

Shooting Sports
Standard Operating Procedures



Capitol Area Council
Boy Scouts of America

Revised 9/1/2024

LPSR STANDARD OPERATING PROCEDURES

Governance.....	2
1. Authority	2
2. Exceptions to Policies	2
3. Scope of Control	3
4. Management of Change	3
Range Operations Guide.....	3
1. General	3
2. Facilities for Use	3
3. Check in Procedures	4
4. General Rules and Safety Requirements: Firearms.....	4
5. General Rules and Safety Requirements: Archery	5
6. Authorized & Prohibited Firearms, Ammunition, and Bows.....	6
7. Authorized Targets	6
7. Authorized Personnel.....	7
8. Range Supervision	7
A. Rifle.....	7
B. Shotgun	8
C. Pistol.....	9
D. Muzzleloading Rifle	10
E. Archery.....	10
9. Firearms Range Areas.....	11
10. RSO Running the Rifle Range.....	11
11. RSO Running the Shotgun Range	12
12. RSO Running the Muzzleloading Rifle Program.....	13
13. Archery Range Areas.....	13
14. Alcoholic beverages and drugs.....	15
15. Emergency Procedures.....	16
16. Appendix.....	17

LPSR STANDARD OPERATING PROCEDURES

Governance

1. Authority

- A. The Shooting Sports Committee (SSC) operates under the authority of the Outdoor Activities Committee of the Capitol Area Council (CAC) of the Boy Scouts of America (BSA).
- B. The SSC is charged with establishing policies, conducting events, and promoting all shooting-related activities for all program areas within the CAC.
- C. All operations will be conducted in accordance with all National and CAC policies and guidance, which includes the following:
 - 1. BSA National Range and Target Activities Manual
 - 2. National Rifle Association (NRA) Range Safety Officer Manual
 - 3. USA Archery (USAA) Instructor/Coach Manuals
 - 4. National Camp Accreditation Program (NCAP)
 - 5. Guide to Safe Scouting
- D. The SSC will appoint the Council Chief Range Safety Officer for CAC firearm activities.

2. Exceptions to Policies

- A. The Capitol Area Council (CAC) has chosen to restrict some activities, methodologies, and or policies that are allowed by the BSA, NRA and USAA.
- B. In all cases the more restrictive of the policies is to be followed.

LPSR STANDARD OPERATING PROCEDURES

- C. Camp Directors cannot change or lessen any Standard Operating Procedures (SOP), regulations, or requirements
- D. Camp Directors may make any SOP stricter for the reasons of health and/or safety.

3. Scope of Control

This document shall be the written regulation for all shooting sports shooting events at Lost Pines Scout Reservation.

4. Management of Change

- A. This SOP shall be reviewed by the Shooting Sports Committee regularly to ensure that it complies with all local, state and national laws and BSA guidelines and policies as well as accepted best practices for youth shooting events.
- B. In the event that there is a change to the BSA's National Range and Target Activities Manual, the CAC Shooting Sports Committee shall revise the SOP and submit changes to the Council Program Director for approval.
- C. Requests for changes must be submitted in writing to the CAC Shooting Sports Committee Chairman.

Range Operations Guide

1. General

Live firing conducted at the shooting sports ranges of the CAC is designed to provide authorized users access to a safe facility where they can become proficient with archery and firearms and/or participate in council-sponsored events.

2. Facilities for Use

Range availability is at the discretion of the Director of Support Services. The Director of Support Service will establish the operational days and times for the ranges. The Director of Support Services may close all or part of the ranges for other activities or safety concerns. Reservations are made through the Council's website (bsacac.org).

LPSR STANDARD OPERATING PROCEDURES

3. Check in Procedures

- A. All NRA Instructors, USAA Instructors/Coaches, and NRA Range Safety Officers (RSO) must present their current certification cards to the camp ranger prior to going to the range or checking out equipment.
- B. In addition to the required NRA Instructors, NRA Range Safety Officers and USAA Instructors/Coaches that are required for operation of the ranges, all units using the ranges must have at least one person, aged 21 years or over, who has completed online Range Activity SAFETY training. This person must also present his or her current certification card to the camp ranger prior to going to the range or checking out equipment.
- C. The camp ranger will check out the Council firearms/bows to the event's lead RSO/USAA Instructor.
- D. Any firearms found to be broken or not in operational order before, during, or after the event should be tagged in a manner that renders the firearm inoperable such as tagging thru the action area.
- E. The lead RSO/USAA instructor should provide the ranger with a description of the problem to allow the ranger to secure repairs or replacements.

4. General Rules and Safety Requirements: Firearms

The SSC and Council CRSO make all decisions regarding safety. These decisions are final. The RSO on duty handles the daily operation of the range and is responsible for all safety and handling practices while on the range. Failure to follow the general and safety requirements may be grounds to ban either individual instructors, RSO's or units from using shooting sports facilities.

- A. Treat all firearms as if they are loaded at all times.
- B. Always point your firearm in a safe direction (usually down range).
- C. Always keep your finger off the trigger until ready to shoot.
- D. Always keep your firearm unloaded until ready to use.
- E. Never let the muzzle cover anything you are not willing to destroy.
- F. Know the target and what is beyond.
- G. No intoxicating substances of any kind or intoxicated people are allowed on the range.

LPSR STANDARD OPERATING PROCEDURES

- H. Cooperate with others as to cease fires for target placement and obey all range commands. Shoot only in the appropriate direction from the designated firing lines.
 - I. Fire at authorized targets only.
 - J. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
 - K. Fire only on designated ranges.
 - L. Fire only Council-provided firearms and ammunition.
 - M. Use of appropriate ear and eye protection is mandatory for all individuals.
 - N. Ensure all projectiles impact within the established range safety limits
 - O. Call "Cease fire" and make safe all firearms when observing any unsafe condition or when a shooter moves forward of the firing line.
 - P. Notify the Range Safety Officer (RSO) or Council Chief Range Safety Officer of any safety infractions.
 - Q. Do not climb on the berm.
 - R. Children are to be supervised and under the control of an adult at all times.
5. **General Rules and Safety Requirements: Archery**
- The SSC Archery Lead for the CAC, in cooperation with the SSC, makes decisions regarding safety. These decisions are final. The Instructor/Coach on duty handles the daily operation of the range and is responsible for all safety and handling practices while on the range. Failure to follow the general and safety requirements may be grounds to ban either individual instructors or units from using shooting sports facilities.
- A. Observe all state and local laws on using a bow and arrow.
 - B. Shoot only with proper range supervision.
 - C. Always check equipment before shooting.
 - D. Bows and arrows should be used only in places set aside for their use.
 - E. Know and obey all range commands
 - F. Keep your arrows in your quiver until you are told to shoot.
 - G. Always wear your arm guard and finger tab.
 - H. Only use the arrows the instructor gave you. Remember what they look like.
 - I. Always keep arrows pointed down or towards the target.
 - J. Shoot only at your target.
 - K. If you drop an arrow, leave it on the ground until you are told to get your arrows.
 - L. Always walk at the archery range.
 - M. Only release the bow string when an arrow is nocked and safely pointed toward the target.

LPSR STANDARD OPERATING PROCEDURES

- N. Only release an arrow when you can see its full clear path to the target.
- O. Instructors should know where arrows will go if the target is missed and to ensure a safety zone is in place.
- P. Be sure to lock, secure, and affix signs to all access gates and entranceways to inform people of the activity.
- Q. Know how many arrows the archers have before shooting to be sure they are all retrieved.
- R. Clear the range of any potential tripping hazards.

6. Authorized & Prohibited Firearms, Ammunition, and Bows

- A. Only Council archery equipment or firearms are allowed on LPSR ranges. All other equipment not expressly allowed is forbidden. Use of any non-authorized equipment at a LPSR range will be grounds for termination of privileges at CAC shooting sports properties.
- B. It is the general policy of the CAC that personal bows or firearms may **not** be brought onto CAC property. The only exception is that instructors may bring their personal bow or firearm for demonstration purposes only. For the avoidance of doubt, “for demonstration purposes only” means that such bow or firearm may not be used for live fire.

7. Authorized Targets

- A. Paper and cardboard.
- B. Metallic targets approved by the Council CRSO.
- C. No cylindrical or spherical objects that could shatter or cause ricochets.
- D. No other materials that shatter.
- E. No exploding targets.
- F. Scouts BSA Scouts, Venturers, and Sea Scouts are allowed to use tasteful, appropriate animal silhouette targets (paper and 3-D targets) for use with archery and all approved firearms. Appropriate animal silhouettes include wild game species that are normally hunted. Human form and zombie silhouette targets are not approved for use.

8. Authorized Personnel

- A. Current members of the Boy Scouts of America
- B. Individuals approved by the Capitol Area Council, the Shooting Sports Chair or Council CRSO on a case-by- case basis. Non-Scout trainers and groups must have Capitol Area Council approval.

LPSR STANDARD OPERATING PROCEDURES

C. Participants in council sponsored activities.

9. Range Supervision

A. Rifle

1) Range supervision:

- a. A certified NRA RSO is to directly supervise all live fire on the range. The RSO is responsible for ensuring that all range policies and procedures are followed.
- b. At least one registered unit leader who is 21 years old or older must have taken the Range Activity SAFETY online training. This trained adult leader must be present at the range.
- c. Additionally, the instruction offered must be provided by a currently certified National Camping School shooting sports director certified as an NRA rifle instructor or an NRA certified rifle instructor.
- d. The NRA RSO and the NRA certified instructor must be two separate individuals.
- e. Both RSO's and Instructors must have a current NRA card on file with the LPSR rangers when at LPSR.
- f. The unit leader who has taken the online Range Activity SAFETY training must have a current certification on file with the LPSR rangers when at LPSR.

2) Actions:

- a. Bolt-action Rifles: Only Council-provided .22 caliber rimfire, bolt-action rifles are allowed. Either a breechloading, single-shot, bolt-action rifle or a repeater bolt action rifle with a box magazine can be used. Tubular or high-capacity magazines (more than 10 rounds) are not allowed. If magazines are used, the range commands must include "magazines out after firing all rounds" to ensure the firing line is safe after all shots are fired.
- b. Pellet Guns: Only Council-provided pellet rifles meeting the standards set forth in the BSA National Range and Target Activities Manual are allowed.

3) Sights: Open, Aperture (peep), and Optical are allowed

4) Ammunition:

- a. Bolt-action Rifles: Only commercial .22 short, long, or LR ammunition supplied by the Council may be used.
- b. Pellet Guns: Only commercial .177 pellets supplied by the Council may be used.

5) Ratio: One NRA RSO per eight shooters. One NRA rifle instructor per eight shooters while firing.

6) Course: Only bench rest and standing positions are allowed, except for

LPSR STANDARD OPERATING PROCEDURES

instructor training.

- 7) Per Guide to Safe Scouting, Webelo scouts visiting a troop are NOT allowed to fire .22 rifles. They are allowed to fire pellet rifles on the .22 rifle range, but only when .22 rifles are not also on the range. Firing pellet guns and .22 rifles at the same time is strictly prohibited. Only pellet rifles supplied by CAC are permitted on the range.

B. Shotgun

- 1) Range supervision:
 - a. A certified NRA RSO is to directly supervise live fire on the range. The RSO is responsible for ensuring that all range policies and procedures are followed.
 - b. At least one registered unit leader who is 21 years old or older must have taken the Range Activity SAFETY online training. This trained adult leader must be present at the range.
 - c. Additionally, the instruction offered must be provided by a currently certified National Camping School shooting sports director certified as an NRA shotgun instructor or an NRA certified shotgun instructor.
 - d. The NRA RSO and NRA certified Instructor must be two separate individuals.
 - e. Both RSO's and Instructors must have a current NRA card with them when at LPSR.
 - f. The unit leader who has taken the online Range Activity SAFETY training must have a current certification on file with the LPSR rangers when at LPSR.
- 2) Gauge: Only Council-provided 20 gauge shotguns are allowed on the shotgun range at LPSR.
- 3) Ammunition: Only Council-provided 20 gauge shotgun shells are allowed on the shotgun range at LPSR.
- 4) Clays: Units are expected to supply their own clays.
- 5) Ratio: One NRA range safety officer must be present for each group consisting of a maximum of six shooters. One NRA instructor per student is required when loading and firing a shotgun.

C. Pistol

- 1) Only BSA Scouts age 13 who have completed the eighth grade or 14 years old and up, Venturers and Sea Scouts can participate in the NRA FIRST Steps Pistol Orientation at Lost Pines Scout Reservation.

LPSR STANDARD OPERATING PROCEDURES

- 2) Range: Pistols are fired from the rifle range. Pistols and rifles cannot be used simultaneously for safety reasons.
- 3) Range supervision:
 - a. A certified NRA range safety officer is to directly supervise live fire on the range. The RSO is responsible for ensuring that all range policies and procedures are followed.
 - b. At least one registered unit leader who is 21 years old or older must have taken the Range Activity SAFETy online training. This trained adult leader must be present at the range.
 - c. Additionally, the instruction offered must be provided by a currently certified National Camping School shooting sports director certified as an NRA pistol instructor or an NRA certified pistol Instructor.
 - d. The NRA RSO and the NRA certified Instructor must be two separate individuals.
 - e. Both RSO's and Instructors must have a current certification on file with the LPSR rangers when at LPSR.
 - f. The unit leader who has taken the online Range Activity SAFETy training must have a current certification on file with the LPSR rangers when at LPSR.
- 3) Caliber: Only .22 caliber pistols are allowed on the range.
- 4) Ratio: One NRA range safety officer per three shooters. One NRA pistol instructor per shooter while shooting.

D. Muzzleloading Rifle

- 1) Range supervision:
 - a. A certified NRA RSO is directly supervising all live fire on the range. The RSO is responsible for ensuring that all range policies and procedures are followed.
 - b. At least one registered unit leader 21 years old or older must have taken the Range Activity SAFETy online training. This trained adult leader must be present at the range.
 - c. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA/NMLRA muzzleloading rifle instructor, or an NRA/NMLRA muzzleloading rifle instructor, or a National Muzzleloading Rifle Association rifle instructor.
 - d. For a range session, the NRA RSO and NRA certified Instructor must be two separate individuals.
 - e. Both RSO's and Instructors must have a current NRA certification on file with the LPSR Rangers when at LPSR. [Note: an NRA Certified Muzzleloading instructor must be in attendance for shotgun activities.

LPSR STANDARD OPERATING PROCEDURES

- f. The unit leader who has taken the online Range Activity SAFETY training must have a current certification on file with the LPSR rangers when at LPSR.

- 2) Muzzleloading firearms: Only Council-provided Muzzleloading and breach loading rifles are allowed
- 3) Ratio: One NRA RSO per eight shooters. One NRA /NMLRA muzzleloading rifle instructor or National Muzzleloading Rifle Association rifle instructor per shooter while loading and firing.
- 4) Course: Only bench rest or cradled shooting positions are permitted, with rifle loading by instructor or shooter supervised by instructor.
Restrictions: Only Scouting BSA, Venturers and Sea Scouts are allowed to fire muzzleloading rifles on the range at Lost Pines.

All firearms and ammunition must be secured in or by a locking device before the instructor and/or RSO are allowed to leave the range observation area or the firing line area.

E. Archery

- 1) Range supervision: A certified USAA Level I Instructor/Coach or higher certification who is at least 18 years of age must be present to directly supervise live fire on the range. The instructor is responsible for ensuring that all range policies and procedures are followed.
- 2) Bow poundage: Only bows with a draw weight of 40 pounds or less are allowed on the archery range at LPSR.
- 3) Ratio: One USAA instructor must be present for each group consisting of a maximum of eight shooters.

All bows and arrows must be secured in a locked area before the instructor leaves the range or the firing line area.

10. Firearms Range Areas

- A. All ranges
 - (1) Must have a CAC approved RSO on duty at all times
 - (2) Comply with all general rules and safety requirements.
- B. Registered member use areas
 - (1) General rules
 - a. Always close entry gate when you enter or exit, and use red flags to show that the range is "hot."
 - b. Check downrange for other shooters or range maintenance personnel. Do not set up downrange or uprange of other shooters.

LPSR STANDARD OPERATING PROCEDURES

- c. Be prepared to share the range facilities with others. Be cooperative.
- d. Red flags indicate use in progress.

(2) Rifle Range

- a. Do not shoot across the range to other than your position target
- b. Do not shoot at the ground, at non-approved targets, or above the berm.

(3) Shotgun Range

- a. Number 6 shot or smaller. No slugs!
- b. Throw clay targets in the approved direction.
- c. No handguns or rifles on the shotgun range.

(4) Muzzleloading Range

- a. The muzzleloading Range is used only for instructional purposes and Council events or activities approved by the SSC Chair.

11. RSO Running the Rifle Range

- A. Review: Three Safety Rules poster.
 - 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 shoot.
- B. Review: Range Safety Rules
 - 1) Cease Fire! May be shouted by anyone for a safety issue.
 - 2) Eye and ear protection is mandatory for everyone on the range.
 - 3) Misfires must be flagged and cleared in position on the range.
 - 4) Cleaning hands and face after a shooting session is mandatory.
- C. Identify RSO (e.g. high visibility color hat or vest).
- D. Prepare target area (set targets).
- E. Prepare firearms for shooting (safe handling protocol).
- F. Place firearms at shooting stations (safe handling protocol).
- G. Set up ammunition table with ammo blocks (adult supervised until stored).
- H. Begin live fire exercise.
- I. All ammunition is gathered and stored.
- J. Firearms are gathered and stored.
- K. Targets and equipment are gathered and stored.
- L. Police the area for brass, water bottles, targets, and trash – pack it out!
- M. Be responsible for the proper cleaning of all Council firearms
- N. Tag and report to the ranger any Council firearms that are not in working order.

12. RSO Running the Shotgun Range

LPSR STANDARD OPERATING PROCEDURES

- A. Review: Three Safety Rules poster.
 - 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 shoot.
- B. Review: Range Safety Rules
 - 1) Cease Fire! May be shouted by anyone for a safety issue.
 - 2) Eye and ear protection is mandatory for everyone on the range.
 - 3) Misfires must be flagged and cleared in position on the range.
 - 4) Cleaning hands and face after a shooting session is mandatory.
- C. Identify RSO (e.g. high visibility color hat or vest).
- D. Prepare target area throwing sighting clays.
- E. Prepare firearms for shooting (safe handling protocol).
- F. Place firearms at shooting stations (safe handling protocol).
- G. Set up ammunition table (adult supervised until stored).
- H. Begin live fire exercise.
- I. All ammunition is gathered and stored.
- J. Firearms are gathered and stored.
- K. Targets and equipment are gathered and stored.
- L. Police the area for hulls, water bottles, targets, and trash – pack it out!
- M. Be responsible for the proper cleaning of all Council firearms
- N. Tag and report to the ranger any Council firearms that are not in working order.

13. RSO Running the Muzzleloading Rifle Program

- A. Review: Three Safety Rules poster.
 - 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 shoot.
- B. Review: Range Safety Rules
 - 1) Cease Fire! May be shouted by anyone for a safety issue.
 - 2) Eye and ear protection is mandatory for everyone on the range.
 - 3) Misfires must be flagged and cleared in position on the range.
 - 4) Cleaning hands and face after a shooting session is mandatory.
- C. Identify RSO (e.g. high visibility color hat or vest).
- D. Prepare target area (set targets).
- E. Prepare firearms for shooting (safe handling protocol).
- F. Set up loading stations with powder, powder measure, patches, balls & short starter.
- G. Place firearms at loading stations (safe handling protocol).
- H. Begin live fire exercise.
- I. All ammunition is gathered and stored.

LPSR STANDARD OPERATING PROCEDURES

- J. Firearms are gathered and stored.
- K. Targets and equipment are gathered and stored.
- L. Police the area for water bottles, targets, and trash – pack it out!
- M. Be responsible for the proper cleaning of all Council firearms
- N. Tag and report to the ranger any Council firearms that are not in working order.

14. Archery Range Areas

A. All ranges

- 1) Must have at least an 18-year-old, USAA Archery Level I or higher certified instructor on duty at all times.
- 2) Comply with all general rules and safety requirements.

B. Registered member use areas

- 1) General rules
 - a. Always close entry gate when you enter or exit, and use red flags
 - b. Check downrange for other shooters or maintenance personnel.
 - c. Be prepared to share the range facilities with others. Be cooperative.
 - d. Red flags indicate use in progress.

C. Archery Range Requirements

- 1) Archery equipment must be used in places that are especially set up for target practice. At LPSR, that means the static archery range or the action archery range. The action archery range is only open for special events.
- 2) No one shall release an arrow anywhere on LPSR property grounds without the express consent of the Camping Director, Camp Ranger, or Shooting Sports Committee Chair, except on the established ranges nor shall they release it in such a way that it will fall in any but these areas.
- 3) The range must be under the supervision of an adult (≥ 18 years old) who holds a certification of at least USAA Basic Instructor (Level 1).
- 4) Units are responsible for providing their own instructors and are encouraged to have adults trained for that purpose. A Basic Instructor course is offered three times a year by the council.
- 5) Units may reserve archery equipment through the council for offsite use and check it out at LPSR.
- 6) All equipment should be examined prior to any shoot. The Instructor is responsible and should discard any unsafe bows or arrows.

LPSR STANDARD OPERATING PROCEDURES

- 7) Ranges are open only during daylight hours. No shooting is permitted prior to 8:00am or after 5:30pm in the winter and 9:00pm in the summer.
- 8) A First Aid kit will be located in the equipment shed on the range.

D. Archery Range Operating Rules

- 1) The Lead Instructor will be responsible for all commands and actions on the range.
- 2) Archers will remain in waiting area until they hear Two Whistle Blasts or an instructor calls archers to the Shooting Line. They may then pick up a bow and straddle the shooting line.
- 3) Arrows will remain in the quiver until the instructor blows One Whistle Blast or instructs the archers to begin shooting.
- 4) After all of the arrows have been fired, the archers step back from Shooting Line, set the bow on the rack, and wait behind the Waiting Line.

LPSR STANDARD OPERATING PROCEDURES

- 5) After everyone has complete their round of shooting and has repositioned themselves behind the Waiting Line, the instructor will sound the Three Whistle Blasts or instruct archers to walk forward to retrieve arrows and stop at the Target Line.
- 6) Only a loaded bow should be drawn and only at the firing line.
- 7) A loaded bow must only be pointed at the assigned target.
- 8) Archers should always walk up to the side of the target butt, so as to not to accidentally walk into the rear of the arrows lodged in the target.
- 9) One person at a time should withdraw their arrows from the target.
- 10)When withdrawing arrows from the target, make sure no-one is standing in front of the target or in the way of the withdrawn arrows. Withdrawing the arrows may require some force and the arrows may come out suddenly from the target butt and the rear end of the arrow could hit someone standing in front of the target.
- 11)When carrying arrows, always cover the points with your hand, hold them to the side, and walk.
- 12)Everyone must return to the shooting line and the range checked to make sure no one is behind the target butts or in the shooting zone before the signal to commence shooting is given. The instructor should be the last one to walk to the shooting line.
- 13)If an emergency occurs, anyone may call a cease fire. The instructor should use five or more whistle blasts and all shooting must stop immediately. Even if the bow is held at full draw and the signal is given, the arrow must not be released. The bow should be pointed at the ground and the bowstring let slowly forward. The arrow should be removed from the bow until the range is clear.

15. Alcoholic Beverages and Drugs

Neither shooters nor instructors may consume alcoholic beverages or drugs (including prescription and over-the-counter medications that may impair normal mental or physical bodily functions) before or during live firing. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc. The Council CRSO, RSO or archery instructor will deny range access to anyone in violation of this prohibition.

LPSR STANDARD OPERATING PROCEDURES

16. Emergency Procedures

See Appendix E

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports Ranges

APPENDIX

- A. NRA Gun Safety Rules**
- B. Range Commands**
- C. Action Archery Range**
- D. Emergency Procedures**
- E. Incident Reporting Tool**
- F. Atlas AT 50 Operations**
- G. Cowboy Action Shooting**

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports Ranges

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

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

NRA Hygiene Guidelines

- 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 cold 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 airborne particulate lead or solvent and cleaning product residues.

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports Ranges

APPENDIX B
Range Commands

- **"ON THE FIRING LINE"** means for shooters to take their assigned place at their firing point and prepare to fire, but do not load.
- **"IS THE LINE READY?"** allows a shooter with problems to raise an arm and call **"NOT READY"** The range officer will immediately state: **"THE LINE IS NOT READY"**.
- **"LOAD"** means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- **"READY ON THE FIRING LINE!"** means that the rifle chambers are loaded and ready.
- **"THE LINE IS READY"** means all shooters are ready to begin.
- **"COMMENCE FIRING!"** signals shooters to begin shooting. This command may be signaled verbally, by a whistle or other means.
- **"CEASE FIRE!"** notifies shooters to stop firing immediately, keep their firearm pointed in a safe direction, finger off the trigger and await further instructions. The Cease fire command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- **"CEASE FIRE—ACTIONS OPEN, SAFETIES ON!"** notifies shooters to stop firing immediately and all rifle chambers and magazines are unloaded and shooters leave the firing line with the actions of their rifles open. Only the RSO can issue this command.
- **"AS YOU WERE"** means to disregard the command just given.
- **"CARRY ON"** means to proceed with whatever was being done before the interruption occurred. Only the RSO can issue this command.
- **"RANGE IS COLD"** means all shooters to safe line; line has been verified to confirm that all firearms are empty and flagged; eyes and ears can be removed
- **"RANGE IS HOT"** means that eye and ear protection is required on all shooters, instructors and range personnel. Live ammunition is available to firearms and firing will shortly commence.

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports Ranges

APPENDIX C
ACTION ARCHERY RANGE
Use guidelines

1. The range will be used during special events (e.g., Venturing is Happening; Venturing Shooting Sports; Tonkawa Lodge activities) and summer and winter camps.
2. Scouts will travel in groups of four, supervised by qualified adults (see #8 and #9 below).
3. Each group will have 1-2 bows (depending on left/right eyed); each scout will have five arrows. Qualified adults will carry all arrows in a quiver, handing them out when it's time to shoot at each target.
4. Scouts will shoot a designated number of arrows (no more than two) at each target.
5. Arrows are scored prior to removal from target.
6. Supervising adult(s) shall remain at shooting line to ensure the next group does not commence firing while scouts are scoring or searching for arrows.
7. Range will be operated under supervision of a chief instructor with additional instructors as described in #8 and #9 below.
8. Special events will be staffed by certified NAA instructors, each travelling with a group of four scouts who are shooting.
9. During summer and winter camps, the range will only be open on designated times. Those shooting periods will be under control of a chief instructor (USAA certified Level I or higher), supplemented by trained unit adults. Units will be required to send adults to BSA rangemaster training the evening of the first full day of camp if they desire for their scouts to use the range. The training will last 1.5-2 hours and will be taught by the chief instructor.

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports Ranges

APPENDIX D

Emergency Procedures

1. RSO will take charge of the situation.
(Determine seriousness of injury)
 2. Render first aid if qualified.
 3. Call 911 for help via cellular telephone if necessary.
 4. Direct help to location. (Lost Pines Scout Reservation,
785 FM 1441 Bastrop, TX 78602).
- GPS: 30°10'17.5"N 97°15'50.9"W
5. Call the Lost Pines Ranger on duty.

Incident Reporting Tool

APPENDIX E

General Incident Details

***Required Fields**

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

*Report Date: _____

*Date Reported to Council/BSA Location: _____

Reported by Name: _____

Reported by Primary Phone: _____ Reported by Secondary Phone: _____

*Reported by Email: _____

Reported by Address: _____

Reported by City: _____ Reported by State: _____ Reported by Zip Code: _____

*Council/BSA Location: _____ *Location of Incident: _____

Specific area where incident occurred: _____

Incident Address: _____

Incident City: _____ *Incident State: _____ Incident Zip Code: _____

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

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

Injury/Illness/Damage Information

*Claimant Name: _____

Claimant Address: _____

Claimant City: _____ *Claimant State: _____ Claimant Zip Code: _____

Claimant Primary Phone: _____ Claimant Secondary Phone: _____

Claimant Email: _____

Claimant Date of Birth: _____ Age of Claimant: _____

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

Chartered Organization: _____

*Property Damage? Yes No Describe: _____

*Adventure/Program/Event: _____

Cause/Nature/Injury Detail: _____

*If medical treatment was provided, please describe: _____

If transported by air/ambulance, please describe: _____

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

If certificate of insurance has been provided, please describe: _____

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

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

Vehicle Involved (Duplicate if needed)

*Owner of vehicle: _____ VIN: _____

License State: _____ Vehicle make/model/year: _____

Description of Vehicle Damage: _____

Weather Conditions: _____

Driver Name: _____

Driver Address: _____

Driver City: _____ Driver State: _____ Driver Zip Code: _____

Driver Phone: _____ Driver Email: _____

Witnesses (Duplicate if needed)

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Witness Type: Adult Youth Unknown

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

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

Return this completed form to your council's designated user for entry, or upload into Riskconnect.

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports Ranges

APPENDIX F

ATLAS AT50 OPERATIONS

Before connecting to battery, read, understand all safety instructions

General Operations

Stand at rear of trap and stay clear of throwing arm.

Make sure toggle switch is in the “down” position.

Attach battery terminals to battery.

Flip the toggle switch to the “up” position. Trap will cock at this time.

Cautions: when the trap is connected to the battery, the trap is cocked and ready to fire. When the trap is disconnected from the battery, it is still in the cocked position. See safety precautions and de-cocking procedures below.

LOADING CLAYS

Before the trap runs out of clays,

1. Turn the toggle switch to the down position and tap the fire button. This will fire the trap and allow the target plunger to move out of the way to allow more clays to be loaded.
2. Remove both battery clips from the battery. Stand to rear of the trap. Stay clear of the throwing arm path, which is 360°.
3. Fill with clays before re-connecting the battery.

TO UN-COCK TRAP

Step 1. Put toggle switch down.

Step 2. Tap the fire button until arm fires.

Step 3. Remove battery clips from the battery.

NOTE: Excessive dry firing of trap puts a heavy load on trap components.

SAFETY PRECAUTIONS

Never touch or push on throwing arm. Touching or pushing on throwing arm could cause trap to fire without warning. Also, pushing on throwing arm will cause crank shaft to crash into gearbox gear and will void warranty.

Throw targets only in a safe direction. Know the target path as well as the shooters zone of fire.

All spectators, bystanders, operators and shooters must stand behind the trap, not to either side or front.

Wear safety glasses.

Never allow children near the trap.

Approach trap only from the rear, not from front or either side.

Never allow persons less than 18 years of age to operate or approach the trap.

Never allow persons to operate the trap who has not read and understand information contained in this appendix.

WARNING- Never leave the cocked trap or firing button unattended. Always un-cock the trap after use and before moving.

Targets may be thrown in rapid succession. However, continuous cycling may cause the motor to overheat. Do not allow the motor to overheat!

Never adjust, tamper or transport the trap while cocked or connected to battery. Remember if the trap is disconnected from the battery it is still cocked unless it is un-cocked by you.

TROUBLE SHOOTING

PROBLEM: Trap will not cock or blowing circuit breaker.

SOLUTION: Battery is dead or weak. Charge battery or replace. Check wire to make sure that it is not broken at clip. It is not good to operate trap on a weak battery.

PROBLEM: Trap will not feed targets.

SOLUTION: Shift plate is clogged with target dust or debris. Tap shift plate with plastic hammer. Do not lubricate.

PROBLEM: Trap breaks targets.

SOLUTION: Make sure targets are not moist. Old targets draw moisture.

PROBLEM: Target has short throwing distance.

SOLUTION: Spring is too loose. Spring may have lost temper, if so, replace spring.

PROBLEM: Excessive target breakage.

SOLUTION: Allow throwing arm to completely stop before holding down on the firing button.

Cub Scout Shooting Sports Addendum

BB air rifle, wrist rocket, slingshot, and archery shooting activities are restricted to day camps, Cub Scout/Webelos Scout resident camps, council-managed family camping programs, or to council or district activities where there are properly trained Rangemasters and all standards for BSA shooting sports are enforced.

Council or district activities in the Capitol Area Council may include activities conducted for one or more units taking place at Camp Tom Wooten only under the following conditions:

- 1) All such activities must be conducted on the established BB Gun and Archery ranges at Camp Tom Wooten;
- 2) Units may only use Council-owned equipment;
- 3) All such activities must be conducted under the general oversight of either a Camp Ranger, Campmaster or Program Ranger; and
- 4) All such activities must be conducted under the direct supervision of one or more currently certified Rangemaster(s) who have been trained as Rangemasters by the Capitol Area Council.

Pellet air rifle shooting under the Cub Scouting program is restricted to Webelos Scout resident camps where there are properly trained supervisors and all standards for BSA shooting sports are enforced. Cub Scouts or Webelos Scouts are not permitted to use any other type of handgun or firearm. Cub Scouts or Webelos Scouts are not permitted to engage in Airsoft™, paintball or powderball activities regardless of the targets used. Cub Scouts or Webelos Scouts are not permitted to engage in tomahawk or knife throwing.

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports

APPENDIX G

Cowboy Action Shooting

The purpose of this document is to provide a guide to the operation of the Cowboy Action Shooting Program within the approved Standard Operating Procedures for the Lost Pines Scout Reservation (“LPSR”) Shooting Ranges. It will contain only the additional information needed to safely run the program. Unless specifically modified all normal LPSR Standard Operating Procedures (“SOP”) should be followed.

Cowboy Action Shooting is considered an “open shooting experience” or a level 2 shooting activity as defined by the BSA National Shooting Sports Manual. Participants will shoot a single-action .22 pistol, a 20-gauge double-barrel shotgun, and a .22 lever-action rifle. **Lever-action rifles can only be used in this program.**

Youth Requirements

Participants must be registered Scouts BSA Scouts or Venturers, and at least 14 years of age, or 13 years of age if they have completed the eighth grade. **All youth must have written permission from their parent or guardian to participate in this event.** In running this event it is important to realize that the participants may have little or no experience with these type of firearms. Safety briefings must include detailed information on the operation of the firearms.

Adult Supervision and Training Requirements

A currently certified NRA Range Safety Officer (RSO) is required and will run the range according to the LPSR SOP.

A currently certified NRA pistol instructor, NRA rifle instructor, and NRA shotgun instructor is required. Multiple certifications can be held by one instructor. Instructors are allowed to assist the participants only with the firearms in which they are certified. If certified in all three firearms, an instructor can be assigned to an individual participant through the shooting of all three firearms. If not, instructors must be assigned to their certified firearm and the participant changes instructor as he or she changes firearm.

A safety briefing is required before participants are allowed to shoot. This should include the range safety rules, the proper safe operation of each firearm, how and when the participants will move between stations, and any other information needed for the safe operation of the Cowboy Action Shoot. Only one participant may shoot on the range at any one time. All other participants must remain outside the range until called forward by the RSO.

Firearms will be loaded by instructors only. There is no restriction on the number of shots other than the capacity of the firearm. However, the person in charge of the event (the “Event Chair”) and the RSO have the right to restrict the number of shots loaded

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports

into each type of firearm. The tubular magazine in the rifle is authorized for this program only.

Running the Program

This program is intended to give the participants an “Old West Cowboy” shooting experience. A backdrop representing an old west store front has been built with three windows for shooting stations and should be used. Cowboy attire, cowboy nicknames, and cowboy music may be used as long as safety is assured.

Creativity in targets is suggested. Paper plates, plastic or metal soda containers, clays, metal popups, water jugs, etc. may be used if approved by the RSO and the Event Chair.

If the event is to be competitive, the score should be some combination of time and targets hit. Additional personnel may be needed to time and to judge target hits.

Course of Fire

The participant will start at the left window of the backdrop with his hands on the shelf of the window, off of the firearm. At the command of the RSO and with the supervision of the instructor he will pick up the firearm, take it off safety, shoot the required rounds, put the gun back on safety and return it to the shelf. The participant will move to the second window, and immediately pick up the firearm there and repeat the firing sequence before doing the same procedure at the third window. The order of the firearms is not mandated, however, pistol, then shotgun, then rifle has seemed to work best. The RSO should order a cease fire after the third firearm is shot.

Additional Safety and Firearm Operation Issues

Most of the safety concerns that generally arise in the operation of this event can be summarized as trigger or muzzle control due to the inexperience of the shooters with these types of firearms.

All firearm muzzles need to be kept outside the window during the cocking and shooting processes. Some shooters try to bring the firearm to the body during cocking.

With the single-action pistol, emphasis needs to be placed on releasing the trigger after each shot before using the thumb of the non-trigger hand to cock the pistol.

The double-barrel shotgun is used because it provides more “Wild West” authenticity than a pump-action shotgun. Emphasis must be placed on the participant placing only one finger in the trigger housing. Inexperienced shooters have a tendency to pull both triggers at the same time if more than a single finger is in the trigger housing.

With the lever-action rifle, shooters need to make sure their trigger finger does not pull the trigger before the reloading cycle is complete. The problem occurs when closing the lever if the trigger finger accidentally pulls the trigger before the reloading process is complete. This may create a misfire type situation.

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports

When demonstrating the loading, unloading and operation of the lever-action rifle, do not use dummy ammo or snap caps. This type of firearm is particularly prone to jamming when dummy rounds are used.

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports

LPSR COWBOY ACTION SHOOTING PROGRAM
PARTICIPATION AND HOLD HARMLESS AGREEMENT

Lost Pines Scouting Reservation/The Capitol Area Council/The _____ District will be conducting a Scout cowboy action shooting program. In this program, Scouts will shoot a rifle, pistol, and shotgun under the supervision of an NRA Range Safety Officer and NRA Certified Instructors. Scouts will be required to wear eye protection and hearing 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 rifle, pistol, and shotgun 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 this activity.

I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct of LPSR, the LPSR shooting ranges and the LPSR Cowboy Action Shooting program. I release the Boy Scouts of America, the Capitol Area 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 my child's participation in this activity.

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 for not following the rules below.

1. Complete a range safety briefing.
2. Wear all safety gear at all times while on the range.
3. Follow all the safety rules provided in the briefing.
4. Follow the instructions of the Range Safety Officer(s) and rifle, pistol, and shotgun instructor(s).

STANDARD OPERATING PROCEDURES
Lost Pines Scout Reservation Shooting Sports

5. Handle the firearms only as, and when, instructed to do so by the instructor(s).

I hereby certify that my child, _____, is 14 years of age, or 13 years of age and has completed the eighth grade, as of the start of the class.

Participant signature _____ Date: _____

Parent/guardian signature _____ Date: _____

Parent/guardian printed name _____

Home phone _____ Cell phone _____

Email address _____