

# **STANDARD OPERATING PROCEDURES**

**Boy Scout and Cub Scout Shooting Ranges  
Cimarron Council, BSA**

**Will Rogers Scout Reservation  
Williams Scout Reservation  
Sundance Scout Camp**

**Created – March 13<sup>th</sup>, 2017      Revised –**

## **RANGE OPERATIONS GUIDE**

### **1. Introduction**

Shooting Sports activities conducted at all ranges of the Cimarron Council, BSA are designed to provide authorized users with access to facilities where they have the opportunity to become proficient in Shooting Sports and participate in Council sponsored events. These procedures are not limited to Cimarron Council properties only, they should be observed on all ranges and at all events staffed by trained BSA leaders regardless of location.

These guidelines are to be used in conjunction with relevant and most current BSA publications:

National Shooting Sports Manual #430-938  
Cub Scout Shooting Sports Guide #510-322  
NCAP National Camp Standards #430-056  
Guide to Safe Scouting #34416

It is understood that National BSA committees and task forces may periodically revise Shooting Sports standards and requirements. Every effort will be made to reflect those changes in the Cimarron Council SOP.

### **2. Authorized Users**

- Current youth and adult members of the Boy Scouts of America as authorized in the Guide to Safe Scouting & Age Appropriate Guidelines for BSA Activities.
- Immediate family members or invited guests of the above, provided the authorized user is present and assumes full responsibility for the conduct of his or her guest(s).
- Maximum of two guests please (not including family members).
- Non-Scout Individuals approved by the Cimarron Council on a case-by-case basis, and who have executed a Hold Harmless Agreement. Non-Scout trainers and groups must have Cimarron Council approval.
- Participants in District and Council sponsored events or activities (see Appendix F).
- Have your approved Range Reservation documents (with receipt and certification cards) with you when you arrive at camp.

### **3. Reservation Procedures & Facility and Equipment Availability**

- Reservations for use of Cimarron Council ranges must be made a minimum of 3 weeks in advance through the Cimarron Council Office.
- A Cimarron Council Reservation form, Training certificates, YPT documents, and an Activity Consent form for each Scout is required for all events which include shooting sports activities.
- Qualified supervision for each venue must be identified and copies of current training certificates must be attached to the reservation document.
- At least one Qualified Scouter listed on the reservation form must be on-site during range activity.
- No later than 3 business days prior to your activity, confirm your Reservation with the Cimarron Council Office, noting the number of participants, and prepay your facility use and expected expense charges.
- Upon arrival at the Cimarron Council properties users will provide copies of their reservation form, training documentation, and Activity Consent forms to the Camp Ranger, Shooting Sports Director, or Lead RSO hosting the range event.
- If your unit is out of council and is bringing its own shooting sports equipment, you may NOT use any of the shooting sports equipment owned by Cimarron Council. This includes; rifles, shotguns, pistols, muzzleloading rifles, ammunition, and/or bows, arrows, archery targets, or accessories.
- Individuals may NOT bring personal firearms or ammunition to Cimarron Council properties.
- You MUST use the Range Flags, RSO vests, shotgun traps, and clay targets provided at Cimarron Council ranges.
- You may use the target stands, shooting benches, and seats at the Rifle Range.
- For District and Council activities, ONLY Cimarron Council firearms, ammunition, and targets may be used.
- If a unit is using Cimarron Council firearms, Cimarron Council ammunition MUST be used exclusively.
- Range supervision is expected to secure and account for all ammunition, insure proper care and use of all Cimarron Council firearms, and report any damage or malfunctions to the Camp Ranger, Shooting Sports Director, or Lead RSO.
- Before you leave Cimarron Council range(s) Range supervision will return all equipment and supplies to the Camp Ranger or Shooting Sports Director. Included will be a review of items used and equipment condition, firearms must be returned cleaned and oiled and range facilities clean and orderly.
- You are expected to pay for any loss or damage of equipment or damage to range facilities. A Scout is Trustworthy, if it's your groups responsibility, then please pay within 5 business days at the Cimarron Council Office.
- Your entire group is expected to comply with all general rules and safety requirements.

### **4. Alcoholic Beverages and Drugs**

- Range Operations Personnel or Shooters may NOT consume drugs (including prescription and over-the-counter medications) which may cause drowsiness or inhibit reactions, before or during live firing. Alcoholic beverages or their consumption are prohibited on ALL Cimarron Council properties or at ANY scouting event regardless of the location. The Lead RSO, Range RSO, or Rangemaster shall deny range access to anyone they feel are in violation.

## 5. BSA Shooting Sports Supervision – Required Certification or Training

Venue (max # Positions)	NRA Range Safety Officer	NRA Instructor or Coach	USA Archery Level 1 Instructor	Cub Scout BB Gun Rangemaster	Cub Scout Archery Rangemaster
<b>Archery (12)</b>			1 per 8 shooters		1 per 8 shooters
<b>Rifle (8)</b>	1 per 8 shooters	1 per 8 shooters			
<b>Shotgun (6)</b>	1 per 6 shooters	1 per 1 shooters			
<b>Pistol (8)</b> Venturing Only	1 per 3 shooters	* 1 per 1 shooters			
<b>Muzzleloading Rifle (8)</b>	1 per 8 shooters	1 per 1 shooters			
<b>Webelos Air Rifle (8)</b> Resident Camp Only	1 per 8 shooters	1 per 8 shooters			
<b>Cub Scout Archery (12)</b>			1 per 8 shooters		1 per 8 shooters
<b>Cub Scout BB Gun (8)</b>		1 per 8 shooters		1 per 8 shooters	
<b>Cub Scout Slingshot or Wrist Rocket (8)</b>		1 per 8 shooters		1 per 8 shooters	

- \* One NRA Pistol Instructor per 2 shooters if all pistol shooters have completed either the NRA FIRST STEPS Pistol Course (3 hours) or NRA Basic Pistol Shooting Course (8 hours).

### **Cub Scout and Webelos Scout BB gun supervision**

- Depending on event type, ALL Cub Scouts participating in BB gun shooting may be required to have a Parent or Legal Guardian present on the range to supervise each Cub Scout while shooting. (See Appendix 6, 2015 BSA National Shooting Sports Manual for additional information).

### **Lion Cubs may NOT participate in Cub Scout shooting sports venues**

### **Tiger Cubs may participate in BB gun shooting, Slingshot shooting and Archery activities**

- Tiger Cub adult partners MUST be included in all shooting activities. Each Tiger Cub MUST be paired with his adult partner before being allowed to shoot. A 1:1 ratio is required.

## **Slingshot and Wrist Rocket Requirements**

- A Cub Scout BB gun Rangemaster must be present and a 1:1 adult-to-boy ratio must be used. Use a safe shooting range such as a BB range or Archery range. Wear Safety glasses. (See pages 99-100, 2015 BSA National Shooting Sports Manual for additional information).

### **6. Range Personnel**

- On days when multiple venues are in operation the Council Shooting Sports Committee or Council Shooting Sports Director may appoint a Lead Range Safety Officer (LRSO) to serve as the Camp Shooting Sports coordinator. All Range Safety Officers (RSO), Archery Range Instructors, and Rangemasters (RM) report to the LRSO. The LRSO makes all decisions regarding safety. These decisions are final.
- The RSO, Archery Range Instructor, or RM on duty handles the daily operation of the specific range and is responsible for all safety and handling practices while on the range.
- The LRSO shall post the day's Range Staff assignments at the Headquarters building or at the Ranges or both.

### **7. Range Staff – Boy Scout Archery**

- **Archery Range Instructor**
  - Assigned by the LRSO or approved with unit application.
  - Must hold current minimum certification as a USA Archery Level 1 Instructor.
  - Must complete a range orientation conducted by the LRSO or designee.
  - Conducts the general operation of the range that day.
  - Will be available on the shooting line to assist and provide instruction to Archers.
- **Archery Rangemaster**
  - Assigned by the LRSO or approved with unit application.
  - Must hold a current Archery Rangemaster training card, issued by a BSA National Camping School Shooting Sports Director or a USA Archery Level 1 Instructor.
  - Must complete a range orientation conducted by the LRSO or designee.
  - In addition to Range Operation, will be available on the shooting line to assist Archers.
  - Utilize parents, guardians and adult partners as coaches for Cub Scout participants.

### **8. Range Staff – Boy Scout Firearms & Pellet Guns**

- **Range Safety Officer (RSO)**
  - Assigned by the LRSO or approved with unit application.
  - Must hold current certification as a NRA Range Safety Officer.
  - Must complete a range orientation conducted by the LRSO or designee.
  - Conducts the general operation of the range that day.
  - Reports all serious problems to the LRSO, Camp Ranger, or Shooting Sports Director.

- **Instructor**
  - Must hold current, discipline-specific certification by the NRA.
  - Must complete a range orientation conducted by the LRSO or designee.
  - Will be available on the shooting line to assist and provide instruction to shooters.
  - Reports to the RSO.
- **Range Assistant**
  - Adults who work under the direct supervision of and assists the RSO in daily range operations.
  - Helps to enforce Range Rules.
  - Periodically walk the ranges to ensure safety rules and Range Rules, in general, are observed.
  - Refill and distribute ammunition blocks or ammunition cups. Distribute targets.
  - Perform minor range maintenance, cleaning and general upkeep.
  - Repair and re-face target frames.
  - Perform other duties assigned by the RSO, Camp Ranger and/or Shooting Sports Director.

## 9. Range Staff – Cub Scout Archery, Sling Shot, and BB Gun

- **Archery Rangemaster**
  - Assigned by the LRSO or approved with unit application.
  - Must hold a current Archery Rangemaster training card, issued by a BSA National Camping School Shooting Sports Director. The Cub Scout Archery range may also be supervised by a currently certified USA Archery Level 1 Instructor.
  - Must complete a range orientation conducted by the LRSO or designee.
  - In addition to Range Operation, will be available on the shooting line to assist Archers.
  - Utilize parents and adult partners as coaches for Cub Scout participants.
- **BB Gun Rangemaster**
  - Assigned by the LRSO or approved with unit application.
  - Must hold a current BB Gun Rangemaster training card, issued by a BSA National Camping School Shooting Sports Director. The Cub Scout BB range may also be supervised by a currently certified NRA Rifle Instructor.
  - Must complete a range orientation conducted by the LRSO or designee.
  - In addition to Range Operation, will be available on the shooting line to assist shooters.
  - Utilize parents, guardians and adult partners as coaches for Cub Scout participants.
- **Range Assistant**
  - Adults who work under the direct supervision of and assists the Rangemaster in daily range operations.
  - Helps to enforce Range Rules.
  - Periodically walk the ranges to ensure safety rules and Range Rules, in general, are observed.
  - Perform minor range maintenance, cleaning and general upkeep.
  - Perform other duties assigned by the RSO and/or Camp Ranger.

## **10. Facility use – General Guidelines**

- Firearms may be discharged only between 09:00 and 17:00 unless special permission is given by the Camp Ranger or Shooting Sports Director.
- Post the Red Range Flag indicating the range is in use.
- At the range, observe the designated spectator area, enter or exit only with range supervisors permission, and always close entry gate when you enter or exit.
- Do not enter designated safety perimeter unless directed to do so.
- Check downrange for other shooters or range maintenance personnel.
- DO NOT handle any firearm or archery tackle when any person is downrange.
- Do not set up uprange or downrange of other shooters. All shooters must fire from the same firing line.
- Appropriate eye and hearing protection must be worn as posted or instructed.
- Practice recommended hygiene procedures.
- Police all brass, paper, and other debris that accumulates on the range. Dispose in containers provided.
- Children are to be supervised and under control of an adult at all times.
- Shoot only in the appropriate direction from the designated firing line.
- Fire only on designated ranges.
- Fire only authorized firearms and ammunition.
- Fire at authorized targets only.
- Live fire on the Rifle range will be limited to a single type of firearm, i.e. Rifle or Pistol or Muzzleloading Rifle.
- Insure all projectiles impact within the established range safety limits.
- Know your target and what is beyond.
- Treat all firearms as if they are loaded at all times.
- NO FOOD on the range. Please do not place food items in in Range Trash Barrels.
- No Tomahawk or Knife throwing on ranges.
- When groups of both Boy Scouts/Varsity Scouts and Venturers are at Cimarron Council ranges, wrist bands are to be issued to each participant designating his or her primary registration, i.e. green for Venturers and red for Boy Scouts/Varsity Scouts. Only youth Venturers with the appropriate color wrist band may shoot Pistols.

## **11. Shooting Sports Equipment – Council Owned**

- For complete list of available equipment see Appendix E.
  - Council Owned Firearms, Air Rifles, BB Guns, Archery Equipment, Slingshots, Ammunition, Propellant, and Cleaning supplies are secured in the Cimarron Council Armory.
  - Venue Specific minimum required equipment, recommended equipment and supplies are listed in each venue section.
  - Range Specific on-site equipment and supplies available are listed in each venue section.

## 12. Facility Use – Boy Scout Venues

- **Shotgun Shooting**

- Range
  - Cleared area: Approximately 100 yds. x 85 deg. Arc (target zone limited to 45 deg.).
  - Hard surface shooting stations (2 or more).
  - 20 x 20 Classroom pavilion.
  - Set Trap Machines to throw clay targets within the approved fall zones. (Inspect field layout depending on specific camp or range location).
  - Load Trap Machines with appropriate targets:
    - Trap #1; Presentation – Away, Target – 108mm Orange Dome.
    - Trap #2; Presentation – Away, Target – 108mm Orange Dome.
    - Additional Traps depending on range layout and location.
  - DISENGAGE throwing arm and DISCONNECT battery before adjusting or moving machine.
- Authorized Shotguns and Ammunition
  - Modern Shotgun: .410 thru 12 gauge only.
  - Shooters under the age of 13 will load single shotshell ONLY.
  - Shooters 13 and over may load a second round in the magazine when the target presentation calls for two shots.
  - Council provided commercially manufactured shotshells ONLY.
  - NO shot larger than #7 ½.
  - NO Magnum loads.
  - NO reloads.
- Authorized Targets
  - Council supplied clay targets only.
- Equipment
  - Available on Site
    - Champion Stationary Trap Machines (2 or more).
    - Shooting glasses.
    - Cleaning equipment.
- Expendable Items
  - Furnished by Council
    - Shotshells: 20 gauge #8 shot.
    - Clay targets.
    - Disposable earplugs (1 pair/shooter).
    - Cleaning materials

- **Shotgun Program – RSO Responsibilities**
  - Opening the Venue
    - Camp Ranger or Shooting Sports Director will open the Safe room and put out the requested amount of ammunition. He will give the RSO a door key to the Safe room.
    - The Safe room door shall be closed and locked when range is unattended.
    - Opening Inventory.
    - Post the Red Range Flag indicating the range is in use.
    - Set Trap machines on pads, install battery, assure proper clay targets are loaded and test to verify targets are landing within boundaries.
    - Prepare Shotguns for shooting and install “ECI”.
    - Set up ammunition distribution (adult supervised until returned to storage).
  - Range Operation
    - Before shooting the first time during a given event, ALL Participants will complete the BSA/NRA 30-minute Shotgun Briefing.
    - Identify Range Safety Officer (RSO yellow or orange vest and/or orange hat).
    - Review: Three Safety Rules poster.
      - Always keep the gun pointed in a safe direction.
      - Always keep your finger off the trigger until ready to shoot.
      - Always keep the gun unloaded until ready to use.
    - Review: Range Safety Rules
      - Spectators remain in the waiting area.
      - Eye and hearing protection is mandatory for everyone on the range.
      - “CEASE FIRE” may be called by anyone for a safety issue.
      - Range Commands (See Appendix C-3).
      - Stoppages or misfires must be cleared in position on the range.
      - “ECI” to be in place anytime firearm is unattended.
      - Cleaning hands and face after a shooting session is mandatory.
  - Target Presentation vs. Shooting Position
    - Fun Shoot
      - Single shot per target release, Instructor loads chamber for each shot.
    - Merit Badge Shoot
      - See Shotgun Merit Badge Requirements, most recent revision.
    - Competition Shoot
      - Shooters may load 2 cartridges if target presentation requires multiple shots.
  - Conduct Live Fire
    - Handling ammunition: When ready to load, Instructor will hand Shotshell(s) to shooter.
    - Load single shot only, unless target presentation includes a second target “on-report”, or is a “true pair” presentation.
    - RSO (or Range Assistants) may serve as Trap Operator for 5-stand.
    - Instructors (or Range Assistants) operate traps for Straight-away presentations.

- Closing the Venue
  - Trap machines disarmed. Power and control disconnected
  - All unfired ammunition is gathered and stored.
  - Clean and store shooting glasses.
  - Shotguns are cleaned and stored with bolt closed and firing pin de-energized.
  - Place “ECI”s in container provided.
  - Trap Machines:
    - DISENGAGE throwing arm. DISCONNECT and remove battery.
    - Traps are reloaded (topped off), if being used the next day.
    - Traps are unloaded and returned to the Camp Ranger or Shooting Sports Director if closing for the weekend.
    - Batteries placed in the Safe room.
  - Unused clays are boxed and returned to the Safe room.
  - Equipment issues: Tag out for repair, notify the Camp Ranger or Shooting Sports Director.
  - Police the area for hulls, water bottles, broken clays, and trash – pack it out!
  - Range Flag and RSO vest stored.
  - Record day activity and report to Camp Ranger or Shooting Sports Director.
  - Lock up Safe room and return key to the Camp Ranger or Shooting Sports Director.
  
- **Rifle Shooting**
  - Range
    - Covered, 8 Shooting Positions with movable benches.
    - 20' x 20' Classroom Pavilion.
    - Target Distance: 50 feet
    - Backstop: Earthen Berm
  
  - Authorized Rifles and Ammunition
    - Modern Rifle: .22 S, L, LR, Rimfire ONLY.
    - NO centerfire calibers or high velocity (.17cal.) rimfire.
    - Rifles must be bolt action, single shot, or removable box magazine.
    - NO semi-auto or pump action. NO tubular magazines.
    - Rifle trigger pull must test to a minimum of 3#.
    - NO fully automatic firearms.
    - NO armor piercing, jacketed, or tracer ammunition.
  
  - Authorized Targets
    - Paper and cardstock.
    - Metallic target objects must be approved by the LRSO.
    - No target objects or materials that could shatter or cause ricochets.
    - Targets must be mounted as close to muzzle height as possible. Target height must be adjusted when shooting from prone, sitting, kneeling, benchrest, and standing.
    - NO human or animal silhouettes.

- Equipment
  - Available on site
    - Shooting Benches and stools
    - Target stands
    - Sand bags
    - Prone pads
    - Ammunition blocks
    - Shooting glasses
    - Cleaning equipment
- Expendable Items
  - Furnished by Council
    - .22 cal. Long Rifle ammunition
    - Paper targets
    - Disposable earplugs (1 pair/shooter)
    - Cleaning materials
- **Rifle Program – RSO Responsibilities**
  - Opening the Venue
    - The Camp Ranger or Shooting Sports Director will open the Safe room and put out the requested supply of ammunition. He will give the RSO a key to the Safe room.
    - The Safe room door shall be closed and locked when the range is unattended.
    - Opening Inventory.
    - Post the Red Range Flag indicating the range is in use.
    - Prepare the target area (set targets).
    - Prepare Rifles for shooting, test trigger pull at 3# min.
    - Place rifles at shooting stations. Install “ECI” in each firearm.
    - Set up ammunition distribution with ammo blocks (adult supervised until returned to storage).
  - Range Operation
    - Before shooting the first time during a given event, ALL Participants will complete the BSA/NRA 30-minute Rifle Briefing.
    - Identify Range Safety Officer (RSO yellow or orange vest and/or orange hat).
    - Review: Three Safety Rules poster.
      - Always keep the gun pointed in a safe direction.
      - Always keep your finger off the trigger until ready to shoot.
      - Always keep the gun unloaded until ready to use.
    - Review: Range Safety Rules
      - Spectators remain in the waiting area.
      - Eye and hearing protection is mandatory for everyone on the range.
      - “CEASE FIRE” may be called by anyone for a safety issue.
      - Range Commands (See Appendix C-2).
      - Stoppages or misfires must be cleared in position on the range.

- Range Operation (Continued)
  - “ECI” to be in place anytime firearm is unattended.
  - Cleaning hands and face after a shooting session is mandatory.
  
- Target Location vs. Shooting position
  - Align target directly in front of shooting position. NO cross-firing
  - Target should be mounted such that the bullseye is at the same elevation as the muzzle of the gun.
  
- Conduct live fire.
  - Handling ammunition: When ready to load, Instructor or Range Assistant will hand ammunition block to shooter.
  - Load single shot only.
  - When finished firing or if “CEASE FIRE” is called, have shooter render gun safe with “ECI” installed and step back from firing line.
  - Instructors (or Range Assistants) inspect all firearms and report to the RSO.
  
- Closing the Venue
  - All unfired ammunition is gathered and stored. Ammunition blocks stored.
  - Clean and store shooting glasses.
  - Rifles are cleaned and stored with bolts closed and firing pin de-energized.
  - Place “ECI”s in container provided.
  - Sand bags, prone shooting mats stored.
  - Target backers and target stands stored. Remove staples from target backers.
  - Sweep range and return shooting benches to original positions.
  - Police the area for brass, water bottles, targets, and trash – pack it out!
  - Range Flag and RSO vest stored.
  - Equipment issues: Tag out for repairs, inform the Camp Ranger or Shooting Sports Director.
  - Complete closeout inventory.
  - Record day activity and report to Camp Ranger or Shooting Sports Director.
  - Lock up Safe room and return key to the Camp Ranger or Shooting Sports Director.

- **Rifle Range – Pistol Shooting (Venturers Only)**

- Range
  - Covered, 8 Shooting Positions.
  - Target Distance;
    - 25 yards (shooters behind pavilion shooting line).
    - 7-15 yards (targets placed at 25 yard line, all shooters move forward).
  - Backstop: Earthen berm.
- Authorized Pistols and Ammunition
  - Semi-Auto and Revolvers: .22 S, L, LR Rimfire ONLY.
  - Centerfire pistol calibers are not permitted.
- Authorized Targets
  - Paper and cardstock.
  - Reactive steel targets approved by the LRSO.
  - No materials or objects that could shatter or cause ricochets.
  - Targets must be mounted as close to muzzle height as possible. Target height must be adjusted when shooting from benchrest or standing positions.
  - NO human or animal silhouettes.
- Equipment
  - Available on Site:
    - Ammunition blocks
    - Sand bags
    - Target stands
    - Shooting benches
    - Shooting glasses
    - Cleaning equipment
- Expendable Items
  - Furnished by Council:
    - .22 cal., Long Rifle, ammunition
    - Paper Targets
    - Cleaning materials
    - Disposable earplugs (1 pair/shooter)

- **Pistol Program (Venturers Only) – RSO Responsibilities**

- Opening the Venue
  - Camp Ranger or Shooting Sports Director will open the Safe room and put out the requested amount of ammunition. He will give the RSO a key to the Safe room.
  - The Safe room door shall be closed and locked when the Safe room or range is unattended.
  - Opening Inventory.
  - Post Red Range Flag indicating the range is in use.

- Opening the Venue (Continued)
  - Prepare target area (set targets). For close range shooting, set targets at the 25 yard line and move shooting line forward.
  - Reactive steel targets are for rimfire pistol ONLY, and must be set at the 25 yard line – with a minimum shooting distance of 10 yards.
  - Prepare handguns for shooting and install “ECI”.
  - Place handguns at shooting stations.
  - Set up ammunition distribution with ammo blocks (adult supervised until returned to storage).
  
- Range Operation
  - Range Safety Orientation
    - Before shooting the first time during a given event, ALL Participants will complete the BSA/NRA 30-minute Pistol Briefing.
  - Identify Range Safety Officer (RSO yellow or orange vest and/or orange hat).
  - Review: Three Safety Rules poster.
    - Always keep the gun pointed in a safe direction.
    - Always keep your finger off the trigger until ready to shoot.
    - Always keep the gun unloaded until ready to use.
  - Review: Range Safety Rules
    - Spectators remain in the waiting area.
    - Eye and hearing protection is mandatory for everyone on the range.
    - “CEASE FIRE” may be called by anyone for a safety issue.
    - Range Commands (Appendix C-2).
    - Handling of ammunition.
    - Stoppages or misfires must cleared in position on the range.
    - “ECI” to be in place anytime firearm is unattended.
    - Cleaning hands and face after a shooting session is mandatory.
  
- Target Location vs. Shooting Position
  - Align target directly in front of shooting position. NO cross-firing.
  - Target should be mounted such that the bullseye is at the same elevation as the muzzle of the gun.
  - Reactive steel targets will be fired on from a minimum of 10 yards.
  
- Conduct live fire
  - Handling ammunition: When ready to load, Instructor or Range Assistant will hand ammunition block to shooter.
  - Load appropriate number of cartridges for the pistol provided.
  - When finished firing or if “CEASE FIRE” is called, have shooter render gun safe with “ECI” installed and step back from firing line.
  - Instructors (or Range Assistants) inspect all firearms and report to the RSO.

- Closing the Venue
  - All unfired ammunition is gathered and stored. Ammunition blocks stored.
  - Clean and store shooting glasses.
  - Pistols are cleaned and stored with action closed and firing pin de-energized.
  - Sand bags stored.
  - Target backers and target stands stored. Remove staples from target backers.
  - Sweep range and return benches to original positions.
  - Police area for brass, water bottles, targets, and trash – pack it out!
  - Range Flag and RSO vest stored.
  - Equipment issues: Tag out for repair, notify Camp Ranger or Shooting Sports Director.
  - Complete closeout inventory.
  - Record day's activity and review with Camp Ranger or Shooting Sports Director.
  - Lock up Safe room and return key to Camp Ranger or Shooting Sports Director.

- **Rifle Range – Muzzleloading Rifle/Pistol Shooting**

- Range
  - Covered, 8 Shooting Positions.
  - Target Distance;
    - 25 yards (shooters behind pavilion shooting line).
    - 7-15 yards (targets placed at 25 yard line, all shooters move forward).
  - Backstop: Earthen berm.
- Authorized Muzzleloading Firearms, Propellant, Projectile
  - Muzzleloading firearms must be of modern manufacture. Firearms made from kits must be certified safe by licensed gunsmith, Written documents required.
  - Rifle – Side Lock: .45-.50 cal., Percussion ONLY.  
In-Line: .45-.50 cal., #209 primer ONLY.
  - Pistol – .32-.45 cal.
  - Projectile – Roundball ONLY.
  - Propellant – #2 FFg Black Powder, or Pyrodex RS, or Triple Seven ONLY.  
Maximum powder/propellant charge: 1 grain/caliber.
- Authorized Targets
  - Paper and cardstock
  - Metallic targets approved by the LRSO. DO NOT use rimfire steel targets.
  - No materials or objects that could shatter or cause ricochets.
  - Targets must be mounted as close to muzzle height as possible. Target height must be adjusted when shooting from benchrest, crossed sticks, or standing.
  - NO human or animal silhouettes.
- Equipment
  - Available on Site:
    - Range Rods
    - Accouterments
    - Crossed Sticks
    - Sand Bags
    - Shooting Glasses
- Expendable Items
  - Furnished by Council:
    - .50 cal (.049”) round balls
    - Propellant
    - Patches
    - Percussion caps
    - Paper targets
    - Cleaning materials
    - Bore butter
    - Disposable earplugs (1 pair/shooter)

- **Rifle Range – Muzzleloading Rifle/Pistol Shooting – RSO Responsibilities**

- Opening the Venue
  - Camp Ranger or Shooting Sports Director will open the Safe room. He will give the RSO a key to the Safe room.
  - The Safe room door will be closed and locked when the Safe room or range is unattended.
  - Opening Inventory.
  - Post the Red Range Flag indicating the range is in use.
  - Prepare target area (set targets).
  - Prepare Muzzleloaders for shooting.
  - Prepare loading stations (gun stands behind shooting line, range rods, powder measures, patches, balls, etc.).
  - Set up powder & primer distribution with powder flasks and cappers (adult supervised until returned to storage).
  - Place Muzzleloaders at shooting stations.
- Range Operation
  - Range Safety Orientation
    - Before shooting the first time during a given event, ALL Participants will complete the BSA/NRA 30-minute Muzzleloader Briefing.
  - Identify Range Safety Officer (RSO yellow or orange vest and/or orange hat).
  - Review: Three Safety Rules poster.
    - Always keep the gun pointed in a safe direction.
    - Always keep your finger off the trigger until ready to shoot.
    - Always keep the gun unloaded until ready to use.
  - Review: Range Safety Rules
    - Spectators remain in the waiting area.
    - Eye and hearing protection is mandatory for everyone on the range.
    - “CEASE FIRE” may be called by anyone for a safety issue.
    - Range Commands (Appendix C-2).
    - Handling of powder and caps.
    - Stoppages or misfires must be cleared in position on the range.
    - Cleaning hands and face after a shooting session is mandatory.
- Target Location vs. Shooting Position
  - Align target directly in front of shooting position. NO cross-firing.
  - Target should be mounted such that the bullseye is at the same elevation as the muzzle of the gun.
- Conduct live fire
  - Position Rifle or Pistol for loading. NEVER work directly over the muzzle.
  - Half-cock the hammer.
  - Check bore for load.
  - Wipe and clean the barrel.
  - Measure the powder charge ( 1 grain/caliber).

- Conduct live fire (Continued)
  - Charge the barrel with powder.
  - Prepare the patch.
  - Patch the ball.
  - “Start” the ball and patch (using ball starter provided).
  - Trim the patch with a patch knife if necessary.
  - “Short Start” the ball.
  - “Seat” the ball.
  - Fully cock the hammer.
  - “Cap” the nipple. (Instructor caps the nipple while gun is pointed safely down range).
  
- Failure to fire
  - Keep gun pointed safely down range for 30 seconds in the event of a “Hangfire”.
  - Instructor will re-cap nipple for second attempt to fire.
  - If still failure to fire Instructor will remove gun from firing line and render safe.
  
- Closing the Venue
  - All unfired powder, primers, and round balls gathered and stored.
  - Clean and store shooting glasses.
  - Muzzleloaders are cleaned and stored with hammers down on nipple.
  - Sand bags, crossed sticks, and on site materials cleaned and stored.
  - Target backers and target stands stored. Remove staples from target backers.
  - Sweep range and return benches to original position.
  - Police area for caps, patches, water bottles, targets, and trash – pack it out!
  - Range flag and RSO vest stored.
  - Complete closing inventory.
  - Record days activity and review with Camp Ranger or Shooting Sports Director.
  - Lock up Safe room and return key to Camp Ranger or Shooting Sports Director.

- **Rifle Range – Air Rifle Shooting**

- Range
  - Covered, 8 Shooting Positions.
  - Target Distance;
    - 25 yards (shooters behind pavilion shooting line).
    - 25' and 33'/10 meters (targets placed at 25 yard line, all shooters move forward).
  - Backstop: Earthen berm
- Authorized Air Rifles and Ammunition
  - Air rifle with rifled barrel bored for .177 cal. Skirted pellet only. No BB's.
  - Maximum velocity: 500-540 fps.
  - Charging: Spring piston or pneumatic (single stroke, multi-pump, air, or CO<sup>2</sup> gas).
  - Air Rifle trigger pull must test to a minimum of 2 ½ pounds
- Authorized Targets
  - Paper and Cardstock.
  - Paper plates and pie tins are often used for training new shooters.
  - NO Steel or Metallic targets.
  - No target objects or materials that could shatter or cause ricochets.
  - Targets must be mounted as close to muzzle height as possible. Target height must be adjusted when shooting from prone, sitting, kneeling, benchrest, and standing.
  - NO human or animal silhouettes.
- Equipment
  - Available on Site:
    - Shooting benches & stools.
    - Target stands.
    - Sand bags.
    - Ammunition cups.
    - Shooting glasses.
    - Cleaning equipment.
- Expendable Items
  - Furnished by Council:
    - .177 cal. Pellets
    - Paper targets.
    - Cleaning materials.

- **Rifle Range – Air Rifle Shooting – RSO Responsibilities**

- Opening the Venue
  - The Camp Ranger or Shooting Sports Director will open the Safe room and put out the requested supply of ammunition. He will give the RSO a key to the Safe room.
  - The Safe room door shall be closed and locked when the range is unattended.
  - Opening Inventory.
  - Post the Red Range Flag indicating the range is in use.
  - Prepare the target area (set targets).
  - Prepare Rifles for shooting, test trigger pull at 2 ½# min.
  - Place rifles at shooting stations. Install “ECI” in each firearm.
  - Set up ammunition distribution with ammo cups (adult supervised until returned to storage).
- Range Operation
  - Before shooting the first time during a given event, ALL Participants will complete the BSA/NRA 30-minute Rifle Briefing.
  - Identify Range Safety Officer (RSO yellow or orange vest and/or orange hat).
  - Review: Three Safety Rules poster.
    - Always keep the gun pointed in a safe direction.
    - Always keep your finger off the trigger until ready to shoot.
    - Always keep the gun unloaded until ready to use.
  - Review: Range Safety Rules
    - Spectators remain in the waiting area.
    - Eye protection is mandatory for everyone on the range.
    - “CEASE FIRE” may be called by anyone for a safety issue.
    - Range Commands (See Appendix C-2).
    - Handling of Pellets – Issued in 10-round cups.
    - Stoppages or misfires must be cleared in position on the range.
    - “ECI” to be in place anytime firearm is unattended.
    - Cleaning hands and face after a shooting session is mandatory.
- Target Location vs. Shooting position
  - Align target directly in front of shooting position. NO cross-firing
  - Target should be mounted such that the bullseye is at the same elevation as the muzzle of the gun.
- Conduct live fire.
  - Handling ammunition: When ready to load, Instructor or Range Assistant will hand ammunition cup to shooter.
  - Load single shot only.
  - When finished firing or if “CEASE FIRE” is called, have shooter render gun safe with “ECI” installed and step back from firing line.
  - Instructors (or Range Assistants) inspect all firearms and report to the RSO.

- Closing the Venue
  - All unfired ammunition is gathered and stored. Ammunition cups stored.
  - Clean and store shooting glasses.
  - Air Rifles are cleaned and stored with bolts closed and firing pin de-energized.
  - Place “ECI”s in container provided.
  - Sand bags, prone shooting mats stored.
  - Target backers and target stands stored. Remove staples from target backers.
  - Sweep range and return shooting benches to original positions.
  - Police the area for brass, water bottles, targets, and trash – pack it out!
  - Range Flag and RSO vest stored.
  - Equipment issues: Tag out for repairs, inform the Camp Ranger or Shooting Sports Director.
  - Complete closeout inventory.
  - Record day activity and report to Camp Ranger or Shooting Sports Director.
  - Lock up Safe room and return key to the Camp Ranger or Shooting Sports Director.

- **Archery Range – Boy Scouts**

- Range

- Covered, 12 shooting positions.
- Waiting area with benches.
- Equipment locker.
- Target Distance: 10 yards, 15 yards.

- Authorized and Prohibited

- Bows and Arrows

- Recurve or Genesis bows ONLY.
- NO Compound Bows.
- NO Crossbows.
- Maximum draw weight: 30#
- Arrows fitted with target points ONLY. No Field Points or Broadheads.

- Targets

- Drew foam cube, 48” free standing round, or 52” regulation mat.
- All Target types must be at least 7” thick.
- Target faces should be 5-color round.
- NO moving or swinging targets permitted.
- NO human or animal silhouettes.

- Equipment

- Available on Site

- Perimeter flags.
- Standing ground quivers.
- Bow rack.
- Accessories table.

- Furnished by Council

- Take-down, Recurve Bows, RH & LH, 20#, 54”
- Original Genesis Bows, RH & LH, 20#, 35 ½”
- Aluminum Arrows with Target Points: 30”, 32”
- Personal Protection:
  - Arm Guards.
  - Finger Tabs.
  - Bow Stringers.
- Targets:
  - 48” Free standing ground.
  - 52” Regulation mat.

- Expendable Items

- There are no expendable items, all equipment is to be returned at Close of Venue.

- Opening the Venue
  - The Camp Ranger or Shooting Sports Director will open the Equipment Locker. He will give the Instructor a key to the Equipment Locker.
  - The Equipment Locker shall be closed and locked when range is unattended.
  - Opening Inventory.
  - Inspect or Set-up perimeter flags and entry gate.
  - Post the Red Range Flag indicating the range is in use.
  - Prepare target area (set targets, target line clearly marked, waiting and firing lines clearly marked).
  - Prepare tackle for shooting (Inspect bows, arrows and protective gear).
  - Place bows on Bow rack.
  - Set up arrows in quivers.
  
- Range Operation
  - Before shooting the first time during a given event, ALL Participants will complete the 30-minute Archery Briefing.
  - Review: Safety Rules
    - Always keep the arrow pointed in a safe direction.
    - Always keep your fingers off the string until ready to shoot.
    - Always carry arrows in a quiver.
  - Identify Archery Instructor or Rangemaster.
  - Review: Range Safety Rules
    - Range Commands: **Use Whistle commands when shooting.** (Appendix C-1).
    - “CEASE FIRE” may be called by anyone for a safety issue.
    - WALK only when on the range.
  - Identify target location vs. shooting position. Identify target line, shooting line, and waiting line.
  - Demonstrate how to use cord stringer and assist shooters in stringing bows.
  - Conduct shooting exercise.
  
- Closing the Venue
  - Recurve bows are unstrung (strings left on bows), wiped down, and returned to storage boxes.
  - Genesis bows inspected, wiped down and returned to storage boxes.
  - Arrows sorted and returned to storage boxes.
  - Ground quivers stored in Range Locker.
  - Arm guards and finger tabs gathered and returned to storage boxes.
  - Equipment issues: Tag out for repair, notify Camp Ranger or Shooting Sports Director.
  - Police area for water bottles, trash or other items – Pack it out!
  - Complete closeout inventory.
  - Lock up Range Locker and return key to Camp Ranger or Shooting Sports Director.
  - Record day's activity and review with Camp Ranger or Shooting Sports Director.

## 12. Facility Use – Cub Scout Venues

- **BB Gun Range**

- Range
  - Open, 8-16 Shooting Positions.
  - Perimetered with entry gate and red range flag as outlined in BSA National Shooting Sports Manual.
  - Target Distance: 5 meters. Wire with clothespins to hang targets.
- Authorized & Prohibited
  - BB Guns and Ammunition
    - Cub Scout BB Gun: .177 cal., spring actuated, 350 fps. Maximum.
    - .177 cal. (4.5mm) BB's ONLY.
    - NO pneumatic or CO<sup>2</sup> Air Rifles permitted.
  - Targets
    - Paper and cardstock or disposable aluminum foil pie tins.
    - No target objects or materials that could shatter or cause ricochets.
    - Targets must be mounted as close to muzzle height as possible. Target height must be adjusted when shooting from prone, sitting, kneeling, benchrest, and standing.
    - NO human or animal silhouettes.
- Equipment
  - Available on site
    - Shooting Benches
    - Target stands
    - Sand bags
    - Ammunition cups
  - Furnished by Council
    - (12) BB Gun: Daisy Model 10, .177 cal. w/ open sights in portable box.
    - Shooting glasses
- Expendable Items
  - .177 cal. (4.5mm) Steel Airgun Shot (BB's)
  - Paper targets (5 meter)
- Opening the Venue
  - The Camp Ranger or Shooting Sports Director will consign Council equipment to Supervising Instructor.
  - Opening Inventory.
  - Post the Red Range Flag indicating the range is in use.
  - Prepare the target area – 5 meter (set targets).
  - Prepare BB guns for shooting.
  - Place BB guns at shooting stations.
  - If event is “Fun shoot” pre-load BB guns and distribute.
  - If event is “Award shoot” distribute ammunition cups with required number of BB's.

- Range Operation
  - Before shooting the first time during a given event, ALL Participants will complete the Safety Orientation as outlined in the BSA National Shooting Sports Manual.
  - Identify Rangemaster(s).
  - Review: Three Safety Rules poster.
    - Always keep the gun pointed in a safe direction.
    - Always keep your finger off the trigger until ready to shoot.
    - Always keep the gun unloaded until ready to use.
  - Review: Range Safety Rules
    - Spectators remain in the waiting area.
    - Eye and hearing protection is mandatory for everyone on the range.
    - “CEASE FIRE” may be called by anyone for a safety issue.
    - Range Commands (See Appendix C-2).
    - Cleaning hands and face after a shooting session is mandatory.
  
- Target Location vs. Shooting position
  - Align target directly in front of shooting position. NO cross-firing
  - Target should be mounted such that the bullseye is at the same elevation as the muzzle of the gun.
  
- Conduct live fire.
  - Verify ALL Cub Scouts have Parent or Guardian present while shooting if required.
  - Handling ammunition:
    - If “Fun shoot” when BB gun is empty, Rangemaster or Range Assistant will reload BB gun.
    - If “Award shoot” Rangemaster or Range Assistant will hand ammunition cup to shooter and supervise loading and/or reloading.
  - When finished firing or if “CEASE FIRE” is called, have shooter render gun safe and step back from the firing line.
  - Rangemasters (or Range Assistants) inspect all BB guns before retrieving targets.
  
- Closing the Venue
  - Empty BB's from all BB guns.
  - All unfired BB's are gathered and stored. Ammunition cups stored.
  - Clean and store shooting glasses.
  - BB guns are cleaned and stored.
  - Sand bags, prone shooting mats stored.
  - Targets and equipment are gathered and stored.
  - Police the area for water bottles, targets, and trash – pack it out!
  - Range Flag down and stored.
  - Equipment issues: Tag out for repairs, inform the Camp Ranger or Shooting Sports Director.
  - Complete closeout inventory.
  - Record day activity and report to Camp Ranger or Shooting Sports Director.
  - Return equipment to the Camp Ranger or Shooting Sports Director.

- **Archery Range – Cub Scouts**
  - Range
    - Open, 12 shooting positions.
    - Perimeter flags with entry gate and red range flag as outlined in BSA National Shooting Sports Manual.
    - Target Distance: 15 feet or 30 feet or combination of both.
  - Authorized & Prohibited
    - Bows and Arrows
      - Recurve or Genesis bows ONLY.
      - NO Compound Bows.
      - NO Crossbows.
      - Maximum draw weight: 20#
      - Arrows fitted with target points ONLY. No Field Points or Broadheads.
    - Targets
      - Portable drew foam cube or 48” free standing round.
      - All Target types must be at least 7” thick.
      - Target faces should be 5-color round.
      - NO moving or swinging targets permitted.
      - NO human or animal silhouettes.
  - Equipment
    - Available on Site
      - Perimeter flags.
      - Standing ground quivers.
      - Bow rack.
      - Accessories table.
    - Furnished by Council
      - Take-down, Recurve Bows, RH & LH, 20#, 54”
      - Mini Genesis Bows, RH & LH, 15#, 29 ½”
      - Aluminum Arrows with Target Points: 26”, 28”
      - Personal Protection:
        - Arm Guards.
        - Finger Tabs.
        - Bow Stringers.
      - Targets:
        - 48” Free standing ground.
        - Portable drew foam cube.
  - Expendable Items
    - There are no expendable items, all equipment is to be returned at Close of Venue.

- Opening the Venue
  - The Camp Ranger or Shooting Sports Director will consign Council equipment to Supervising Instructor.
  - Opening Inventory.
  - Inspect or Set-up perimeter flags and entry gate.
  - Post the Red Range Flag indicating the range is in use.
  - Prepare target area (set targets, target line clearly marked, waiting and firing lines clearly marked).
  - Prepare tackle for shooting (Inspect bows, arrows and protective gear).
  - Place bows on Bow rack or equipment table.
  - Set up arrows in quivers.
  
- Range Operation
  - Before shooting the first time during a given event, ALL Participants will complete the 30-minute Archery Briefing.
  - Review: Safety Rules
    - Always keep the arrow pointed in a safe direction.
    - Always keep your fingers off the string until ready to shoot.
    - Always carry arrows in a quiver.
  - Identify Archery Instructor or Rangemaster.
  - Review: Range Safety Rules
    - Range Commands: **Use Whistle commands when shooting.** (Appendix C-1).
    - “CEASE FIRE” may be called by anyone for a safety issue.
    - WALK only when on the range.
  - Identify target location vs. shooting position. Identify target line, shooting line, and waiting line.
  - Demonstrate how to use cord stringer and assist shooters in stringing bows.
  - Conduct shooting exercise.
    - Rangemaster(s) should be available to assist beginning shooters.
  
- Closing the Venue
  - Recurve bows are unstrung (strings left on bows), wiped down, and returned to storage boxes.
  - Genesis bows inspected, wiped down and returned to storage boxes.
  - Arrows sorted and returned to storage boxes.
  - Ground quivers stored in Range Locker.
  - Arm guards and finger tabs gathered and returned to storage boxes.
  - Equipment issues: Tag out for repair, notify Camp Ranger or Shooting Sports Director.
  - Police area for water bottles, trash or other items – Pack it out!
  - Complete closeout inventory.
  - Lock up Range Locker and return key to Camp Ranger or Shooting Sports Director.
  - Record day's activity and review with Camp Ranger or Shooting Sports Director.

## Emergency Procedures

- The supervising leader or range RSO will take charge of the situation. (Determine seriousness of injury or illness).
- Render First Aid if qualified. First Aid Kits located in Rifle, Shotgun and Archery buildings
- If EMS is required:
  - Call 911 for help via cell phone if necessary. Identify location as;
    - A) Will Rogers Boy Scout Camp, 362689 E. Hwy. 64, Cleveland OK.  
Entry Gate GPS Coordinates: N36° 17.370' W096° 32.436'
    - B) Williams Boy Scout Camp, 258007 E. County Road 46, Cleo Springs OK.  
Entry Gate GPS Coordinates: N36° 24.941' W097° 53.234'
    - C) Sundance Boy Scout Camp, 2600 E. Osborne Road, Bison OK.  
Entry Gate GPS Coordinates: N36° 13.041' W097° 50.506'
    - D) If not on Cimarron Council property then give physical address AND correct GPS coordinates for your location.
  - Call Roger Findahl, Camp Ranger at 918-637-7532 or 918-358-5867
  - Notify camp medical staff, LRSO and event director of situation.
  - CEASE FIRE on all ranges if EMS is required.
  - Meet EMS at Camp Main Gate and direct help to location.
- Take notes.
- Record incident in First Aid Log.

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## **APPENDIX A**

### **NRA Gun Safety Rules**

#### **Three Fundamental NRA Rules for Safe Gun Handling**

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

#### **Rules for Safe Use**

1. Know your target and what is beyond.
2. Be sure the gun is safe to operate.
3. Know how to use the gun safely.
4. Use only the correct ammunition for your gun.
5. Wear eye and hearing protection as appropriate.
6. Never use alcohol or drugs before or while shooting.
7. Know and obey all range commands.
8. Know where others are at all times.
9. Shoot only at authorized targets.
10. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
11. Stop shooting immediately upon the command "Cease Firing".

## APPENDIX B

### Hygiene Guidelines

- Wipe down shared eye protection and hearing protection with a sanitizing solution before issuing to next user. Clean before storing.
- 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 gun.
- Wash your hands and face with soap and water after leaving the range or cleaning area before eating or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate, lead, solvent, or cleaning product residues.

### Equipment Repair Procedures

Equipment Repair Tags can be found in each of the range Safe rooms, Equipment lockers, or Storage containers. The Tags can also be obtained from the Camp Ranger or Shooting Sports Director. Should any major or minor equipment breakdown occur, please complete an **Equipment Repair Tag** and attach it to the item needing attention. Include the breakdown information in your Close of Venue report to the Camp Ranger or Shooting Sports Director.

- Repair Tag Information should include:
  - Item description and # if available
  - Make and Model
  - Serial #
  - Problem – be brief but accurate
  - Your name
  - Date of failure

## APPENDIX C-1

### ARCHERY Range Commands

... to begin the relay ...

- **2 – Whistle Blasts:** “TO THE LINE” means for archers to move from the waiting line, pick up their Bow, and take their assigned position BEHIND the shooting line. Do not nock an Arrow.

... after the archers are in position ...

- **1 – Whistle Blast:** “BEGIN SHOOTING” means archers are given permission to loose the authorized number of arrows in the end. After shooting the last arrow, the archer steps back off the shooting line, places the Bow on rack, and moves to the waiting line.

... when all archers have finished shooting ...

- **3 – Whistle Blasts:** “RETRIEVE YOUR ARROWS” means archers are given permission to walk to the target line, score and retrieve arrows.

### *IN CASE OF AN EMERGENCY:*

- **5 or more – Whistle Blasts:** “CEASE FIRE” is called by the Range Instructor, or others, if an incident occurs that may result in possible injury to some living thing should firing continue. DO NOT SHOOT!! Let down the arrow, un-nock and return arrow to quiver and await further instructions.

## APPENDIX C-2

### RIFLE & PISTOL Range Commands

- **“SHOOTER TO THE FIRING LINE”** means for shooters to take their assigned position at their firing point, remove the Empty Chamber Indicator, and prepare to fire, but DO NOT load.
- **THE COURSE OF FIRE WILL BE \_\_\_\_ # SHOTS, WITH \_\_\_\_ # SHOTS PER TARGET. YOU WILL HAVE \_\_\_\_ # MINUTES.**
- **“IS THE LINE READY”** allows for a shooter with problems to raise their arm and call “NOT READY”
  - The RSO will immediately state: “THE LINE IS NOT READY”
- **“LOAD”** mean shooters are given permission to load the authorized number of rounds and prepare for live fire.
- **“COMMENCE FIRING”** means to shoot the course of fire.
- **“CEASE FIRE – ACTIONS OPEN – MAKE SAFE – INSTALL THE ECI”** notifies shooters firing has ended. All rifle or pistol chambers and magazines are unloaded, magazines removed, actions open, install the Empty Chamber Indicator, and shooters leave the firing line.

### *IN CASE OF AN EMERGENCY:*

- **“CEASE FIRE!”** notified shooters to stop firing immediately and await instructions. It will be called by the Range Safety Officer (or anyone on the range) if any incident occurs that may result in possible injury to someone or some living thing should firing continue.

## APPENDIX C-3

### SHOTGUN Range Commands

- **“TO YOUR STATION”** means for shooters to take their assigned position at their firing point, remove the Empty Chamber Indicator, but DO NOT load.
- **“INSTRUCTORS (COACHES) TAKE CHARGE OF YOUR STATIONS”** means that the Instructor now has control of the shooter under his/her responsibility to shoot the course of fire.
- **“TRAPPER READY?”** alerts the Trap Operator that the shooters are ready to begin.
- **“READY”** reply by the Trap Operator when first starting the round, to notify the Instructor that he/she is ready to release the target.
- **“THE RANGE IS HOT”** notifies the shooter that they may call for the target(s) release.
- **“PULL”** called by the SHOOTER to notify the Trap Operator to release the target. The Trap Operator must not delay in releasing the target.
- **“CEASE FIRE – ACTIONS OPEN – MAKE SAFE – INSTALL ECI”** notifies shooters firing has ended, all shotguns chambers and magazines are unloaded, install the Empty Chamber Indicator, and shooter leave the firing line with the actions of their shotguns open.

### *IN CASE OF AN EMERGENCY:*

- **“CEASE FIRE!”** notified shooters to stop firing immediately and await instructions. It will be called by the Range Safety Officer (or anyone on the range) if any incident occurs that may result in possible injury to someone or some living thing should firing continue.

## APPENDIX D

The recommended use of this form is for the consent and approval for Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and guests to participate in a trip, expedition, or activity. It is required for use with flying plans.

El uso recomendado de este formulario es para obtener el consentimiento y aprobación para Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, e invitados para participar en un viaje, expedición o actividad. Es obligatorio para su uso con planes de vuelo.

# ACTIVITY CONSENT FORM AND APPROVAL BY PARENTS OR LEGAL GUARDIAN

## FORMULARIO DE CONSENTIMIENTO Y APROBACIÓN DE ACTIVIDAD POR PARTE DE LOS PADRES DE FAMILIA O TUTORES

First name of participant Middle initial Last name / Nombre del participante Inicial del segundo nombre Apellido \_\_\_\_\_

Birth date (month/day/year) / Fecha de nacimiento (mes/día/año) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Age during activity / Edad al momento de realizar la actividad \_\_\_\_\_

Address / Domicilio \_\_\_\_\_

City / Ciudad Estado Código postal \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Has approval to participate in (name of activity, orientation flight, outing trip, etc.) Tiene la aprobación para participar en (nombre de la actividad, vuelo de orientación, excursión, etc.) De (Date) a (fecha) (fecha)

(Date) \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

680-673 2014 Printing

### INFORMED CONSENT, RELEASE AGREEMENT, AND AUTHORIZATION

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct. In case of an emergency involving my child, I understand that efforts will be made to contact me.

In the event I cannot be reached, permission is hereby given to the medical provider to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child.

Medical providers are authorized to disclose protected health information to the adult in charge and / or any physician or health care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. seq., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

**With appreciation of the dangers and risks associated with programs and activities including preparations for and transportation to and from the activity, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.**

**NOTE: The Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. List any restrictions imposed on a child participant in connection with programs or activities below and counsel your child to comply with those restrictions.**

List participant restrictions, if any: \_\_\_\_\_ None \_\_\_\_\_

### CONSENTIMIENTO INFORMADO, CONVENIO DE EXONERACIÓN Y AUTORIZACIÓN

Entiendo que la participación en actividades Scouting implica el riesgo de lesiones personales, incluyendo la muerte, debido a los retos físicos, mentales y emocionales en las actividades que se ofrecen. Se puede obtener información sobre dichas actividades en la sede, con los coordinadores de la actividad o el concilio local. También entiendo que la participación en estas actividades es totalmente voluntaria y requiere que los participantes sigan instrucciones y acaten todas las reglas y normas de conducta pertinentes. En caso de que mi hijo se vea involucrado en una emergencia, entiendo que se realizarán esfuerzos para contactarme. En caso de que yo no pueda ser localizado, por este medio otorgo permiso al proveedor de servicios médicos para garantizar el tratamiento adecuado, incluyendo hospitalización, anestesia, cirugía o inyecciones de medicamentos para mi hijo. Los proveedores de servicios médicos están autorizados a revelar información médica protegida al adulto a cargo, médico o proveedor de servicios médicos involucrado en la prestación de atención médica para el participante. La información de salud protegida/información médica confidencial (PHI/CHI, por sus siglas en inglés) bajo los

Estándares de privacidad de información médica individualmente identificable, 45 C.F.R. §§ 160.103, 164.501, etc., y siguientes, como se enmiendan de vez en cuando, incluyen resultados de reconocimientos médicos, resultados de pruebas y el tratamiento proporcionado para fines de evaluación médica del participante, seguimiento y comunicación con los padres o tutor legal del participante, o determinación de la capacidad del participante para continuar en las actividades del programa. **Con reconocimiento de los peligros y riesgos asociados con los programas y actividades incluyendo preparativos y transportación hacia y desde la actividad, en mi propio nombre o en nombre de mi hijo, por este conducto eximo total y completamente, y renuncio a cualquiera y toda reclamación por lesiones personales, muerte o pérdidas que puedan surgir, a la organización Boy Scouts of America, el concilio local, los coordinadores de la actividad y todos los empleados, voluntarios, grupos involucrados, u otras organizaciones asociadas con cualquier programa o actividad.**

**NOTA: La organización Boy Scouts of America y los concilios locales no pueden vigilar continuamente el cumplimiento de los participantes del programa o cualquier limitación impuesta sobre ellos por los padres o proveedores de servicios médicos. Enumerar más abajo las restricciones impuestas a un niño participante en relación con los programas o actividades.**

Restricciones del participante, si existen: \_\_\_\_\_ Ninguna \_\_\_\_\_

Participant's signature & Date / Firma del participante Fecha \_\_\_\_\_

Parent/guardian printed name Parent/guardian signature Date / Nombre con letra de molde del padre de familia/tutor Firma del padre de familia/tutor Fecha \_\_\_\_\_

Area code and telephone number (best contact and emergency contact) Email (for use in sharing more details about the trip or activity)

Código de área y número telefónico (primer contacto y contacto de emergencia) Correo electrónico (para informar más detalles sobre el viaje o actividad)

Contact the adult leader with any questions:

Póngase en contacto con el líder adulto si es que tiene preguntas:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Nombre Teléfono Correo electrónico

## APPENDIX E

### **Cimarron Council Available Shooting Sports Equipment List;**

- 1. Firearms**
  - TBA
- 2. Archery Bows**
  - TBA
- 3. Air Rifles**
  - TBA
- 4. BB Guns**
  - TBA
- 5. Other**
  - TBA
- 6. Ammunition**
  - TBA
- 7. Arrows**
  - TBA
- 8. Targets**
  - TBA
- 9. Safety Equipment**
  - TBA
- 10. Traps, Target Stands**
  - TBA
- 11. Misc. Equipment**
  - TBA

Cimarron Council range property access, range facilities, firearms, archery equipment, ammunition, targets, traps, or any other equipment needed to conduct shooting sports activities on or off council properties can only be consigned or received from the Cimarron Council Camp Ranger or through a currently certified National Camp School Shooting Sports Director serving the Cimarron Council. The Cimarron Council Office and Shooting Sports Committee will review and approve all requests for equipment or property usage.

## APPENDIX F

### Unit Level Shooting Sports Activities

Per BSA requirements as stated in the National Shooting Sports Manual and Cimarron Council Shooting Sports committee facility and equipment use policies NO unit level Boy Scout shooting activities can take place without required, Trained Instructors, Range Safety Officers, Merit Badge Councilors and Unit Leadership. NO Cub Scout shooting activities can be conducted at the Unit level. This includes Den meetings, Pack meetings, Campouts, Day trips or other Unit activities, even if more than one Unit attends.

### Definition of a District or Council Event

The Event or Activity MUST have been conceived and developed by the District or Council Program committee and approved by the District or Council Operating committee. Any Shooting Sports Event MUST be approved by the Shooting Sports committee. It MUST have an Event Director, a Staff Adviser, and an approved Budget. It MUST be open to ALL units in the Council and should be placed on the Council Calendar at the beginning of the year. If the Event includes any Shooting Sports venues then the Cimarron Council Standard Operating Procedures MUST be followed.

### Shooting Sports Adult Leader Training

Training Events sponsored or conducted on Council properties MUST be approved by the Cimarron Council Office. The Council Shooting Sports committee will oversee all Shooting Sports Adult Leader Training conducted in Cimarron Council. The Event MUST have an Event Director, a Staff Adviser, and an approved Budget. The Event Director MUST be EDGE trained and hold a current Training Certification of; A) BSA Shooting Sports Director B) NRA Training Councilor C) NRA Chief Range Safety Officer D) USA Archery Level 2 Instructor. And Cimarron Council SOP MUST be followed.

### Adult Training Instructor Certification

#### NRA Training Certification (Needed to train NRA Instructors and RSO's)

- NRA Training Councilors holding current certification for discipline to be taught.
- NRA Chief Range Safety Officers holding current certification to teach RSO course.

#### USA Archery Level 2 Instructor

- May Train USA Archery Level 1 Certification
- May Train BSA Archery Rangemaster Certification

#### USA Archery Level 1 Instructor

- May Train BSA Archery Rangemaster Certification

#### NRA Rifle Instructor

- May Train Cub Scout BB Gun Rangemaster Certification

#### BSA Shooting Sports Director

- May Train BSA Archery Rangemaster Certification
- May Train Cub Scout BB Gun Rangemaster Certification

# **STANDARD OPERATING PROCEDURES**

**ALL BSA SHOOTING  
SPORTS ACTIVITIES  
OR EVENTS**

Cimarron Council, BSA

# **STANDARD OPERATING PROCEDURES**

**ALL BSA SHOOTING SPORTS ACTIVITIES OR EVENTS**

**CIMARRON COUNCIL, BSA**