standard Operating Procedure & Highlights.

CHAPTER 8 SUMMARY

Preliminary findings have shown that many units have questions and are concerned, as they have not been abiding to rules and safe practices as set forth by National Boy Scouts of America policies. This is mostly due to the lack of a Range Safety Officer in addition to the National Rifle Association certified firearm instructor. Others were using ranges that had not been previously approved. In some cases, inappropriate range use was occurring.

In summary, the Standard Operating Procedure has been a great need and is an invaluable tool. Units have been very receptive to the Standard Operating Procedure, Standard Operating Procedure highlights, and are happy to have clear and concise rules, boundaries, and guidelines. It also helps when dealing with parents who tend to want to do their things their way. The Standard Operating Procedure gives Range Safety Officer's and unit leaders the backing they need with references to National Boy Scouts of America manuals and standards as well as the additions of rules and standards set forth by the Great Smoky Mountain Council Shooting Sports Committee.

The new forms and policies for range use and council owned equipment has increased the knowledge of all leadership and has led to the quality of our ranges and equipment being maintained.

WORKS CITED

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CRSO / auth. Wright John. - Denver : [s.n.].

Shooting Sports Manual [Online] / auth. Boy Scouts of America // <http://www.scouting.org>. - 2016.

APPENDIX A

Great Smoky Mountain Council Shooting Sports Standard Operating Procedures Highlights

APPENDIX B

Great Smoky Mountain Council Shooting Sports Standard Operating Procedures

APPENDIX C

Guide to Safe Scouting – excerpts of relevant materials. The full guide can be found at <http://www.scouting.org/filestore/pdf/34416.pdf>

APPENDIX D

Boy Scouts of America Shooting Sports Manual – excerpts of relevant materials The complete manual can be found at [http://www.scouting.org/filestore/Outdoor Program/pdf/30931_WB.pdf](http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931_WB.pdf)

APPENDIX E

Boy Scouts of America National Camp Standards - excerpts of relevant materials The complete manual can be found at [http:// www.scouting.org/filestore/outdoor program/pdf/430-056.pdf](http://www.scouting.org/filestore/outdoor%20program/pdf/430-056.pdf)

Shooting Sports Standard Operating Procedures UNIT Quick Reference Guide

Cub Scout Unit Level Shooting Sports are RESTRICTED to District and Council Events.

Boy Scouts, Venture & Sea Scouts, and Explorers may participate in Unit level shooting sports following the requirements and guidelines set forth in the Great Smoky Mountain Council Standard Operating Procedures and National Shooting Sports Manual.

Unit Level Shooting Sports Checklist

- ❖ Archery
 - Certified USA Level 1 Instructor
 - Forms for Council equipment and Camp Range use
 - Approval form for private or commercial range and equipment use
 - Ratio of 1:8
 - Bows not to exceed 25 lb draw weight for Boy Scouts. Venture/Sea Scouts may shoot up to 35lb
- ❖ Rifle
 - Certified NRA Rifle Instructor
 - Certified NRA Range Safety Officer
 - Forms for Council equipment and Camp Range use
 - Approval form for private or commercial range and equipment use
 - Ratio of 1:8 RSO and 1:8 Instructor to Shooter
- ❖ Shotgun
 - Certified NRA Rifle Instructor
 - Certified NRA Range Safety Officer
 - Forms for Council equipment and Camp Range use
 - Approval form for private or commercial range and equipment use
 - Ratio of 1:8 RSO and 1:1 Instructor to Shooter
- ❖ Muzzle Loader
 - Certified NRA Rifle Instructor
 - Certified NRA Range Safety Officer
 - Forms for Council equipment and Camp Range use
 - Approval form for private or commercial range and equipment use
 - Ratio of 1:6 RSO and 1:2 Instructor to Shooter

- ❖ Pistol (Restricted to Venture/Sea Scouts and Council Summer Camps)
 - Certified NRA Pistol Instructor
 - Certified NRA Range Safety Officer
 - Forms for Council equipment and Camp use
 - Approval form for private or commercial range and equipment use
 - Ratio of 1:6 RSO and 1:1 Instructor to Shooter
- ❖ Tomahawk
 - Adult 21 years or older with appropriate knowledge and skill set
 - Follow requirements listed in the National BSA Shooting Sports Manual



BOY SCOUTS OF
AMERICA GREAT
SMOKY
MOUNTAIN
COUNCIL

Shooting Range Standard Operating
Procedure Manual

1333 Old Weisgarber Road
Knoxville, TN 37909
865-588-6514 865-588-3728/fax

*Shooting
Sports
SOP*

The Great Smoky Mountain Council Shooting Sports Committee Mission:

In 2012, the Shooting Sports Committee leadership realized that to continue towards the future they had to assume responsibility and guidance to help ensure the safe operations of all currently approved shooting & archery sports activities within the Great Smoky Mountain Council. We as a committee actively seek out new activities/options that will further enhance our Scouting Shooting & Archery Sports Program for years into the future.

The GSMC (Great Smoky Mountain Council) has assigned our committee the following goals:

- ✓ **To provide training for all shooting sports in the Great Smoky Mountain Council (GSMC).**
- ✓ **To adopt and maintain a regular inspection and maintenance schedule for all council owned shooting & archery sports equipment.**
- ✓ **To support supervision to all ranges within our facilities to assure they comply with BSA National and GSMC policies.**
- ✓ **To provide a technical expertise to GSMC policy making personnel and governing boards.**
- ✓ **To pursue and establish new local, regional or national partnerships to help advance our shooting sports programs.**
- ✓ **To provide active leadership to all units at all levels with regards to shooting & archery sports, which includes a minimum of 75% of our committee members, including the shooting sports chairs from the Council Districts to attend at least 3 meetings per year.**
- ✓ **To design and implement a shooting & archery sports program to all levels of the scouting program, at summer camps, year round activities and make them accessible to all Scouts and Scouters.**

Most importantly, it is essential that each committee member be part of a fun, captivating and safe shooting and archery program. As a BSA camp school, Council trained, Archery instructor, or a NRA instructor we have additional goals of developing a love of the shooting sports among the youth and adults. We also volunteer to cooperate with local shooting activities.

To do this we invite all Rangemasters, BSA trained instructors, Archery Instructors, NRA RSO's and NRA Certified Instructors, to be part of the Shooting Sports Committee. We are open to all who are interested enough to participate. The only dues required for committee membership is the willingness to assist, when convenient, with our many training and shooting and archery events, range improvements and of course fund raising activities.

If you were interested enough to read all of this, you are invited to join us, but only if you agree to have fun.

Best in Scouting: The Shooting Sports Committee

Shooting Sports Standard Operating Procedures

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Shooting Sports Standard Operating Procedures

1. Scope of Control:

- A. This is a living document and shall be the written regulations for all shooting sports events held on the Boy Scout Great Smoky Mountain Council (GSMC) property.
- B. All GSMC 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. Additional guidelines and recommendations from the National Rifle Association instructor and Range Safety officers' programs are referenced.
- C. Facilities for use:
 - a. Rifle; Shotgun; Sporting Clays; BSA Pistol; Muzzle loading; BSA Archery ranges and BB gun ranges are located at Boy Scout Camp Buck Toms, 373Camp Buck Toms Road, Rockwood, TN 37854 and Boy Scout Camp Pellissippi, 262 Boy Scout Camp Road, Andersonville, TN 37705.
 - b. The shooting ranges may be available for BSA chartered groups, hunter safety groups, NRA training courses, and military or law enforcement agencies on a scheduled basis. The clays course is also available to non-scouting groups. All ranges must be under the supervision of a GSMC Range Safety Officer.

2. Authorized and Prohibited Firearms:

- A. Cub Scouts: Archery and BB gun shooting are restricted to day camps, Cub Scout & Webelos Scouts resident camps, council /managed family camping programs, or to council activities and must have properly trained supervisors and all standards for BSA shooting sports are enforced.
 - a. Archery and BB gun shooting are not being 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 BSA Shooting Sports Manual guidelines.
- B. Boy Scouts/ Ventures'/ Explorers'/ Sea Scouts
 - a. Firearms used will comply with the guidelines as applicable; in the National Camp Standard & The BSA National Shooting Sports Manual (see 5 levels of Shooting Activities and Appendix 8 in the BSA National Shooting Sports Manual).
 - b. *Centerfire Rifles:* Centerfire rifles may only be used with the prior approval of the Council's Director of Support Service or the Chief Range Safety Officer at a site they approve.
 - c. 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. (Limited to council camp ceremonies only and must follow BSA guidelines for cannon use).

Shooting Sports Standard Operating Procedures

Supervision:

All firearm shooting must be under the supervision of a 21yr (or older) year adult who holds either a current BSA National Camp School (NCS) card as a Shooting Sports Director (with in the past 5years) or holds a National Rifle Association Range Safety Officer certification. An NRA (RSO) officer is required to provide life firing range supervision for all shooting activities involving Boy Scouts, Varsity Scouts, Ventureres, and Sea Scouts **NO** other certifications are accepted. **In addition**, instruction must be done by a 21+yr old adult who is currently certified by the BSA National Camp School (NCS) in that Shooting Sports discipline or as a certified NRA Instructor in that discipline.

Range Supervision: Instructor ratios & training is outlined in BSA National Camp Standards & BSA National Shooting Sports Manual. There must be two certified adults on each range and prior to supervising any shooting or archery range, each individual must provide copies of current certifications to GSMC Shooting Sports Committee and GSMC council office, as well as displayed on their person while operating any range. All archery activities must be under the supervision of an 18 (or older) year old adult who holds a current BSA NCS card as a SSD (Shooting Sports Director) or is a USA Archery or NFAA instructor, or by someone who has been trained by one of the three.

Shooting Sports Program Counselors and Aides: Must be sixteen years of age or older and trained for specific duties by a National Camp School shooting sports director. Under on-site supervision of a NRA Range Safety Officer, may exercise crowd control, serve as training assistant for specified topics assigned by the NRA RSO, move and maintain equipment, and act as a coach in student coach/pupil setting. May **NOT** supervise live fire.

Cub Scout BB & Archery Ranges: Must be supervised by a currently certified Range Safety Officer, (RSO, BSA Shooting Sports Manual Chapter 1 page 9). A Range Master must be 18 years of age or older, as defined in Camp Program and Property Management No. 20-920B. The Range Master controls the firing line. This is restricted to district or council sponsored events. A National Camp School-trained Shooting Sports Director or a NRA Certified Rifle Instructor must train the BB gun Range Masters. A NCS Shooting Sports Director or a USA Archery/NFAA Level 1 or higher must train Cub Scout Archery Range Masters. Each newly trained Range Master (BB & Archery) will be issued a training course pocket Certification card (No. 33767). Certification is valid for *two* years.

Management of Change:

- A. This Standard Operating Procedure (SOP) shall be reviewed by the Shoot Sports Committee regularly to ensure that they comply with all local, state, national laws and *The Boy Scout of America* guidelines as well as accepted best practices for youth shooting events.
- B. Ensures compliance with all BSA/NRA shooting sports standards for Cub Scout, Boy Scout, Ventures', Explorers' and Sea Scout programs on and off council property.
- C. In the event that there is a change to the BSA National Shooting Sports Manual, the Great Smoky Mountain Council (GSMC) Shooting Sports Committee shall be responsible to revise the SOP and submit changes to GSMC for approval.
- D. Requests for changes must be submitted in writing to GSMC Shooting Sports Committee Chairman c/o GSMC Director of Program Services, 1333 Old Weisgarber Road, Knoxville, TN 37909.

Shooting Sports Standard Operating Procedures

GSMC Shooting Program:

1. Program Operations:

- A. Prior to any shooting event, participants (youth or adult) must be given a safety orientation briefing per the applicable guidelines mentioned that covers Rules of Safe Gun/Archery Handling, Rules of Safe Shooting, Range Safety Briefing, and Firearms/Archery Operations. This briefing must be held at the range, just prior to the event, away from the firing line, and must be presented to the entire group. The safety orientation briefing can be conducted by individuals holding at least one of the following certifications:
 - a. National Camp School Director or Instructor.
 - b. NRA Certified Instructor (or higher certifications).
 - c. GSMC Cub Scout BB gun Range Master (Cub Scout BB Gun Events Only).
 - d. GSMC Cub Scout Archery Range Master (Cub Scout Archery Events Only).
 - e. NRA Range Safety Officer (or higher certification).
 - f. USA Archery/NFAA Level 2 Certified Instructor (Archery only).
- B. Live fire conducted at the range is designed to provide authorized personnel access to facilities where they can become proficient with firearms, practice both individual and group shooting and archery sports. Individuals using the ranges shall become familiar with the safety rules and procedures prior to using the ranges. The range safety rules and procedures help provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring. (All active shooting ranges & archery must have a Range Safety flag, **RED** displayed during live fire).
- C. In all cases the CRSO/RSO (Chief Range Safety Officer or Range Safety Officer) has the ultimate responsibility at all shooting events and may cease all shooting activity on the range at any time, they feel there is the potential of a dangerous situation. The CRSO/RSO has the full authority over any Shooting or Archery event!!

Shooting Sports Standard Operating Procedures

2. Types of Shooting Ranges:

A. Great Smoky Mountain Council Property

- a. Automatically approved for unit use
- b. Camp Buck Tom/Camp Pellissippi

- I. Rifle Range 50 feet for BSA approved firearms (22.cal Rimfire **ONLY!**) ammunition. (22cal.WMR may **NOT** be used).
- II. Pistol Range for BSA approved firearms & ammunition (22cal. Rimfire **ONLY**) (Venturing 45 cal. or smaller).
- III. Shotguns for BSA (only 12 & 20 gauge) approved firearms and ammunition (No slug ammunition).
Only appropriate gauge containing No. 7.5 to No. 9 shot. No shot smaller than No. 9 shot is to be used. Reloads may not be used in the BSA programs.
- IV. Standard biodegradable Clays for BSA approved firearms and ammunition.
- V. Muzzle loading BSA approved firearm and (proper ammunition). **NO** greater than .58 caliber. Only commercially manufactured sporting grade black power or black powder substituted offered for resale by a reputable firm should be used.
For new shooters the amount of propellant in grains should be at the minimum of the gun manufacturers recommend load range.
- VI. Archery 50-yard Range for Boy Scout & Cub Scout Archery. All Archery ranges are approved for bows with maximum of 35lbs pull and for arrows equipped with **only** target or field tips. **NO** Broadheads. **NO** Crossbows are allowed by The National Camp Standards and The BSA Shooting Sports Manual.
- VII. Handguns: Semiautomatic pistols and revolvers. Ventureres & Sea Scouts may shoot handguns of any caliber or action (45cal. or smaller), **NO** fully automatic firearms are allowed.
Handguns may not be used as part of the Boy Scout program (*Not at this Council at this time*).
Only open (iron sights) sight handguns with prior approval of the Council's Chief Range Officer may be used. The National BSA policies and procedures for shooting sports in the operations of pistols at an approved GSMC or commercial range will be followed. There will be 1(*one*) RSO for the range with (Maximum 6 shooters) and 1(*one*) Pistol instructor per a maximum 2(*two*) pistol shooters on the ranges.

Shooting Sports Standard Operating Procedures

B. Private Property Ranges:

- a. Requests for private range approval should be made to the Chairman of the Shooting Sports Committee.
- b. All private ranges must be approved by a Chief Range Safety Officer appointed by the Shooting Sports Committee Chairman and approved by the GSMC Program Director.
- c. Private range certifications require a completed BSA “Private Property Approval for Shooting Sports” form 430-065. (see *Appendix 6*) or available at:
www.scouting.org/filestore/outdoor%20Program/shooting%20Sports/430-065_wb.pdf
 - I. Applications **must** be approved by the Shooting Sports Committee and the Scout Executive or his assign.
 - II. Private Range certification is valid for two years from the date of certification.
 - III. Any changes to the range site or the approved SOP’s for the range require a re-certification.
 - IV. Range certifications must be kept on file by the CRSO and the Shooting Sports Committee Chairman until they expire or are replaced with another certification.
 - V. Council must keep a copy on file of all applications for private ranges regardless if they are approved or denied.

C. Commercial Ranges:

- a. Any for-profit or non-profit range that operates as a shooting range for public access that maintains its’s own RSO/CRSOs and operating procedures can be used for shooting events without prior approval.

Shooting Sports Standard Operating Procedures

3. Adherence to Range Regulations:

- A. Posted range regulations or those conveyed in any manner must be followed regardless of the event venue.**

- B. In General:**
 - b. All range rules must be obeyed and enforced.**
 - c. Anyone not observing the range rules, the directions of the Instructor, RSO or any other designated qualified range personnel should be asked to leave or escorted from the firing line area.**
 - d. On GSMC property and private property ranges, an RSO/ Range Master (cub scouts) must directly supervise the live fire on the range.**
 - e. The certified RSO/Range Master (BB guns) must be present on the firing line when any active shooting operation is underway.**
 - f. In the case that one or more RSO's will be working the range, there will be a designated Lead Range Safety Officer for the event. Unit provided RSO's at a commercial range will report to and be subordinate to the Lead RSO of that range.**
 - g. The Lead RSO/CRSO will be responsible for ensuring that the rules as set forth in the aforementioned governing documents and SOP are enforced completely.**
 - h. Commercial ranges will have their own CRSO's/RSO's and have requirements that shall be followed.**
 - i. All CRSO's/RSO's/Range Masters must have certification in First Aid and Cardiopulmonary Resuscitation (CPR). Any CRSO/RSO, Instructor or adult leader in the Boy Scouts of America program must be certified in BSA youth protection training.**

Shooting Sports Standard Operating Procedures

4. Firearms:

- A. All firearms must comply fully with the standards established by the BSA Shooting Sports Manual. (This is a 170) page document you can download online at BSA Shooting Sports. [www. Scouting.org/filestore/Outdoor Program/pdf/30931_WB.pdf](http://www.Scouting.org/filestore/Outdoor%20Program/pdf/30931_WB.pdf)
- B. All firearms to be used during an event must be inspected by the instructor in charge for proper type, operation and condition prior to use.
- C. It is the general policy of the Great Smoky Mountain Council (GSMC) that non-GSMC provided firearms or ammunition may not be brought onto GSMC property.
 - a. Exception: In some Venturing/Sea Scouts activities the use of firearms other than those provided by GSMC are permitted. In those cases, permission for exception must be obtained from GSMC Director of Support Services or assigns, in their absence the Shooting Sports Committee Chairman on a case by case basis. Such requests for exception should list the type, quantity, and caliber of firearms to be listed as well as how the firearms are to be used in the program (*See Appendix 7*). Approval will be based on facility capacity, safety factors and program justification.
 - b. The Range Safety Officer has the right to inspect all firearms and deem if they are safe for use on the range. If the RSO is unfamiliar with a particular firearm, the shooter must provide an instruction manual for that firearm in question prior to any shooting.
 - c. Muzzle loading rifles- (**NO** Flintlock rifles, Flintlock shotguns and Flintlock Pistols) Only Council provided or approved ammunition (powder, cap & ball) may be used on the range. This may also have to be approved by the Camp Ranger or Chief Range Safety Officer.
 - d. Under this exception all event firearms and associated ammo must be presented to the Camp Ranger or their assigns upon entry to the Camp to be placed in secure storage.
 - e. At an agreed to time before the start of the event the Camp Ranger or their assigns will return the firearms and ammo to the RSO/Lead instructors for the event.
 - f. At the conclusion of the event the firearms (*after cleaning*) and remaining ammo will be collected by the Camp Ranger or their assigns and returned to secure storage.
 - g. Upon departure the personally owned firearms may be collected from secured storage.
- D. Exception: **ADULT ONLY**, NRA Instructor Training, will or may require that private firearms be brought onto GSMC property. Students may only apply this exemption at the explicit instruction of the course Instructor. **NO** Live Ammunition is allowed in any classroom. Whenever possible the instructor shall attempt to use the facility firearms and ammunition.

The course Instructor must secure prior approval to use this exemption during a class from the GSMC Director of Support Services or assigns in their absence, or The Shooting Sports Committee Chairman before the event.

 - a. Non-GSMC firearms are acceptable at commercial ranges and on private ranges as long as they are of the correct type and caliber/gauge for the event per the BSA National Shooting Sports Manual and comply with the rules of the range.

Shooting Sports Standard Operating Procedures

5. AMMUNITION:

- A. All ammunition to be used at an event must be inspected by the instructor in charge for proper type, caliber, and condition prior to use. **(NO reloaded ammunition)**.
- B. Only ammunition furnished by the BSA Great Smoky Mountain Council (GSMC) is allowed on GSMC property without prior express approval by the GSMC Director of Support Services, with the exceptions for personal firearms per the Firearms section of this document.
- C. Personal ammunition is acceptable for use on Commercial and Private ranges as long as it is the correct type and caliber/gauge for the event per the BSA National Shooting Sports Manual.
- D. Ideally, non GSMC ammunition will be provided by the group conducting the event, not by the individuals participating in the event with a designee of the group procuring all of the ammunition for use during the event. **NO reloaded** ammunition is allowed, it must be factory loads only. **NO** steel case, steel core projectiles or tracer rounds are allowed.
- E. When multiple calibers are being utilized at the same event, it is imperative that ammunition not be allowed to become mixed or utilized in a different caliber firearm.

6. ARCHERY:

- A. All archery equipment must comply with the requirements of the BSA Shooting Sports Manual & be inspected prior to use by Certified USA Archery Personnel, RSO's or Range Masters.
 - a. Maximum pull for Cub Scouts, Webelos, and Boy Scouts is 25 pounds. Maximum pull for Venturing is 35 pounds.
 - b. Protective gear must be worn by all archers. Arm Guards are required at all levels. Finger protection at all levels is strongly recommended, but is at the discretion of the Range Master or instructor with the exception of a bow that exceeds 20lbs. Eye Protection is required for all Cub Scout/Boy Scout levels of shooting per GSMC policy.

7. TARGETS:

- A. All target material must comply fully with the standards established by the BSA Shooting Sports Manual including Archery. Animal, zombie, and human form silhouettes are **NOT** approved.
- B. The uses of explosive targets are strictly prohibited or any other targets that could cause personal injury.

8. PELLET GUNS:

- A. Restricted to Webelos Scouts in a resident camp setting with compliance that Tiger Cubs & Cub Scouts are **NOT** permitted to shoot pellet air rifles.

9. SLINGSHOTS & WRIST ROCKETS:

- A. Review Guidelines in BSA shooting sports manual under Other Shooting Sports Programs.

Shooting Sports Standard Operating Procedures

8. STAFFING REQUIREMENTS:

- A. The appropriate ratio of instructors and RSO's to active shooters per shooting discipline is specified in the BSA National Shooting Sports Manual. This ratio is the minimum acceptable ratio when the firing line is active. Rifle & Archery Ranges have a ratio of one Instructor to a maximum of eight students. There is also one additional Range Safety Officer per range.
- B. Shotgun ranges have a ratio of one Instructor per one student and also one additional Range Safety Officer per range.
- C. BSA Pistol ranges have a ratio of one Instructor to two shooters. The instructor-to-youth ratio when on the range working with the firearm is one NRA certified pistol instructor to every two youth, plus at least one NRA certified Range Safety Officer per every six youth. The RSO cannot function as an instructor.
- D. Facilities can service no more than eight students. Also one additional Range Safety Officer per three additional students on the range. If the ratio cannot be maintained even temporarily then active shooting must be halted until the ratio is corrected.
- E. All firearms and ammunition including bows and arrows must be secured in or by a locking device before the instructor and /or RSO 's are allowed to leave the range observation or firing line area. Ammunition and firearms must be secured in or by separate locking devices that require different codes, combinations, or keys to access.

9. AUTHORIZED PERSONNEL:

- A. The following persons are allowed to participate in Shooting activities at a Scouting event:
 - a. Current active members of the Boy Scouts of America.
 - b. Invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his or her guest(s).
 - c. Personnel approved by the Shooting Sports Committee Chairman, CRSO, and GSMC Director of Support Services on a case-by-case basis.
 - d. The CRSO (*Chief Range Safety Officer*) has final authority for approval of participating guests on site.

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10. SHOOTING EVENT SCHEDULING PORCEDURES:

- A. Schedule the event two months in advance at a minimum.
- B. Contact GSMC Camping Services and be prepared to provide the following information at a minimum. (*See Appendix 8 & Appendix 9 form*).
 - a. Unit Number
 - b. Unit Leader
 - c. Type of shooting event (*i.e. Shotgun, Rifle, Pistol, Black power, and Archery etc.*).
 - d. Approximate number of shooters.
 - e. Certified Instructor(s) and RSO(s)/CRSO(s) names and credential numbers
- C. If assistance from RSO's and Instructors outside of the unit is required, the event coordinator should make the request to the Shooting Sport Chairman via email.
- D. File a tour Permit when your date and staff have been confirmed. (**optional**)
 - a. A completed and approved "Private Property Approval for Shooting Sports" shall be included as part of the tour permit.
- E. Submit all fees/dues are paid at least two weeks prior to the event.
 - a. Range fees will **NOT** be accepted at the facility.
 - b. If the facility does not have records indication that payments have been made in full, the event may not occur or may be restricted.
- F. Check in at the Facility Office when you are ready to use the range.
 - a. The Ranger should verify Instructor's and RSO's identification and credentials
 - I. Valid credentials are mandatory for check-in.
 - b. The Camp Ranger or their assigns will check out the firearms to the event's lead RSO recording the number, type, manufacturer's serial number and condition of the firearms (*See Appendix 7 for Ventureres and Sea Scouts*).
 - II. Assured that the equipment being checked out is in good operating condition, is clean and ready to use.
 - III. Serial numbers should match those recorded by the Ranger.
 - IV. Any equipment found to be broken or not in operational order before, during, or after the event should be "red-tagged: in a manner that renders the firearm in-operable such as tagging thru the action area.
 - V. The lead RSO should provide the Ranger with a description of the problem to allow the Ranger to secure repairs or replacement.
 - VI. Transportation of firearms and ammunition to the Range area will be the responsibility of the Rangers or their assigns on GSMC owned property.
 - i. For non-GSMC properties, follow the Range's SOPs or have the lead RSO handle transportation.
 - VII. The Ranger or their assigns will allocate ammunition to the event's lead RSO base on the number of paid Shooters.

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VIII. The event's lead RSO should verify that the ammunition is of the correct caliber, type, and quantity.

VIII. Left over ammunition should be returned to the Ranger or their assigns for proper disposal if damaged or re-allocation.

VIII. The event's lead RSO should assure that all required safety and training materials are present at the range before allowing any shooting activity to begin.

X. Personal firearms should only be brought to camp for scheduled shooting sports activities. (*See Appendix 7 for Ventureres and Sea Scouts*). 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 during summer camp or any other council or district event.*) For special events: Personal firearms must meet the firearm guidelines, as outlined in the BSA National Shooting Sports Manual. 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, Campmaster or Rangemaster (BB guns) upon entering camp and secured by an adult in a locked manner in accordance with BSA Standards and State regulations and not be accessible to others.

Shooting Sports Standard Operating Procedures

General Range Safety Rules

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.

OTHER ADDITIONAL SAFETY RULES:

1. Know and obey all range rules and commands.
2. Know where others are at all times.
3. Shoot only at authorized targets
4. Malfunctions: Gun malfunction-signal the Range Safety Officer for assistance.
Ammunition malfunction-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 down range.
6. **STOP** Shooting immediately upon the command "**CEASE FIRING!**"
7. Hygiene Guidelines: Refrain from eating, drinking, smoking or placing your hands in proximity to your mouth or nose while on the range or cleaning a firearm.
Wash hands with soap and cold water. Change and wash clothing after shooting or gun cleaning session to minimize exposure to lead airborne particulate or solvents and cleaning product residues.
8. Physical contact: Always ask permission before touching any student, or shooter.
9. Eye and ear protection should always be on hand.
10. Alcoholic Beverages and Drugs: Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live fire exercises. The CRSO/RSO or Range Master will deny range access to anyone in violation.
11. Machine guns are not allowed or any other type of automatic firearms.
12. Armor-piercing, and tracers ammunition is **NOT** allowed. **NO** Steel projectiles/steel casings are allowed.
13. Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
14. Dry firing is only permitted at the firing line and only when authorized.
15. All firearms must remain unloaded with actions open facing up and visible, with chamber flags, except when on the firing line and authorized to be loaded.
16. Ammunition is not permitted in the cleaning area.
17. **NO** rapid firing (firing more than one shot in a two second period).
18. A loaded firearm **NEVER** leaves the firing line.

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APPENDIX 1: Recommended 30minute briefing!

1. Range Safety Briefing

- A. Follow this outline when conducting range safety briefings. Issue copies of the shooting range rules to all range users. Conduct the briefing on the range immediately prior to range use. Stand where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. Involve range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If firearms are used during the briefing, the RSO must follow the NRA gun safety rules.
- B. Purpose of the Shooting Event
 - f. State the purpose, e.g., recreational shooting.
 - g. Provide an overview of the event.
 - h. State the total numbers of rounds and time available.
- C. Range Personnel
 - i. State where range personnel will be located.
 - j. Introduce range personnel.
 - k. Explain that their role is to ensure safety.
 - l. Indicate how they may be identified, e.g., orange vest and hat.
- D. Range Layout and Limits
 - m. Conduct a range orientation on, or within view of, the range.
 - n. Point out key areas of the range and briefly describe actions that occur within each.
 - i. Spectator area—Located behind the ready line where visitors and range users may wait and observe activities.
 - ii. Ready area—Located behind the firing line where shooters may store and prepare their equipment.
 - iii. Firing point—Shooters may occupy their firing points at the firing line when authorized to do so.
 - 1. Points are numbered and correspond to the target numbers.
 - 2. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
 - iv. Backstop—Located downrange behind the target line.
 - 1. Firearms should point toward the backstop at all times.
 - 2. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
 - v. Cleaning area—Typically located near the ready area.
 - 1. Cleaning is authorized only in the cleaning area.
 - 2. No ammunition is allowed in the cleaning area.
- E. Special Equipment or Safety Practices
 - a. Demonstrate the proper use of special equipment and explain any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.
- F. Range Safety Rules
- G. NRA Gun Safety Rules
 - a. Three Fundamental NRA Rules for Safe Gun Handling

Shooting Sports Standard Operating Procedures

- b. Ask: What is the first rule of safe gun handling?
 - i. Always keep the gun pointed in a safe direction.
 - c. Ask: What does a "safe direction" mean?
 - i. The gun is pointed so that even if it were to go off, it would not cause injury.
 - d. Ask: What is the second rule of safe gun handling?
 - i. Always keep your finger off the trigger until ready to shoot.
 - e. Ask: Unless shooting, where should the shooter's finger(s) rest?
 - i. The finger(s) should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.
 - f. Ask: What is the third rule of safe gun handling?
 - i. Always keep the gun unloaded until ready to use.
 - g. Emphasize that safeties can fail. Safe gun handling rules should be followed all the time!
- H. Rules for Safe Use
- a. Know your target and what is beyond.
 - b. Ask: What is meant by "know your target and what is beyond?"
 - i. The shooter must be sure that projectiles will safely impact into the backstop.
 - c. Be sure the gun is safe to operate.
 - d. Know how to use the gun safely.
 - e. Ask: What is meant by "know how to use the gun safely?"
 - i. Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition.
 - ii. Use only the correct ammunition for your gun.
 - f. Ask: What is meant by "use only the correct ammunition?"
 - i. Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique firearms.
 - g. Wear eye and ear protection as appropriate.
 - h. Ask: Why should range users wear both eye and ear protection?
 - i. Guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
 - ii. Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.
 - i. Never use alcohol or drugs before or while shooting.
 - j. Ask: What type of substance is implied by "never use alcohol or drugs...?"
 - i. Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
 - ii. Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.
- I. General Range Safety Rules
- a. Ask range users to read rules as you (RSO) point to range posters or refer to handouts. Know and obey all range commands.
 - b. Know where others are at all times. Shoot only at authorized targets.

Shooting Sports Standard Operating Procedures

J. Firing Line Commands:

- a. State and explain standard range commands that will be used for specific shooting event(s). e.g., formal competition rules are specified in NRA Rule Books.
- b. "As you were" means to disregard the command just given.
- c. "Carry on" means to proceed with what was being done before an interruption.
- d. "Relay No." Match No.- (or naming the match), on the firing lined" means shooters are to move to their firing points.
- e. "The preparation period starts now" means shooters may occupy their firing points, prepare, and dry fire at the targets. "The preparation period has ended" means shooters must stop preparation activities.
- f. "Load" means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- g. "Is the line ready?" allows a shooter with problems to raise an arm and call "Not read on target..."
- h. "The line is ready" means all shooters are ready to begin.
- i. "Ready on the right!"; "Ready on the left!"; "Ready on the firing line!" is the sequence of commands that gives shooters their last chance to signal "Not ready."
- j. "Read on the firing line!" means that targets will be exposed in three to five seconds.
- k. "Commence Firing!" signals shooters to begin shooting. This command may be signaled verbally, by a whistle or horn blast, or by moving the targets into view.
- l. "Misfire" is called by a muzzle loading shooter it informs the RSO and other shooters that a firearm failed to fire and a hazardous condition may exist.
 - i. Due to the possibility of a hang fire (a delay in the ignition of the cartridge). Keep the firearm Pointed down range and wait at least 30seconds for modern firearms, or at least two minutes for muzzle loading firearms, prior to correcting the malfunction.
- m. "Cease firing!" notifies shooters to stop firing immediately and wait further instructions. "Cease Firing" may be signaled verbally, by a whistle or horn blast. Anyone observing an unsafe condition, e.g., if a person in down range.
- n. "is the line clear on the right?"; "is the line clear on the left?" means line officers or the RSO check that all firearms are unloaded with actions open and chambers empty. "Go forward, score targets, and paste" (or "Change") authorizes shooters to go forward of the firing line to change targets.
- o. "Range is clear, you may handle your guns "means shooters may approach the firing line and handle their firearms since no personnel are down range.
- p. "Move out of position and remove your equipment from the firing line" authorizes shooters to remove their gear.
- q. "Police your firing point" means shooters are to pick up fired /spent cartridge cases and clean their firing points.
- r. Ask: What two range commands may be issued by shooters or anyone.
 - ii. "Cease fire" and "Misfire."
- s. Ask: What does "misfire" mean?
- t. Do not handle a firearm or stand at the firing line where firearms are present while other are down range.
- u. Stop shooting immediately upon the command of "**Cease Firing!**"

Shooting Sports Standard Operating Procedures

- v. Ask Why is it important to shoot only at authorized targets?
 - iii. Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.
- w. Ask: what actions should shooters perform during a cease fire.
 - iv. Stop shooting immediately.
 - v. Await further instructions from the RSO.

K. NRA Hygiene Guidelines:

- a. Explain that NRA hygiene guidelines are intended to minimize exposure to air borne particulate lead and cleaning products residues.
- b. Emphasize that everybody exposed at the range or cleaning area—even if he/she did not participate in the shooting session—should follow these guidelines.
- c. Remind range users of these guidelines prior to, during, and immediately after occupying the range.
- d. Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- e. Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking.
- f. Change and wash clothing after a shooting or firearm session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

L. Site-Specific Range rules

- a. Ask range users to read rules as you (RSO) point the range posters or refer to handouts.
- b. Targets must be placed at the shooter’s eye level to ensure bullets hit the impact area.
- c. Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
- d. Notify the RSO when there is a firearm stoppage malfunction.
- e. Dry firing is only permitted at the firing line and only when authorized.
- f. All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- g. When Firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- h. Ammunition is not permitted in the cleaning area.
- i. Ask: Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?
 - i. This policy prevents shooters from unintentionally pointing the firearm at other user’s while retrieving dropped ammunition, or inadvertently moving in front of the firing line.
- j. Ask: “why are shooters required to notify the RSO of a firearm stoppage or malfunctions?”
 - i. Notification is critical for safety at the end of the course of fire.
- k. Administrative Range Rules Example
 - i. Did everyone park his car in the shooters’ parking area?

Shooting Sports Standard Operating Procedures

Scouting Pistol Safety & Marksmanship Program

The Boy Scouts of America is proud to partner with the National Rifle Association to provide youth with a beginner pistol experience that focuses on the safe and responsible use of firearms. This program is only for use in ***Council or District*** level camps and activities. ***Units may Not conduct this activity.***

YOUTH REQUIREMENTS: Boy Scouts and Venturers who are over the age of 14, or are 13 and have completed the eighth grade, may participate in this activity.

All youth participants are required to have written permission from their parent or guardian to fire a handgun before they can take part in the program. A sample permission form is included see (appendix # 11). The council may also include this as part of the overall permissions for the camp or activity; however, **it must clearly state that a child has the parent or guardian's permission to handle and fire a handgun.**

ADULT SUPERVISION AND TRAINING REQUIREMENTS BSA: Youth Protection policies for two-deep leadership must be maintained at all times.

The Scouting Pistol Safety and Marksmanship program can be conducted only by NRA-certified pistol instructors. At least two of the instructors on the range must also hold a Scouting Pistol Safety and Marksmanship program certification from a BSA Camp School. In addition, one of these instructors must also hold an NRA Range Safety Officer rating. This training focuses specifically on how to present the program to youth effectively and in a fun and engaging way.

Program Guidelines:

APPLICABLE LAWS: BSA safety policies generally run parallel or go beyond legal mandates. However, it is the camp or activity supervisor's responsibility to confirm and ensure compliance with all applicable federal, state, and local regulations or statutes related to youth handling and using a firearm.

BSA GUIDELINES: This is a Level 3 shooting sports activity and must follow all guidelines in the Boy Scouts of America National Shooting Sports Manual, No. 430-938. The instructor-to-youth ratio when on the range working with the firearm is one NRA certified pistol instructor to every two youth, plus at least one NRA certified Range Safety Officer per every six youth. The RSO cannot function as an instructor. The RSO is the only individual that can give the range commands.

Shooting Sports Standard Operating Procedures

At least one of the NRA certified pistol instructors and one RSO per range must also hold a Scouting Pistol Safety and Marksmanship program certification. — One or both of the instructors who hold the program certification will act as lead instructor for the classroom portion of this course. Other NRA certified pistol instructors who have not attended the additional program training can help show the firearm and work with youth on the demonstrations, but should not present the material to the class. — On the range, the RSO who holds the additional pistol program certification will be the lead RSO and should give the range commands. NRA certified pistol instructors will oversee the youth to ensure proper gun handling, dispense ammunition, provide coaching, and ensure that range safety commands given by the RSO are followed.

Each youth should have a personal copy of Scouting Pistol Safety and Marksmanship, which is available through their local Scout shop (*SKU 622175*). Youth will be asked to follow the instructor in this book and will be encouraged to take notes. This book will also act as a reference for safety and maintenance of the firearm after youth have completed the course. Upon successful completion of the course, each youth will be given a pocket card (*SKU 623012*), which is available for council purchase through Supply. **Only** .22-caliber handguns should be used in this program. Only one type of action should be demonstrated and used per program session.

STANDARD OPERATING PROCEDURES:

The FIRST Steps syllabus must be used and adhered to as written. No sections should be moved or changed. Youth range instruction should happen in the order assigned in the course syllabus.

The FIRST Steps program is designed to be a four-hour safety and marksmanship training course. Before beginning this program, a program hazard analysis should be conducted for the range and this program as outlined in National Camp Accreditation Program standard PD-111 (www.scouting.org/ncap). The enterprise risk management committee for the council should review the analysis as per standard PD-112. The program hazard analysis instructions and template can be found at www.scouting.org/filestore/pdf/680-009.pdf

Appendix 11

SCOUT PERMISSION FORM (PISTOL ONLY)

Camp _____ Scouting Pistol Safety and Marksmanship Program Participation and Hold-Harmless Agreement

Camp _____ (Great Smokey Mountain Council, GSMC) is conducting a Scouting Pistol Safety and Marksmanship program. Scouts will be instructed how to handle, maintain, and shoot a pistol safely and be provided instruction to increase their marksmanship skills. Scouts will have classroom instruction and range instruction in which they will fire a pistol under the supervision of a trained Range Safety Officer and NRA Certified Pistol Instructor. Scouts will be required to wear eye protection and ear protection at all times while on the range. Scouts are expected to abide by all safety rules and the instructions of the Range Safety Officer(s) and Pistol Instructor(s).

I, the undersigned, give my child, _____, permission to participate in this program. I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct. I release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

For safety, my child and I agree that he/she will do the following or he/she will be removed from the program. I understand that any additional cost associated with participation in this program will not be refunded if my child is removed due to behavioral problems.

1. Complete the FIRST Steps class taught at Camp _____.
2. Wear all safety gear at all times while on the range.
3. Follow all safety rules provided in the training class.
4. Follow the instructions of the Range Safety Officer(s) and Pistol Instructor(s).
5. **Do not** handle any pistols until instructed to do so by the Pistol Instructor(s).
6. Follow the instructions of the Range Safety Officer(s) at all times.
7. Is 14 years of age, or 13 and has completed the eighth grade, as to the start of the class and will be in full compliance with all local, state, and federal guidelines, including age restrictions and original equipment manufacturer standards.

Participant signature _____ Date: _____

Parent/guardian signature _____ Date: _____

Parent/guardian printed name _____ Date: _____

Home phone _____ Cell # _____ Date: _____

Shooting Sports Standard Operating Procedures

Boy Scout Summer Camp – BSA Safety and Marksmanship Pistol Syllabus

The following syllabus is set up in 2-hour time blocks per session.

Materials needed for use throughout the week:

- “NRA FIRST Steps Pistol Orientation” lesson plans for Instructor use.
- “BSA Scouting Pistol Safety and Marksmanship” handbook for each Scout (SKU 622175).
- NRA Posters for Pistol Shooting.
- .22 caliber Pistols that will be used throughout the week.
- Dummy ammunition for the pistols being used –must be visually distinguishable from live ammunition.
- Empty cartridge box for pistols used.
- Fired cartridge case for pistols used.
- .22 cal. Rimfire ammunition.
- Eye and hearing protection.
- Targets. (Standard 22cal. target)
- Sandbags or rests.
- Benchrests & chairs.
- Pistol cleaning equipment – have more than one complete set.
- Winchester/NRA Qualification Program book and patches &/or pins should be available to purchase at Camp Trading Post if Scout earns them. Recommend having the first 2 levels available for purchase as Scouts will improve on their shooting skills throughout the week (These will be provided in the pilot program).

Day 1 Boy Scout Pistol Safety and Marksmanship.

Length - 2 hours

Using the Boy Scout Pistol and Marksmanship Safety Instructor Syllabus Orientation lesson plans, teach Lessons I and II.

***Note:** The Scouts will not be shooting on the first day.

Day 2

Length - 2 Hours

Using the NRA FIRST Steps Pistol Orientation lesson plans, teach Lesson III.

***Note:** That Lesson III is 60 minutes.

Continue with teaching Lesson IV which is 30 minutes. At the end of this lesson youth in the program will have the BSA Pistol Safety and Marksmanship class portion. Award the certificate at the completion of class to give them immediate recognition.

*** Note:** That at the end of this lesson, you will be discussing the Winchester/NRA Marksmanship Qualification Program. Explain to the Scouts that they will be working on improving their shooting skills throughout the week and will have the opportunity to earn these awards.

Day 3

Length - 2 Hours

Using Winchester/NRA Marksmanship Qualification Program book, follow the rules for "Pistol Qualification" found on pages 4 and 5.

***Note:** To keep Scouts engaged, utilize the Coach/Pupil method. If you have one NRA Pistol Instructor and one NRA Range Safety Officer, this would engage 4 Scouts. With two NRA Pistol Instructors and one NRA Range Safety Officer, you would then engage 8 Scouts with this method. After the Scout has had an opportunity to shoot their Course of Fire for score, rotate the Scouts.

As time allows, continue rotating Scouts and assist them with using the Fundamentals of Shooting to improve their scoring. If you need to review how to use the Coach/Pupil method refer to your NRA Pistol Instructors manual on page _____.

Shooting Sports Standard Operating Procedures

Day 4

Length – 2 Hours

Continue with the program as described on Day 3

Encourage the Scouts to concentrate on the Fundamentals of Shooting.

As youth earn their NRA Marksmanship Qualification, you can present them with the patch and the medal as earned, or you can wait to present them at the closing campfire so that youth who did not participate can see what they can earn if they return to this camp to take part in the program.

Day 5

Length – 2 Hours or the time allotted by the Camp if Day 5 has shortened sessions, methods of cleaning the firearms. Scouts to clean the Pistols.

Shooting Sports Standard Operating Procedures

ARCHERY RANGE RULES:

1. Know and obey all range commands. (listed below)
2. Keep your arrows in your quiver until you are told to shoot.
3. Only use the arrows the instructor gave you. Remember what they look like.
4. Always keep your arrows pointed down or towards the target.
5. If you drop an arrow, leave it on the ground. Raise your hand and the instructor will bring you another arrow.
6. Always walk at the archery range.
7. Always be absolutely sure that the path to the target and beyond is clear.
8. Only release the bow string at full draw when there is an arrow on the string.
9. Secure all loose clothing.
10. Always treat your archery equipment with respect.
11. Always treat your fellow archers with respect.

WHISTLE COMMANDS:

One Blast- "Shoot"

Two Blasts- "Get Bows"

Three Blasts- "Go get Arrows"

Five or more Blasts- "STOP SHOOTING"

ARCHERY RANGE PROCEDURES:

Stand behind the waiting line until you hear 2 whistles. Archer's can pick up their bows from the rack and walk to the shooting line.

Place your bow on your toes. Keep your arrows in your quiver until you hear the 1 whistle blast to begin shooting.

After you have shot all your arrows, step back from the shooting line, set your bow on the rack, and wait behind the waiting line.

Once everyone is done shooting and all archers are completely behind the waiting line, the instructor will blow the whistle 3 times to walk forward to the target line. One archer at a time per target will then pull arrows.

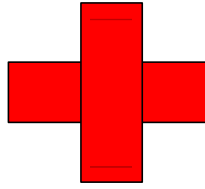
IMPORTANT TERMS TO KNOW:

Let Down- returning from full draw to the undrawn position with control and not releasing the string. **Draw-** to pull the bow string back. **Anchor-** consistent placement of the drawing hand to a position on the face, mouth, or jaw. **End-** a set number of arrows that are shot before going to the target to score and retrieve them. **Follow through-** maintaining the motion of the upper body muscles after releasing the string.

11- Steps to Archery Success:

1. STANCE- Open foot position.
2. NOCK- Nock arrow onto string.
3. DRAWING HAND SET- Hook the bow string in the archer's groove.
4. BOW HAND SET- Center the bow's grip under the lifeline of the relaxed bow hand.
5. PRE-DRAW- Raise the bow arm and drawing arm to eye level.
6. DRAW- Pull the string to the side of the face.
7. ANCHOR-index finger at the corner of the mouth.
8. AIM- Align the string, riser, arrow rest, and/or arrow point on the target.
9. SHOT SET-UP- Begin a slight rearward movement of the drawing shoulder, arm, and elbow. Initiate release anytime during the movement.
10. RELEASE- relax the hooked fingers and the back of the drawing hand all at once.
11. FOLLOW THROUGH- the drawing hand thumb touches or is near the shoulder.

Shooting Sports Standard Operating Procedures



1. EMERGENCY PROCEDURES:

The documented procedures for all range facilities should be followed. These procedures must be in the facility SOP document.

General Procedures are:

- A. Take charge of the situation.**
 - a. Determine seriousness of injury and assign duties.**
- B. Render Aid.**
 - a. First-aid kit should be centrally located to the Range area.**
- C. Call for help via radio or telephone.**
 - a. Emergency phone numbers and information list should be centrally located to the Range area.**
- D. Direct help to location.**
- E. Take notes.**
 - a. Emergency report sheet should be located in the Facility SOP binder.**
- F. Each Range will have an emergency first aid kit.**
- G. Each Range will have a means of emergency transportation designated for the 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.**
- H. During summer camp, each range will have a camp radio that will be manned during shooting hours.**

APPENDIX 2:

Emergency Report Sheet

Effective Date: _____

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS	911			
Police	911			
Poison Control Center	1-800-222-1222			
Range Master				
Cellular Phone				

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- RSO/RO will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- RSO/RO will notify EMS at 911 from the nearest telephone/radio **at the GSMC Range** and provide the following information:

1. Specific Location or Address of Incident with Directions:

Location: _____

Address: _____

Directions: _____

2. Telephone number that you are calling from: _____

3. Your name: _____

4. What happened and possible hazards for rescuers: _____

5. Number of people injured or ill: _____

6. Condition of injured or ill: _____

7. First aid provided: _____

Appendix 3:

Injury Report Form (13 steps)

Name: _____ Date of Injury _____

Address: _____ Time of Injury _____

Telephone # (Day/Evening): _____

1. Describe nature and extent of injury (Specify parts of body): _____

2. Describe how the injury occurred: _____

3. Describe first aid given: _____

4. First aid was provided by (include names and phone numbers): _____

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.): _____

6. Notification of next of kin (specify time, person contacted, and method): _____

7. Location of incident and conditions of area: _____

8. Was protective equipment worn (if applicable)? _____

9. Describe steps taken to preserve the scene (equipment, photographs, etc.): _____

Cont. injury report form:

10. Witness Statements: Interview witnesses separately. Use attachment if needed.

A. Witness (Name) _____ Statement/Attached YES ___ NO ___

Address: _____

Phone Number (Day) _____ Evening _____

B. Witness (Name) _____ Statement/Attached YES ___ NO ___

Address: _____

Phone Number (Day) _____ Evening _____

11. Notes and Comments: _____

12. Injury report completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

13. Disposition and follow up: _____

Name: _____ Title: _____

Range Check list (All Ranges)

Sporting Clays Course 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	_____	_____
Dud/Hull buckets/clipboards in place	_____	_____
Gun racks in place	_____	_____
Orientation Area clean/Bulletin Board/signs posted	_____	_____
Range Rules posted	_____	_____
Emergency Communications working	_____	_____
First Aid kit filled / Accessible	_____	_____
Supplies (score cards/ammo/eyes/ears)	_____	_____
Guns on course in lockable storage (empty & clean)	_____	_____
Wash Area ready (water/basins/soap/towels/trashcan)	_____	_____

Comments: _____

Sporting Clays Course Post-Shoot Check List:

Controlled Access / Fencing/ Gates Closed	_____	_____
Red Flag secured	_____	_____
Batteries Disconnected	_____	_____
Thrower Cables Disconnected / secured	_____	_____
Firing Stations Clean	_____	_____
Dud/Hull buckets emptied	_____	_____
Gun racks secured	_____	_____
Orientation Area clean/Bulletin Board secured	_____	_____
Emergency Communications radios 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)	_____	_____
Gator/ carts cleaned if necessary & returned to Maint area	_____	_____

Comments: _____

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	_____	_____
Emergency Communications working	_____	_____
First Aid kit filled / Accessible	_____	_____
Supplies (score cards/ammo/eyes/ears)	_____	_____
Guns on course in lockable storage (empty & clean)	_____	_____
Wash Area ready (water/basins/soap/towels/trashcan)	_____	_____

Comments: _____

Shotgun Range Post-Shoot Check List:

Controlled Access / Fencing/ Gates Closed	_____	_____
Red Flag secured	_____	_____
Batteries Disconnected	_____	_____
Thrower Cables Disconnected / secured	_____	_____
Firing Stations Clean	_____	_____
Hulls policed from ground	_____	_____
Orientation Area clean/Bulletin Board secured	_____	_____
Emergency Communications radios secured	_____	_____
Supplies secured (score cards/ammo/eyes/ears)	_____	_____
Guns on course cleaned & secured to gun safe (empty & clean)	_____	_____
Wash Area secured (water/basins/soap/towels/trashcan)	_____	_____

Comments: _____

22-Cal. 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	___	___
Emergency Communications working	___	___
First Aid kit filled / Accessible	___	___
Supplies (Ammo blocks filled/eyes/ears/targets/clothes pins)	___	___
Guns on course in lockable storage (empty & clean)	___	___
Wash Area ready (water/basins/soap/towels/trashcan)	___	___

Comments: _____

22-Cal. Rifle Range Post-Shoot Check List:

Controlled Access / Fencing/ Gates Closed	___	___
Red Flag secured	___	___
Firing Stations Clean	___	___
Orientation Area clean/Bulletin Board secured	___	___
Emergency Communications radios secured	___	___
Supplies secured (Ammo blocks/eyes/ears/targets/clothes pins)	___	___
Guns on course cleaned & secured to gun safe (empty & clean)	___	___
Wash Area secured (water/basins/soap/towels/trashcan)	___	___

Comments: _____

22 cal. Pistol 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	_____	_____
Emergency Communications working	_____	_____
First Aid kit filled / Accessible	_____	_____
Supplies (Ammo blocks filled/eyes/ears/targets/clothes pins)	_____	_____
Guns on course in lockable storage (empty & clean)	_____	_____
Wash Area ready (water/basins/soap/towels/trashcan)	_____	_____

Comments: _____

22 cal. Pistol Post-Shoot Check-List:

Controlled Access / Fencing/ Gates Closed	_____	_____
Red Flag secured	_____	_____
Firing Stations Clean	_____	_____
Orientation Area clean/Bulletin Board secured	_____	_____
Emergency Communications radios secured	_____	_____
Supplies secured (Ammo blocks/eyes/ears/targets/clothes pins)	_____	_____
Guns on course cleaned & secured to gun safe (empty & clean)	_____	_____
Wash Area secured (water/basins/soap/towels/trashcan)	_____	_____

Comments: _____

Archery 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	_____	_____
Emergency Communications working	_____	_____
First Aid kit filled / Accessible	_____	_____
Supplies (bows/arrows/wrist pads/targets/eye protection)	_____	_____

Comments: _____

Archery Range Post-Shoot Check List:

Red Flag secured	_____	_____
Firing Stations Clean	_____	_____
Orientation Area clean	_____	_____
Emergency Communications radios secured	_____	_____
Supplies secured (bows/arrows/wrist pads/targets/eye protection)	_____	_____

Comments: _____

BB Range Pre-Shoot Check List:

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RM)
 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	___	___
First Aid kit filled / Accessible	___	___
Supplies (Ammo cups filled/guns/eyes/targets/clothes pins)	___	___
Guns on course in lockable storage (empty & clean)	___	___
Check to assure guns are operable	___	___

Comments: _____

BB Range Post-Shoot Check List:

Controlled Access / Fencing/ Gates Closed	___	___
Red Flag secured	___	___
Firing Stations Clean	___	___
Orientation Area clean /secured	___	___
Emergency Communications radios 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 @ Dining Hall	___	___
Mark damaged equipment	___	___
Turn in keys to Ranger with signed Checklist	___	___

Comments: _____

Shooting Sports Standard Operating Procedures

Replacement and Repair Costs: The list following is the cost for damages to facility equipment as the result of careless or accidental firearm discharges or other negligent/accidental actions which are to be identified and use by the RSO when filling out the Safety Incident Report and final check list.

Responsibility falls on every active member to deliver a quality program using our Outdoor Activities. Please take the time for development of proper and appropriate safe training toward the commitment to reduce costs.

1. Target and target stand damage-rifle/archery..... \$TBD (actual repair cost)
2. Facility Structures (range & building) \$TBD (actual repair cost)
3. Firearm, Bow/arrow damage..... \$TBD (actual repair cost)

BSA Great Smoky Mountain Council Contacts

Mr. David M. Williams-Scout Executive/CEO----- davidm.williams@scouting.org
Mr. Bruce Vancleve-Director of Support Services ----- brucea.vancleve@scouting.org
Mr. Butch Quillen-Course Director ----- butch_quillen@email.com
Mr. Bill Tribble-Vice President of Program----- wgtribble@aol.com
Dave & Kathy Bauer Camp Buck Toms Ranger ----- (865)-466-7422
Murphy Monceau Camp Pellissippi Ranger----- (865)-256-4245
Ms. Jennifer Williams-Program Assistant----- jennifer.williams@scouting.org
(865)-566-0145

SHOOTING SPORTS Committee

Mr. Tommy Whitehead-Shooting Sports Chairman ----- tommy.whitehead@tn.gov
Ms. Jessica Bivens-Archery (USA/Level 2 Instructor) ---- Jessica.bivens77@gmail.com
Mr. Nick Myers-CRSO/NRA Instructor ----- nmyers@utk.edu
Mr. Anthony Ingram-BB guns/Archery----- anthony.Ingram@scouting.org
Mr. Chris Clepper- gunsmith----- caclepper@bellsouth.net
Mr. David Martin-Archery ----- david@hamsterlabs.com

Appendix 4:

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF RISK AGREEMENT

Whereas, in consideration of being permitted to attend a course or instruction in firearms, for the instruction in firearms, for use of premises, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged. Undersigned agree to the following.

Undersigned agrees to indemnify, hold harmless and defend, the Boy Scouts of America Great Smoky Mountain Council and its instructors (hereinafter referred to as "GSMC"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presents at and /or participation in the course of instruction; the discharge of firearms by Undersigned. The Undersigned presence on or use of the range, buildings, land and premises ("Premises"), and any and all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against GSMC (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property) which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction; the Premises, including any latent defect in the Premises; Undersigned 's presence on or use of said Premises; Undersigned's property (whether or not entrusted to GSMC); and, the discharge of firearms. GSMC shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly release the GSMC from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in firearms and taking part in the activities of the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands will at all times abide by all range rules and procedures and any other rules and procedures stated by the GSMC.

Undersigned expressly that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. Election of any one or more remedy hereunder by the GSMC shall not constitute any waiver of GSMC's rights to pursue other available remedies. This instrument bids Undersigned and his/her executors, person representative, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

DATE: _____

Signature

Print Name

Parent/Guardian _____

Troop, Pack or Affiliation: _____

BSA Activity Consent form: The BSA official consent form can be found in the BSA Shooting Sports Manual. (Appendix 5. Form number 680-673.)



BOY SCOUTS OF AMERICA®
OUTDOOR PROGRAMS

Private Property Approval for Shooting Sports by Units, Districts, and Councils

Background: Why Is This Important?

1. The council and district(s) want to have shooting sports at district or council events off council property.
2. The council doesn't make camp ranges available to units during the offseason.
3. Troops and crews are too far from council camps to use ranges for weekend programs.
4. Units are currently using private property for shooting programs with no provision to ensure safety.

The National Shooting Sports Task Force and Outdoor Programs Department always recommend hosting shooting sports programs at the council camp first. And councils are encouraged to make the camp ranges available for units to use in the offseason.

How does a council approve private property ranges for use by Scouting programs?

1. Appoint a shooting sports chairman and committee for the council with district representatives on the committee.
2. Appoint a certified NRA chief range safety officer(s) to evaluate proposed private property ranges using the attached forms. Once the forms are completed, they are presented to the Shooting Sports Committee and Scout executive for approval and are to be used by local units, districts, or the council.
3. The range is approved for two years if there are no changes to the range site or approved standard operating procedures.
4. Renewal is completed following the same process—reviewing the actual use, accidents, near misses, and whether it is still needed to provide program for youth.
5. The council will keep a file in one location with all applications approved and/or not approved as part of the council's permanent records.

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Permission to Enter Upon and Use Land

This agreement is made on _____ between _____ with his/her residence at _____ ("Landowner"), and _____ with its principal place of business at _____ ("BSA Council").

WHEREAS Landowner owns or controls the access rights to the property described in paragraph 1 below (the "Land"); and

WHEREAS BSA Council desires to use the Land (or a portion thereof) for non-commercial recreational purposes, specifically as a temporary outdoor shooting range;

NOW THEREFORE, in consideration for the mutual covenants and promises set forth in this agreement, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Permission to Enter and Use. Landowner hereby grants BSA Council, its officers, directors, employees, agents, members, volunteers, invitees, and representatives (collectively, the "BSA Council Parties"), permission to enter upon and use the land (including all buildings, structures, and other such appurtenances thereto) situated at _____

_____ (Street address)

in the city of _____, _____ (City) (State) (the "Land"; see Exhibit 1), for non-commercial recreational purposes during the period _____ (MM/DD/YY) through _____, (MM/DD/YY) specifically the construction and operation of a temporary outdoor shooting range.

2. Inspection; Equipment. Landowner does not and shall not object to a certified National Rifle Association ("NRA") chief range safety officer approved by BSA Council entering upon the Land for the purpose of inspecting the Land during or prior to the period set forth in section 1. BSA Council Parties may bring onto the Land reasonable amounts of equipment necessary to construct and operate a temporary shooting range. Landowner will not be responsible for the maintenance, storage, or security of said equipment.

3. Fee. Access to and use of the Land as set forth in paragraph 1 above is provided at no charge. None of the BSA Council Parties is or will be liable to Landowner for any fees, payments, royalties, or other remuneration, whether financial or otherwise, for the right to enter upon and use the Land.

4. Compliance; No Waiver. BSA Council Parties will adhere to all applicable laws and regulations at all times while on the Land. This agreement does not constitute a waiver of any legal right or defense to which either party may be entitled.

5. Representations and Warranties. Landowner represents and warrants that he or she is the sole owner of the Land or has obtained a sufficient property interest necessary to grant access to the Land. BSA Council represents and warrants that it has, and shall maintain throughout its use of the Land, general liability insurance covering losses and damages, including bodily injury and property damage, arising from authorized Scouting activities.

6. Binding Effect. This agreement will be binding on the parties' heirs, legal representatives, successors, and assigns.

Landowner _____ BSA Council _____

By: _____ (Signature) _____

(Signature)

Print name: _____ Print name: _____

Title: _____

Exhibit 1

The Land to Be Used by BSA Council Parties

(Include a map or drawing of the Land.)

Appendix 6: Private Property check list.

Evaluation of Private Property Shooting Ranges

Private Property Range Evaluation Checklist

Once evaluated by an NRA chief range safety officer, a private property range may be approved by the BSA council for use by Boy Scouts, Varsity Scouts, and Venturers as long as the range remains unaltered and continues to meet all requirements set forth by the standard operating procedures for the specific range, as approved. If the range remains unaltered, it will only need to be reevaluated by the NRA chief range safety officer and approved by the BSA council on an annual basis. If any alterations are made to the range before its annual evaluation, an NRA chief range safety officer must reevaluate the range, and the SOP must be revised accordingly.

Range Evaluation Process

- Only a currently certified NRA chief range safety officer approved by the BSA local council may evaluate private property to be used as a range by the Boy Scouts of America.
- The property owner(s) must complete and submit to the council office the provided Permission to Enter Upon and Use Land form stating that they understand the liability they are undertaking by allowing the use of their property by the BSA. The property owner must also provide a copy of the completed form to the council shooting sports chair.
- After evaluation of the land by the CRSO, the CRSO, the property owner, and the council should consider the need for the property owner to carry liability insurance covering the council's use of the land. Among the considerations should be the condition of the land and whether any buildings or structures existing on the land will be used by the council. The BSA's general liability policy provides coverage for a bodily injury or property damage claim that is made and arises out of an official Scouting activity, but it does not provide coverage for the property owner's property or any improvements to the property. A description of the coverage provided can be found on Scouting Safely at www.scouting.org/HealthandSafety/Alerts/Insurance.aspx.
- The NRA chief range safety officer must complete the Private Property Range Evaluation Checklist below and submit it together with a copy of the range standard operating procedures to the BSA council office (with a copy given to the council shooting sports chair) showing he or she has evaluated the property and that it meets all guidelines set forth in the *Boy Scouts of America National Shooting Sports Manual* and/or the *NRA Range Source Book*.

Characteristics of a Safe Range: NRA Chief Range Safety Officer Must Initial

- CRSO _____ The perimeter must be visibly marked off with caution tape or other material so no one can enter downrange.
- CRSO _____ The backstop/impact area must be of a size and material to stop projectiles that are fired. Reference the *NRA Range Source Book* for information.
- CRSO _____ The fall area for shot being used must be appropriate for shotgun shooting.
- CRSO _____ The range layout and limits must be acceptable. Reference the *NRA Range Safety Officer Course* guide, Lesson IV, and/or the *NRA Range Source Book* for diagrams of different ranges.
- CRSO _____ The target area and targets must be clearly defined.
- CRSO _____ The range must be clear of debris; all obstacles that could interfere between the shooter and the designated target must have been removed.
- CRSO _____ The ready area and firing line must be clearly identified with a designated safe waiting area for spectators.
- CRSO _____ The NRA range safety officer must have a clear view of the firing line. Additional spotters may be needed.
- CRSO _____ All benches, tables, seats, and gun racks must be of solid, sturdy construction if present.
- CRSO _____ There must be provisions that ensure the securing of all firearms and ammunition when not in use.
- CRSO _____ There must be an SOP on site for the range safety officer's use.
- CRSO _____ A range flag, first-aid kit, communication devices, and hand-washing station must be provided.

CRSO _____ The NRA Safe Gun Handling Rules poster must be available and reviewed with shooters.

CRSO _____ When shooting on a range without a bullet impact backstop, such as a desert or salt flats, etc., the impact area must be under visual observation of the NRA range safety officer or a separate individual designated by the RSO to observe the impact area from a vantage point. The impact area is defined as the area downrange of an outdoor range where the bullet will impact if not captured in a backstop. The impact area must be large enough to contain the largest caliber firearm fired on the range if it were to travel its maximum distance. If the impact area cannot be observed, the area must be marked off with a fence or caution tape. A backstop is defined as a device constructed to stop bullets from leaving the range. For more information on backstops, refer to the *NRA Range Source Book*.

Acceptable Firearms and Ammunition

Reference the *Boy Scouts of America National Shooting Sports Manual*, chapter 5, "Range Operation."

*Note: The standard operating procedures must include a statement that the NRA range safety officer has the right to inspect all firearms and deem if they are safe for use on the range. If the RSO is unfamiliar with a particular firearm, the shooter must provide an instruction manual for the firearm in question prior to any shooting.

Range Supervision

(Reference the *Boy Scouts of America National Shooting Sports Manual*, "Five Levels of Shooting Activities.")

Range Supervision Minimum BSA Requirements

A certified NRA range safety officer is to directly supervise all live fire on the range. Additionally, the instruction offered must be given by a currently certified National Camping School shooting sports director certified as an NRA instructor in the discipline being offered, or a certified NRA instructor in the discipline being offered, or an NRA/USA Shooting/CMP certified coach in the discipline being offered. These must be two separate individuals. The ratios of range safety officers and instructors per shooter in the different disciplines are:

- **Rifle:** One NRA range safety officer per eight shooters. One NRA rifle instructor to eight shooters while firing.
- **Shotgun:** One NRA range safety officer must be present for each group of a maximum of six shooters. One NRA shotgun instructor for each student is required when loading and firing a shotgun.
- **Pistol:** One NRA range safety officer per three shooters. One NRA pistol instructor or NRA/USA Shooting/CMP certified pistol coach per two shooters while loading and shooting.
- **Muzzleloading rifle:** One NRA range safety officer per eight shooters. One NRA/NMLRA rifle instructor or National Muzzleloading Rifle Association rifle instructor per shooter while firing.
- **Muzzleloading shotgun:** One NRA range safety officer must be present for each group consisting of five shooters. It must be 1-to-1 NRA or NMLRA muzzleloading shotgun instructor to student ratio when loading and firing a shotgun.
- **Muzzleloading pistol:** One NRA range safety officer per eight shooters. One NRA or NMLRA muzzleloading pistol instructor per shooter while loading and while firing.

NRA Chief Range Safety Officer

Printed name: _____ Date: _____

Signature: _____

Appendix 7: (Venturing/Sea Scout Pistol Registration)

Crew # Individual owner Caliber Serial #

1.			
2.			
3.			
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26.			
27.			

All Pistol firearms must be registered and stored along with their ammunition under Lock & Key by a Crew Advisor (21yrs or older) who **ONLY** has access. All owners must have a picture ID for verification of all firearms. All ammunition used must be factory loads as to BSA Standards.

The Scouts Marksman's Code:

- Always follows the rules of firearms safety.
- Accepts the responsibility that goes with the use and possession of firearms.
- Follows the laws that govern the use and possession of firearms in his community.
- Practices wildlife conservation.
- Follows the spirit and letter of the game laws.
- Is especially careful to be a true sportsman when using firearms.

Shooting Sports Standard Operating Procedures

Appendix 8: Shooting Event Scheduled List

Unit Number	Unit Leader	Type of Shooting Event <i>(Shotgun, Rifle, Pistol, Black power, Archery, etc.)</i>	Number of Participants
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Certified Instructor(S) and RSO's/CRSO's (Names and Credential Numbers)

<u>Name</u>	<u>Credentials</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
Misc.: _____	_____
_____	_____
_____	_____
_____	_____



District and Unit Request for Services of Shooting Sports Instructors

[Not for Cub Scout Events]



To request the services of certified shooting sports instructors, complete the form below and send to:

Great Smoky Mountain Council, BSA
1333 Old Weisgarber Rd
Knoxville, TN 37909
865-588-6514 865-588-3728 fax

Event Code #050

District/Unit Representative: _____

Unit Type/Number: _____ District: _____

Address: _____

City, State, and Zip: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Date Requesting Services of Certified Shooting Sports Instructors: _____

Note: Normally two weeks prior to the requested date, the GSMC Program Center will notify you if Certified Shooting Instructors cannot cover the requested shooting activities. **If addition notification needed, please indicate.** _____ Weeks.

Scout Camp: Camp Buck Toms Camp Pellissippi

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	total
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------

Shooting Sport Activities Requested:

Estimated Number of Shooting Participates for:	Archery	Rifle	Shotgun ¹	Muzzle loading Rifle	Pistol ²	Shooting
Morning Session: (Time: _____ to _____)	_____	_____	_____	_____	_____	_____
Afternoon Session: (Time: _____ to _____)	_____	_____	_____	_____	_____	_____
(Required minimum number of shooters)	6	6	4	4	3	_____

Range & Ammunition/Target Fee Rates ³					
Range	Unit	District	Ammunition & Target Fees ⁴	Estimated Usage	Cost Basis
Archery	\$ 15.00	\$25.00	N/A	NA	NA
Rifle	\$25.00	\$50.00	Event provides ammunition	100 rounds per scout	NA
Shotgun ¹	\$25.00	\$50.00	\$30.00 per scout	50 rounds per scout	\$15.00 per box of 25
Muzzleloading Rifle	\$25.00	\$50.00	\$ 3.00 per scout	6 rounds per scout	\$0.50 per shot
Pistol ²	\$25.00	\$50.00	Event provides ammunition	NA	NA

¹. Shotgun participants should be 14 years or older and be physically capable of safely shooting a shotgun numerous times. Scout's participation in shotgun shooting is at the discretion of the Shotgun Instructors.

². Pistol is limited to registered Venturers and Sea Scouts Units and is offered only at the GSMC Scout Camps.

³. Unit/District Range Fee(s) (or deposit) required at time of request. (See note #6 below for Districts).

⁴. Shotgun Ammunition and Clay Target Fees subject to change based on current market prices.

Units/Districts should be prepared to make final payment on event date to the GSMC Program Center unless other arrangements have been made. (See next note) **Districts** are permitted to pay by using an Internal transfer. This form must be completed at time of request, and updated after the event to cover cost of ammunition and targets and reported damage.

Appendix 10

Shooting Sports Standard Operating Procedures

Unit Quick Reference Guide

Cub Scout Unit Level Shooting Sports are **RESTRICTED** to District and Council Events. Boy Scouts, Venture & Sea Scouts, and Explorers may participate in Unit level shooting sports following the requirements and guidelines set forth in the Great Smoky Mountain Council Standard Operating Procedures and National Shooting Sports Manual.

Unit Level Shooting Sports Checklist

❖ Archery

- Certified USA Level 1 Instructor.
- Forms for Council equipment and Camp Range use.
- Approval form for private or commercial range and equipment use.
- Ratio of 1:8.
- Bows not to exceed 25 lb. draw weight for Boy Scouts. Venture/Sea Scouts may shoot up to 35lb.

❖ Rifle

- Certified NRA Rifle Instructor.
- Certified NRA Range Safety Officer.
- Forms for Council equipment and Camp Range use.
- Approval form for private or commercial range and equipment use.
- Ratio of 1:8 RSO and 1:8 Instructor to Shooter.

❖ Shotgun

- Certified NRA Rifle Instructor.
- Certified NRA Range Safety Officer.
- Forms for Council equipment and Camp Range use.
- Approval form for private or commercial range and equipment use.
- Ratio of 1:8 RSO and 1:1 Instructor to Shooter.

❖ Muzzle Loader

- Certified NRA Rifle Instructor.
- Certified NRA Range Safety Officer.
- Forms for Council equipment and Camp Range use.
- Approval form for private or commercial range and equipment use.
- Ratio of 1:6 RSO and 1:2 Instructor to Shooter.

❖ Pistol (Restricted to Venture/Sea Scouts and Council Summer Camps.)

- Certified NRA Pistol Instructor.
- Certified NRA Range Safety Officer.
- Forms for Council equipment and Camp use.
- Approval form for private or commercial range and equipment use.
- Ratio of 1:6 RSO and 1:1 Instructor to Shooter.

❖ Tomahawk

- Adult 21 years or older with appropriate knowledge and skill set.
- Follow requirements listed in the National BSA Shooting Sports Manual.

