

# **S**tandard **O**perating **P**rocedures

## Minsi Trails Council Boy Scouts of America Shooting Sports

Minsi Trails Council Shooting Sports Committee  
Approved on April 25, 2016

## **Emergency Procedures, Hygiene, & Personal Conduct**

“If an emergency situation occurs while on the range, the range RSO/Safety Officer is in charge. All participants should immediately make their firearm safe and remain calm.”

“If there are any medical emergencies on the range they will be handled by the RSO, CRSO or range instructors or the camp medical officer. Each range is equipped with a 1<sup>st</sup> Aid Kit for minor medical issues, fire extinguisher, and communications to call for medical assistance

- 1) RSO will take charge of the situation. (Determine seriousness of injury)
- 2) All RSO are encouraged to have American Red Cross 1<sup>st</sup> Aid and CPR training
- 3) Render first aid if qualified
- 4) Call the Camp Medical Officer or **911** or Camp Ranger if required
- 5) Follow camp Emergency plan

### **Trexler Scout Reservation**

288 Camp Trexler Road  
Kunkletown, PA 18058  
Camp Office (570) 620-9070

#### GPS Coordinates

40.9618851  
-75.49544909999997

### **Camp Minsi**

106 Camp Minsi Road  
Pocono Summit, PA 18346  
Camp Office (570) 839-7860

#### GPS Coordinates

41.1149887  
-75.4205862

“There is no eating or drinking on the firing line. The Ready line should be kept free of trash and all personal items placed under the bench.”

“Lead particles and cleaning products are harmful if ingested in large amounts. All participants on the range are encouraged to wash their face and hands with cold water after shooting. Water is available at the range latrine.”

“Horse-play, loud talking or shouting, and unnecessary movement on the ready line will not be tolerated.”

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## STANDARD OPERATING PROCEDURES

### Shooting Sports Ranges

#### LIVE FIRE RANGE OPERATIONS GUIDE

**The Chief Range Safety Officer (CRSO) or assigned Range Safety Officer (RSO) is in charge of each live fire shooting range. When a range is in use the CRSO or a certified RSO must be supervising range safety operation. The RSO's are NOT to be utilized as range "instructors". Their primary purpose is RANGE SAFETY. For Summer Resident Camp, the National Camp School Trained Shooting Sports Director is in charge of each live fire shooting range and will staff accordingly to the National Camp Accreditation Program (standard PS-214)**

### 1. General

Live firing conducted on the shooting sports ranges of the Minsi Trails Council, BSA (MTC) is designed to provide authorized users access to a safe facility where they can become proficient with firearms and/or participate in council sponsored live fire shooting events. All shooting sports activities will follow the BSA Shooting Sports manual and Minsi Trails council Standard Operating Procedures.

### 2. Facilities for Use

Range availability is at the discretion of the Minsi Trails Council. The Director of Support Services/Camp Director/Camp Ranger, in conjunction with the MTC Property Committee and MTC Camping Committee will establish the operational days and times for the range operations. The Director of Support Services/Camp Director/Camp Ranger may close all or part of the ranges for other activities or for safety concerns. Application to use any range facility must be directed through the MTC reservation system for Council, District or Unit activities. All applications must meet the general rules, policies and safety requirements prior to approval use by the Director of Support Services/Camp Director/Camp Ranger.

### 3. General Rules, Policies and Safety Requirements

The Chief Range Safety Officer (CRSO), in cooperation with the Council Shooting Sports Committee, will make all decisions regarding range safety rules & policies. These decisions are final. The Range Safety Officer (RSO) on duty handles the operation of each range and is responsible for all safety and gun handling practices while the range(s) are in operation.

All established operational procedures, guidelines, policies and rules will abide by the following:

- a) Guide to Safe Scouting, Section VIII
- b) Camp Program & Properties Manual
- c) Current year National Camp Standards

#### d) National BSA Shooting Sports Standards

##### **General rules:**

- a) Treat all firearms as if they are loaded at all times
- b) Keep finger off the trigger until aimed at target
- c) Never let the muzzle cover anything you are not willing to shoot
- d) Know the target and what is beyond
- e) Cooperate with others as to cease fire commands for target placement and obey all Range commands
- f) CRSO, RSO or Instructor has the authority to approve or deny use of the range to any individual and request they leave the range
- g) Shoot only in the appropriate direction from the designated firing lines
- h) Fire at authorized targets only
- i) Police all brass, paper, and other debris that accumulates on the range **and** dispose of them in the containers provided
- j) Fire only on designated ranges
- k) Fire only authorized firearms and ammunition (page 2, item 4)
- l) Use of appropriate ear and eye protection is mandatory for all individuals
- m) Ensure all projectiles impact within the established range safety limits
- n) Call "Cease fire" and make safe all firearms when observing any unsafe condition or when a shooter moves forward of the firing line
- o) Notify the Chief Range Safety Officer (CRSO) or Shooting Sports Committee Chairman of any safety infractions
- p) Do not climb on the berm
- q) Log range usage and comments into the range log book
- r) Children are to be supervised and under the control of an adult at all times
- s) Absolutely no one is allowed in front of the firing line while live fire is occurring.

#### **4. Authorized & Prohibited Firearms**

- a) The Boy Scouts of America adheres to its longstanding policy of teaching its youth and adult members the safe, responsible, intelligent handling, care, and use of firearms, air rifles, BB guns, and archery equipment in planned, carefully managed, and supervised programs. Except for law enforcement officers required to carry firearms within their jurisdiction, firearms shall not be brought on camping, hiking, backpacking, or other Scouting activities except those specifically planned for target shooting under the supervision of a currently certified BSA national shooting sports director or National Rifle Association firearms instructor or NRA Coach
- b) All shooting sports activities held during a council resident camp will follow the current NCAP standards. All shooting sports activities held outside of a council's resident camp will follow the program as outlined in the *BSA National Shooting Sports Manual*, No. 430-938.

## 5. Authorized Targets

- a) Paper and cardboard only, unless authorized by the MTC Shooting Sports Committee.
- b) No cylindrical or spherical objects that could shatter or cause ricochets
- c) Rifle/pistol targets must be within indicated target placement area.
- d) Only approved clay skeet are to be used on the shotgun range and or rifle range.

## 6. Authorized Personnel Usage Approved by MTC Shooting Sports Committee

- a) Current members of the Boy Scouts of America as authorized in the Guide To Safe Scouting & Age Appropriated Guidelines for BSA Activities
- b) Individuals or non-scout groups approved by the MTC Shooting Sports Committee or CRSO on a case-by-case basis.
- c) Participants in council sponsored shooting sports activities

## 7. Range Personnel Requirements

- a) When shooting **rifle** there is to be a ratio of one NRA Certified RSO per range and one NRA certified Instructor/Coach per eight shooters
- b) When shooting **black powder** rifles there is to be a ratio of one NRA Certified RSO per range and one NRA Certified Instructor/Coach per shooter
- c) When shooting **pistols** there is to be a ratio of one NRA Certified RSO per range and one NRA Certified Instructor/Coach per (1) one shooter
- d) When shooting **shotguns** there is to be one NRA Certified RSO and one Certified Instructor per Shooter
- e) When shooting air guns there is to be a Cub Scout Shooting Sports Range Director.

## 8. Range Personnel

### a. Chief Range Safety Officer (CRSO)

- 1) The CRSO is appointed by & reports to the MTC Shooting Sports Chairman in consultation with the MTC VP of Program and MTC Council Camping Chairman. The CRSO will assume the position under the direction of the Council Shooting Sports Committee Chairman.
- 2) The CRSO must be 21 years old, BSA National Camp School Certified Shooting Sports Director and an NRA Instructor
- 3) The CRSO, or his designated representative, is responsible for the continued safe operation of the range. If an unsafe condition exists he will cause the shut-down of that portion of the range complex and inform the Director of Support Services/Camp Director/Camp Ranger of the condition that caused the shutdown

**b. Range Safety Officers (RSO)**

The Range Safety Officers' primary responsibility is to insure compliance of safety on the firing line. He / she will NOT also act as an instructor at any time during live fire.

- 1) The RSO(s) are approved by the council CRSO
- 2) All RSO's must be 21 years old & currently certified by the NRA as an RSO
- 3) The RSO must complete a range orientation conducted by the CRSO or his/her designee
- 4) The RSO will conduct the general daily operation for each range, and will not leave the firing line at any time while it is in operation
- 5) The RSO will report all serious problems or issues to the CRSO and enter them into the Range Log
- 6) RSO's are to conduct the Range Safety Brief with any group utilizing the live fire ranges
- 7) The Archery Range Instructor/Safety Officer must be certified by a National Camp School certified Shooting Sports Director. Trained card # 33767A is to be issued. The trained card is valid for the duration of summer camp of specific year
- 8) All Cub Scout BB Gun & Archery activities must be supervised by a certified safety officer 18 years old or older and currently trained by a National Camp School Shooting Sports Director. Trained card # 33767A is to be issued. The trained card is valid for two years

**c. Shooting Sports Instructors**

- 1) All live fire training activities must be supervised by a currently certified NRA Certified Instructor (in that discipline) and additionally when on the range, must be supervised by a currently Certified NRA Range Safety Officer (two separate individuals)

**d. Range Assistant**

Must be (18) eighteen years of age or older, and holding current NRA Assistant Instructor's Certificate in the appropriate discipline. (#33767A) Can assist the chief instructor in supervising a range; however this does not include running a live firing line.

- 1) Assist the Range Safety Officer in daily range operations
- 2) Monitor Range Rules
- 3) Periodically walk the ranges to ensure safety rules and Range Rules are observed
- 4) Perform minor range maintenance, cleaning and general upkeep
- 5) Repair and re-face target frames
- 6) Perform other duties assigned by the Range Safety Officer and/or the Camp Ranger, Camp Director/Property Manager or Shooting Sports Director

**e. Shooting Sports Counselors and Aides**

- 1) Sixteen years of age or older and trained for specific duties by NCS shooting sports director
- 2) Under on site supervision of an NRA RSO and may exercise crowd control, Serve as training assistant for specified topics assigned by the RSO, move and maintain equipment, and act as a student coach/pupil setting, may NOT supervise any live fire

**9. Range Areas**

a. All ranges are under the direct supervision of the CRSO or the RSO, who will issue all commands on the Range

- 1) Each range **must** have an NRA Certified RSO on duty at all times when in use. RSO will insure all in attendance comply with all general rules, policies and safety requirements
- 2) A Range Safety Briefing is conducted whenever a “new” group of shooters is on the range. The briefing is conducted at the entrance to the range area in a position where all can visually see the range locations and safety markers

**b. General rules**

- 1) Groups must have their usage permit/tour permit available while on the range
- 2) Always close entry gate when you enter or exit
- 3) Check downrange for other shooters or range maintenance personnel
- 4) Be prepared to share the range facilities with others. Be cooperative
- 5) Red flag indicates the range is in use
- 6) Always use approved eye and ear protection

**c. Rifle range**

- 1) Do not shoot across the range to any target other than your own position’s target
- 2) Do not shoot at the ground, at non-approved targets, or above the berm

**d. Settlers Shotgun Range**

- 1) Number 7-1/2 shot or smaller. No slugs!
- 2) Throw clay targets in the approved direction
- 3) No handguns or rifles on the shotgun range

**e. Camp Minsi General Use Shotgun Range**

- 1) Number 7-1/2 shot or smaller.



- 2) Throw clay targets in the approved direction
- 3) Minsi Trails Council Shooting Sports Committee approval for use of area.
- 4) Firearms are to be approved by a Minsi Trails Council Shooting Sports Committee CSRO.

#### **f. Archery Range**

- 1) Do not dry-fire bows
- 2) Use approved target arrows only
- 3) Always aim at approved target butts

### **10. Alcoholic Beverages and Drugs**

It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

### **11. Emergency Procedures**

"If an emergency situation occurs while on the range, the **R**ange RSO/Safety Officer is in charge. All participants should immediately make their firearm safe and remain calm."

"If there are any medical emergencies on the range they will be handled by the RSO, CRSO or range instructors or the camp medical officer. Each range is equipped with a 1<sup>st</sup> Aid Kit for minor medical issues, fire extinguisher, and communications to call for medical assistance

- 1) RSO will take charge of the situation. (Determine seriousness of injury)
- 2) All RSO are encouraged to have American Red Cross 1<sup>st</sup> Aid and CPR training
- 3) Render first aid if qualified
- 4) Call the Camp Medical Officer or 911 or Camp Ranger if required
- 5) Follow camp Emergency plan

## **RSO CHECKLIST OF RESPONSIBILITIES**

### **12. RSO RUNNING THE RIFLE RANGE**

- a. Identify the Range Safety Officer
- b. 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
- c. 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
- d. Prepare target areas (set targets)
- e. Prepare firearms for shooting (safe handling protocol)
- f. Place firearms at shooting stations (safe handling protocol)
- g. Set up ammunition with ammo blocks (adult supervised until stored)
- h. Place range border caution signs (100 ft apart) and section ropes out
- i. Place eye and ear protection at each firing point
- j. Begin each live fire exercise with “new” groups with the rifle portion of the Range Safety Briefing
- k. All ammunition is gathered and stored in locker in Range Armory
- l. Firearms are gathered and stored after daily use and cleaned if needed.
- m. Targets and equipment are gathered and stored
- n. Police the area for brass, water bottles, targets, and trash – pack it out!

### **13. RSO RUNNING THE SHOTGUN RANGE**

- a. Identify the Range Safety Officer
- b. Review: Three Safety Rules
  1. Always keep the gun pointed in a safe direction
  2. Always keep your finger off the trigger until ready to shoot
  3. Always keep the gun unloaded until ready to shoot
- c. Review: Range Safety Rules
  1. Cease Fire! (May be shouted by anyone for a safety issues)
  2. Eye and ear protection is mandatory for everyone on the range
  3. Misfires must be flagged and cleared by the RSO in position on the range
  4. Cleaning hands and face after a shooting session is mandatory
- d. Prepare target area/throw sighting clays
- e. Prepare firearms for shooting (safe handling protocol)
- f. Place firearms at shooting stations (safe handling protocol)
- g. Set up ammunition (adult supervised until stored)
- h. Charge battery for skeet machines/set up machines
- i. Place range border caution signs (100 ft apart) and section ropes out
- j. Begin each live fire exercise with “new” groups with the shotgun portion of the Range Safety Briefing

- k. All ammunition and black powder is gathered and stored in lock box in armory
- l. Firearms are gathered and stored after daily use and cleaned if needed.
- m. Targets and equipment are gathered and stored
- n. Make SAFE the skeet machines. Remove batteries
- o. Police the area for hulls, water bottles, targets, and trash – pack it out!

#### **14. RSO RUNNING THE BLACK POWDER / MUZZLELOADER RIFLE RANGE**

- a. Identify the Range Safety Officer
  - 1. There is to be one instructor/coach per shooter
- b. Review: Three Safety Rules
  - 1. Always keep the gun pointed in a safe direction
  - 2. Always keep your finger off the trigger until ready to shoot
  - 3. Always keep the gun unloaded until ready to shoot
- c. Review: Range Safety Rules
  - 1. Cease Fire! (May be shouted by anyone for a safety issues)
  - 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
- d. Prepare target area (set targets)
- e. Place eye and ear protection at each firing point
- f. Prepare firearms for shooting (safe handling protocol).
- g. Place firearms at shooting stations (safe handling protocol)
- h. Set up ammunition (adult supervised until stored)
- i. Place range border caution signs and section ropes out
- j. Begin live fire exercise with “new” groups with the muzzle loading portion of the Range Safety Briefing
- k. All ammunition & black powder is gathered and stored in lock box in armory
- l. Firearms are gathered and stored after daily use and cleaned if needed.
- m. Targets and equipment are gathered and stored
- n. Police the area for brass, water bottles, targets, and trash – pack it out!

#### **15. RSO RUNNING THE PISTOL RANGE FOR VENTURING SCOUTS** (Pistol shooting will take place on the 50 foot rifle range)

- a. Identify the Range Safety Officer
  - 1. There must be a ratio of one instructor/coach per one shooter
- b. All shooters must complete a NRA basic pistol course prior to range firing
- c. 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
- d. Review: Range Safety Rules
  1. Cease Fire! (May be shouted by anyone for a safety issues)
  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
- e. Prepare target area (set targets)
- f. Prepare firearms for shooting (safe handling protocol)
- g. Place firearms at shooting stations (safe handling protocol)
- h. Set up ammunition (adult supervised until stored)
- i. Place range border caution signs and section ropes out
- j. Place eye and ear protection at each firing point
- k. Begin each live fire exercise with a new group with the Pistol Range Safety Briefing
- l. All ammunition is gathered and stored in locker in armory
- m. Firearms are gathered and stored after daily use and cleaned if needed.
- n. Targets and equipment are gathered and stored
- o. Police the area for brass, water bottles, targets, and trash – pack it out!

## **16. SAFETY OFFICER RUNNING THE ARCHERY RANGE**

- a. Identify the Safety Officer
- b. Review: Three main safety rules for archery.
  1. Shooting Line rules
  2. Retrieving Arrow rules
  3. Shooting Line & Range command rules
- c. Review: Range Safety Rules
  1. Stop or Cease Fire! (May be shouted by anyone for a safety issues)
  2. Eye protection is mandatory for everyone on the range
- d. Prepare target area (set out target stands and target)
- e. Inspect all bows, bow strings, and arrows for safety prior to use daily. Any suspect equipment must be immediately removed and not used until safely repaired or replaced.
- f. Prepare bows & arrows for shooting (safe handling protocol)
- g. Place bows and arrows at shooting stations (safe handling protocol)
- h. Place range limit markers and section ropes out
- i. Place eye protection, finger tabs, & arm guards at each firing point
- j. Begin each live fire exercise with “new” groups with the archery portion of the Range Safety Briefing
- k. All equipment is gathered and stored in locker

I. Police the area for water bottles, targets, and trash – pack it out!

## **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 Gun 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 ear 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 of “Cease Firing”

### **NRA Hygiene Guidelines**

1. 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.
2. Lead particles and cleaning products are harmful if ingested in large amounts. All participants on the range are encouraged to wash their face and hands with cold water after shooting or gun cleaning and before eating or drinking. Water is available at the range latrine.
3. Change and wash clothing after shooting or gun cleaning session to minimize exposure airborne particulate lead or solvent and cleaning product residues.
4. The Ready line should be kept free of trash and all personal items placed under the bench.

## **Range Safety Briefing & Range Commands**

### **Purpose general Introduction**

“Welcome to the Minsi Trails Council Camp Shooting Sports Range. On the range we conduct Rifle, Shotgun and Archery merit badge sessions. During the summer we also conduct evening twilight shoots on all ranges. Pistol shooting for Venturing Scouts is also available”

“Each range has its own Instructor & Range Safety Officer whose responsibility it is to conduct instruction and provide a safe shooting environment for all participants.”

On the Rifle Range we have \_\_\_\_\_. On the Shot Gun Range is \_\_\_\_\_.

The Archery Range has \_\_\_\_\_.

### **Range Layout & Limits**

“The range complex has boundary markers that mark the outside limits of the range area and also act as warning markers to keep everyone out of the range danger areas. There is only one entrance to the range and that is by the access road you just came down. At no time should you go over or under any boundary marker to enter any range area.”

“All ranges have access gates that allow entrance to that particular range. You must stop at the gate and ask permission from the instructor/RSO before entering the range.”

“Each range has designated spectator areas, ready line, firing line, and target identifiers. Your instructor/RSO will cover in detail the operation for each range.”

### **General Range Safety Rules**

“I direct your attention to the flag pole in the middle of the range area. On the pole is flown a RED flag. If the flag is all the way up, it means the range is open and you may enter the range and proceed to your program area. If the flag is down, then the range is closed and you should not enter any further than the range latrine.”

“Each range has limit markers on the left and right side of the shooting range. At no time should you aim or shoot your rifle, shotgun, pistol or arrows outside those limit markers. Care should also be taken in the elevation of your rifle, pistol, shotgun or bow.”

“The range is closed to all campers except during scheduled program times.” “There is no running on any range.”

“Never carry LIVE ammunition off the range. If you find live ammunition return it to your instructor.” “Each range has additional safety rules that are particular to that range. The instructors will cover those rules during the program periods. Please follow all rules and instructions.”

# Range Safety

# Briefing / Rules

# Rifle

## Range Safety Briefing / Rules, Rifle

“There are three fundamental rules for Gun Safety;”

***Always keep the gun pointed in a safe direction.*** For our purposes, the only safe directions are with the barrel pointed UP or with the barrel point DOWN-RANGE toward the target area (demonstrate). This includes moving around the firing line with your rifle. Always keep the barrel pointed up when off the line.

***Always keep your finger off the trigger until ready to shoot.*** Your trigger finger should lay above the trigger guard with the finger extended (demonstrate). Never leave your trigger finger on the trigger.

***Always keep the gun unloaded until ready to use.*** You will be given the command to load your rifle. Only then will you place a round in the chamber. At all other times you must keep your bolt open and bolt pulled to the rear. All rifles are equipped with a safety device. The



safety is a mechanical device that can fail. Our indicator that your rifle is safe is the bolt open and pulled to the rear (demonstrate).

## Rifle Firing Line & Range Commands

### ***Course of fire is one round in gun, no multiple loads permitted***

“There are eight shooting points on the firing line running from left to right or right to left. The target identifiers are numbered the same way, 1-8. Make sure that you are aiming at your own target when shooting.”

“Please note the limit markers on each side of the target area. At no time are you to aim outside the limit markers. Take care in elevating your rifle. Do not aim your rifle up to such a degree that you could fire over the berm.”

“You will be called to the firing line in groups of eight or less. At that time you may select a shooting position and have a seat and wait for further instructions. At no time are you to touch the rifle until told to do so.”

“You will receive range commands that will walk you through the live fire exercise. Do not anticipate any commands.”

## Review Rifle Range Commands & Procedures

- Approved shooting safety glasses and ear protection is required for all shooters and instructors.
- **"READY ON THE FIRING LINE"** shooters to take their assigned place at their firing point, put on the safety equipment, pick up the rifle & take up a good shooting position, but do not load. Return rifle to the bench rest when ready.”
- **"READY ON THE RIGHT, READY ON THE LEFT"** All shooters are in a good shooting position and ready to load.
- **"LOAD"** means shooters are given permission to pick up their rifle load the authorized number of rounds and prepare for the shooting event.”

- **“IS THE LINE READY?”** allows a shooter with problems to raise their hand. The range officer will immediately state: **“THE LINE IS NOT READY”** if a problem is noted. **“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. Once shooters have shot the allotted number of rounds, rifles should be returned to the bench rest with actions opened and bolts to the rear. If at any time you have problems (a miss-fire, jam, or mechanical issue) keep the rifle pointed down range and raise your hand for assistance.”
- **“CEASE FIRE - CEASE FIRE – CEASE FIRE!”** is called by anyone if any unsafe condition occurs “Show open and clear.”
- **“CEASE FIRE—ACTIONS OPEN!”** notifies shooters to that all rounds have been fired, all rifle chambers and magazines are unloaded with bolts to the rear with rifles returned to the bench rest.”
- **“IS THE LINE SAFE?”** all rifles are unloaded and bolts are to the rear. **“THE LINE IS SAFE”** indicates that it is now safe to move on the firing line.”

#### **Other commands you may hear**

- **“AS YOU WERE”** means to disregard the command just given.
- **“COMMENCE FIRING, OR RESUME SHOOTING”** means to proceed with whatever was being done before the interruption occurred.

“After **THE LINE IS SAFE** command you will be directed to remove the ear & eye protection, stand up, clean up your spent brass and proceed to the target area to remove/replace your target. You will then return to the firing line or to the ready line to prepare for the next relay. At no time should you stand up or move away from the firing line until told to do so.”

#### **Emergency Procedures, Hygiene, & Personal Conduct**

“If there are any medical emergencies on the range they will be handled by the RSO, CRSO and range instructors or the camp medical officer. Each range is equipped with a 1<sup>st</sup> aid kit for minor medical issues, fire extinguisher, and communications to call for medical assistance. If there is a medical emergency all shooters should immediately cease fire and clear their rifles,

place the bolts to the rear and return their rifle to the bench rest. Remain seated until given further instructions.

“There is no eating or drinking on the firing line. The Ready line should be kept free of trash and all personal items placed under the bench.”

“Lead particles and cleaning products are harmful if ingested in large amounts. All participants on the range are encouraged to wash their face and hands with cold water after shooting. Water is available at the range latrine.”

“Horse-play, loud talking or shouting, and unnecessary movement on the ready line will not be tolerated.”

# Range

# Safety

## Briefing / Rules

# Shotgun

## Range Safety Briefing / Rules, Shotgun

“There are three fundamental rules for Gun Safety;”

***Always keep the gun pointed in a safe direction.*** For our purposes, the only safe directions are with the barrel pointed UP or with the barrel point DOWN-RANGE toward the target area (demonstrate). This includes moving around the firing line with your gun. Always keep the barrel pointed up when off the firing line.

***Always keep your finger off the trigger until ready to shoot.*** Your trigger finger should lie outside & above the trigger guard with the finger extended (demonstrate). Never leave your trigger finger on the trigger.

***Always keep the gun unloaded until ready to use.*** You will be given the command to load your shotgun. Only then will you place a round in the chamber. At all other times you must keep your action open. All shotguns are equipped with a safety device. The safety is a mechanical device that can fail. Our indicator that your shotgun is safe is the action is kept open (demonstrate).

***Course of fire is one load per gun, loaded by shooting coach.***

## Shotgun Firing Line & Range Commands

“There are two shooting points on the shotgun firing line. You can select which firing point you want to shoot from.

“Please note the limit markers on each side of the target area. At no time are you to point or shoot outside the limit markers.”

“You will be called to the firing line. At that time you are to put on your eye & ear protection, select a shotgun, (keeping the barrel pointed up) move to a firing point, take up a good gun ready position and wait for further instructions.”

“You will receive range commands that will walk you through the live fire exercise. Do not anticipate any commands.”

## Review Range Commands & Procedures

- Approved shooting safety glasses and ear protection is required for all shooters and instructors.
- **“RANGE IS HOT”**
- **“PULL!”** Signals shooter to begin shooting with the shooter giving the command **“PULL”**. Once shooters have shot the allotted number of rounds, guns should be brought to the gun ready position with barrels pointed down range & actions opened. If at any time you have problems (a miss-fire, jam, or mechanical issue) keep the barrel pointed down range and raise your hand for assistance.”
- **“CEASE FIRE - CEASE FIRE – CEASE FIRE!”** is called by anyone if any incident occurs that indicates possible injury to some living thing should firing continue. Guns should be brought to the gun ready position & made safe.”
- **“CEASE FIRE—ACTIONS OPEN!”** notifies shooters that all rounds have been fired and all gun chambers and magazines are unloaded with actions open.”
- **“IS THE LINE SAFE?”** all guns are unloaded and actions open. **“THE LINE IS SAFE”** indicates that it is now safe to move off the firing line with barrels pointed up.”

### **Other commands you may hear**

**“AS YOU WERE”** means to disregard the command just given

**“COMMENCE FIRING OR RESUME SHOOTING”** means to proceed with whatever was being done before the interruption occurred.

“After ***THE LINE IS SAFE*** command you will be directed to move off the firing line, return your gun to the gun rack and move to the ready area. At no time should you move away from the firing line until told to do so. The gun barrel should always be pointed **up** when off the firing line.”

### **Trap Machine Operation**

“The setup, loading, un-loading, charging, and operation of the trap machine will be accomplished by the range instructor. At no time should participants handle the machine unless it is in a safe condition and are told to do so by the instructor. Participants should always keep hands outside the safety bar surrounding the machine.”

### **Emergency Procedures, Hygiene, & Personal Conduct**

“If there are any medical emergencies on the range they will be handled by the range instructors or the camp medical officer. Each range is equipped with a 1<sup>st</sup> Aid Kit for minor medical issues, fire extinguishers, and communications to call for medical assistance. If there is a medical emergency all shooters should immediately cease fire and clear their guns, open actions and return their gun to the gun rack. Wait for further instructions.”

“There is no eating or drinking on the firing line. The Ready line should be kept free of trash and all personal items placed under the bench or table.”

“Lead particles and cleaning products are harmful if ingested in large amounts. All participants on the range are encouraged to wash their face and hands with cold water after shooting. Water is available at the range latrine.”

“Horse-play, loud talking or shouting, and unnecessary movement on the ready area will not be tolerated.”

# Range

# Safety

## Briefing / Rules

# Pistol



## Range Safety Briefing / Rules, Pistol

“There are three fundamental rules for Gun Safety;”

**Always keep the gun pointed in a safe direction.** For our purposes, the only safe directions are with the barrel pointed at the ground or with the barrel point DOWN-RANGE toward the target area (demonstrate). This includes moving around the firing line with your pistol. Always keep the barrel pointed up when off the line.

**Always keep your finger off the trigger until ready to shoot.** Your trigger finger should lay above the trigger guard with the finger extended (demonstrate). Never leave your trigger finger on the trigger.

**Always keep the gun unloaded until ready to use.** You will be given the command to load your pistol. Only then will you place a round in the chamber. At all other times you must keep your actions open. All pistols are equipped with a safety device. The safety is a mechanical device that can fail. Our indicator that your pistol is safe is the action open (demonstrate).

***Course of fire no extended magazines or rapid fire (5 second intervals)***

### Pistol Firing Line & Range Commands

“There are eight shooting points on the firing line running from left to right. The target identifiers are numbered the same way, 1-8, left to right. Make sure that you are aiming at your own target when shooting.”

“Please note the limit markers on each side of the target area. At no time are you to aim outside the limit markers. Take care in elevating your pistol. Do not aim your pistol up to such a degree that you could fire over the berm.”

“You will be called to the firing line in groups of eight or less. At that time you may select a shooting position and have a set and wait for further instructions. At no time are you to touch the pistol until told to do so.”

“You will receive range commands that will walk you through the live fire exercise. Do not anticipate any commands.”

### Review Pistol Range Commands & Procedures

- Approved shooting safety glasses and ear protection is required for all shooters and instructors.
- **"READY ON THE FIRING LINE"** shooters to take their assigned place at their firing point, put on eye & ear protection, pick up the pistol & take up a good shooting position, but do not load. Return pistol to the bench rest when ready."
- **"READY ON THE RIGHT, READY ON THE LEFT"** All shooters are in a good shooting position and ready to load.
- **"LOAD"** means shooters are given permission to pick up their pistols load the authorized number of rounds and prepare for the shooting event."
- **"IS THE LINE READY?"** allows a shooter with problems to raise their hand. The range officer will immediately state: **"THE LINE IS NOT READY"** if a problem is noted. **"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. Once shooters have shot the allotted number of rounds, pistols should be returned to the bench rest with actions opened. If at any time you have problems (a miss-fire, jam, or mechanical issue) keep the pistol pointed down range and raise your hand for assistance."
- **"CEASE FIRE - CEASE FIRE – CEASE FIRE!"** is called by anyone if any incident occurs that indicates possible injury to some living thing should firing continue. Actions should be opened and pistols returned to the rest."
- **"CEASE FIRE—ACTIONS OPEN!"** notifies shooters to that all rounds have been fired, all pistol chambers and magazines are unloaded with pistols returned to the bench rest."
- **"IS THE LINE SAFE?"** all pistols are unloaded and actions open. **"THE LINE IS SAFE"** indicates that it is now safe to move on the firing line."

#### **Other commands you may hear**

- **"AS YOU WERE"** means to disregard the command just given.
- **"COMMENCE FIRING OR RESUME SHOOTING"** means to proceed with whatever was being done before the interruption occurred.

“After **THE LINE IS SAFE** command you will be directed to return protection gear to the bench, stand up, clean up your spent brass and proceed to the target area to remove/replace your target. You will then return to the firing line or to the ready line to prepare for the next relay. At no time should you stand up or move away from the firing line until told to do so.”

### **Emergency Procedures, Hygiene, & Personal Conduct**

“If there are any medical emergencies on the range they will be handled by the range instructors or the camp medical officer. Each range is equipped with a 1<sup>st</sup> Aid Kit for minor medical issues, fire extinguisher, and communications to call for medical assistance. If there is a medical emergency all shooters should immediately cease fire, and clear their pistols and return their pistols to the bench rest. Remain seated until given further instructions.”

“There is no eating or drinking on the firing line. The Ready line should be kept free of trash and all personal items placed under the bench.”

“Lead particles and cleaning products are harmful if ingested in large amounts. All participants on the range are encouraged to wash their face and hands with cold water after shooting. Water is available at the range latrine.”

“Horse-play, loud talking or shouting, and unnecessary movement on the ready line will not be tolerated.”

# **Range Safety**

## **Briefing / Rules**

# **Black Powder**

# **Rifle**

## **Range Safety Briefing / Rules Black Powder Rifle**

“There are three fundamental rules for Gun Safety;”

**Always keep the gun pointed in a safe direction.** For our purposes, the only safe directions are with the barrel pointed UP or with the barrel point DOWN-RANGE toward the target area (demonstrate). This includes moving around the firing line with your rifle. Always keep the barrel pointed up when off the line. Avoid leaning over the muzzle during the loading process.

**Always keep your finger off the trigger until ready to shoot.** Your trigger finger should lay above the trigger guard with the finger extended (demonstrate). Never leave your trigger finger on the trigger.

**Always keep the gun unloaded until ready to use.** You will be given the command to load your rifle. Only then will you charge the rifle. At all other times you must keep the hammer at the half-cocked position. Never “cap” or “prime” the rifle until instructed to do so.

***Course of fire, gun is to be loaded by the Instructor***

## **Muzzleloading Rifle Firing Line & Range Commands**

“There are eight shooting points on the firing line running from left to right. The target identifiers are numbered the same way, 1-8, left to right. Make sure that you are aiming at your own target when shooting.”

“Please note the limit markers on each side of the target area. At no time are you to aim outside the limit markers. Take care in elevating your rifle. Do not aim your rifle up to such a degree that you could fire over the berm.”

“You will be called to the firing line in groups of eight or less. At that time you are to put on the eye & ear protection, select a shooting position and have a set and wait for further instructions. At no time are you to touch the rifle until told to do so.”

“You will receive range commands that will walk you through the live fire exercise. Do not anticipate any commands.”

## **Review Black Powder Rifle Range Commands & Procedures**

- Approved shooting safety glasses and ear protection is required for all shooters and instructors.
- **“RANGE HOT”**
- **“FIRE IN HOLE”**
- **“CEASE FIRE - CEASE FIRE – CEASE FIRE!”** is called by anyone if any incident occurs that indicates possible injury to some living thing should firing continue. Rifle are to held pointed down range with fingers off the trigger until the situation is resolved”
- **“CEASE FIRE!”** notifies shooters to that all rounds have been fired, all rifle are unloaded with hammers at half-cocked with rifles retuned to the bench rest.”
- **“IS THE LINE SAFE?”** all rifles are unloaded and hammers at half-cocked. **“THE LINE IS SAFE”** indicates that it is now safe to move on the firing line.”

#### **Other commands you may hear**

- **“AS YOU WERE”** means to disregard the command just given.
- **“COMMENCE FIRING OR RESUME SHOOTING”** means to proceed with whatever was being done before the interruption occurred.

“After ***THE LINE IS SAFE*** command you will be directed to stand up, clean up your spent material and proceed to the target area to remove/replace your target. You will then return to the firing line or to the ready line to prepare for the next relay. At no time should you stand up or move away from the firing line until told to do so.”

#### **Emergency Procedures, Hygiene, & Personal Conduct**

“If there are any medical emergencies on the range they will be handled by the range instructors or the camp medical officer. Each range is equipped with a 1<sup>st</sup> Aid Kit for minor medical issues, fire extinguisher, and communications to call for medical assistance. If there is a medical emergency all shooters should immediately cease fire and place the hammers to half-cocked and return their rifle to the bench rest. Remain seated until given further instructions.”

“There is no eating or drinking on the firing line. The Ready line should be kept free of trash and all personal items placed under the bench.”

“Lead particles and cleaning products are harmful if ingested in large amounts. All participants on the range are encouraged to wash their face and hands with cold water after shooting. Water is available at the range latrine.”

“Horse-play, loud talking or shouting, and unnecessary movement on the ready line will not be tolerated.”

# Range

# Safety

## Briefing / Rules

# Archery



## Range Safety Briefing / Rules, Archery

“There are three main groups of Archery Safety Rules; rules while on the Shooting Line, rules while retrieving Arrows, and Range Commands.

### Three rules when on the Shooting Line:

- Know and obey all range commands.
- **Never nock an arrow until ready to shoot.**
- Always point the arrow in a safe direction, either at the ground or at the target. Never dry-fire your bow.
- When done shooting, place the bow on the bow stand and step back from the shooting line (remain behind the shooting line and await further directions).

### Three rules when Retrieving Arrows:

- “Retrieve arrows only when the range officer signals “*Retrieve your arrows.*”
- “As you walk forward to the target line, pick up any arrows on the ground (your own and all others as well).”
- “If one target is shared between archers, only one archer may pull arrows from the target at a time; all others stand 6 feet back from the target at the target line.”

### “Shooting Line & Range Commands: Whistle or verbal commands used on the range are;”

- Approved shooting safety glasses are required for all shooters and instructors.
- **“Two blasts on a whistle – “Step to the shooting line.”** Archers may step to the shooting line, pick up the bow, and take up a good *shooting stance*. Archers may not pick up any arrows.”
- **“One blast on a whistle – “Commence Shooting.”** Archers may pick up arrows and shoot this *end*. When done, place bows on the bow stand and step back to the shooting waiting line. If you have a problem, raise your hand to draw the attention of the instructor.”
- **“Three blasts on a whistle- “Retrieve your arrows.”** Archers may go downrange and retrieve your arrows. Follow the three rules for retrieving arrows.”

- **“Four or more blasts on a whistle – “STOP! or CEASE FIRE!”** Do not shoot. Immediately *let down*, place your arrows in the arrow quiver and your bow on the bow stand, and step back from the shooting line until the emergency situation has cleared.”

**“General Archery Safety Rules that should be followed;”**

- “Keep all arrows in the quiver until ready to shoot.”
- “Carry arrows in both hands with your palms facing down.”
- “Be sure the area around and beyond your target is clear before you shoot. Never draw a bow if anyone is in front of the shooting line.”
- “Always aim and shoot at a definite target; never shoot just for the sake of shooting. Be sure of your target and that it is safe to shoot at it. If you are not sure, take a closer look. If, after a closer look, you are still not sure, do not shoot. Always shoot within the range limit markers.”
- “Shoot only at targets that are thick enough to stop your arrow. Do not shoot if there is a chance your arrow might ricochet from the target or other objects and hit someone.
- “Use arrows that are the proper length for you.”
- “Never shoot arrows up in the air.”
- “Always use the two-hand method to remove arrows from target butts”.
- “Always walk, do not run on the archery range.”
- “When retrieving arrows from behind the firing line, lean your bow against your target face to signal others that you are down range.”
- “Always wear & use proper safety equipment, eye protection, including arm guard, finger tabs, and bow slings for long or Recurve bows.”
- “Always inspect your equipment before shooting.”
- “Always have an arrow on the string when shooting a bow. Never dry fire a bow.”

**Emergency Procedures, Hygiene, & Personal Conduct**

“If there are any medical emergencies on the range they will be handled by the range instructors or the camp medical officer. Each range is equipped with a 1<sup>st</sup> Aid Kit for minor

medical issues, fire extinguishers, and communications to call for medical assistance. If there is a medical emergency all shooters should immediately cease fire and return arrows to the quiver and their bow to the bow stand. Step back to the waiting line and wait for further instructions.”

“There is no eating or drinking on the shooting line. The Ready area should be kept free of trash and all personal items placed under the bench or table.”

“Horse-play, loud talking or shouting, and unnecessary movement at the ready area will not be tolerated.”

# **Range Safety Briefing / Rules AirGun**

## Range Safety Briefing / Rules, Rifle

“There are three fundamental rules for Gun Safety;”

***Always keep the gun pointed in a safe direction.*** For our purposes, the only safe directions are with the barrel pointed UP or with the barrel point DOWN-RANGE toward the target area (demonstrate). This includes moving around the firing line with your rifle. Always keep the barrel pointed up when off the line.

***Always keep your finger off the trigger until ready to shoot.*** Your trigger finger should lay above the trigger guard with the finger extended (demonstrate). Never leave your trigger finger on the trigger.

***Always keep the gun unloaded until ready to use.*** You will be given the command to load your rifle. Only then will you place a round in the chamber. At all other times you must keep your bolt open and bolt pulled to the rear. All rifles are equipped with a safety device. The safety is a mechanical device that can fail. Our indicator that your rifle is safe is the bolt open and pulled to the rear (demonstrate).

## Rifle Firing Line & Range Commands

### ***Course of fire is one round in gun, no multiple loads permitted***

“There are eight shooting points on the firing line running from left to right or right to left. The target identifiers are numbered the same way, 1-8. Make sure that you are aiming at your own target when shooting.”

“Please note the limit markers on each side of the target area. At no time are you to aim outside the limit markers. Take care in elevating your rifle. Do not aim your rifle up to such a degree that you could fire over the berm.”

“You will be called to the firing line in groups of eight or less. At that time you may select a shooting position and have a seat and wait for further instructions. At no time are you to touch the rifle until told to do so.”

“You will receive range commands that will walk you through the live fire exercise. Do not anticipate any commands.”

## Review Rifle Range Commands & Procedures

- Approved shooting safety glasses and ear protection is required for all shooters and instructors.
- **"READY ON THE FIRING LINE"** shooters to take their assigned place at their firing point, put on the safety equipment, pick up the rifle & take up a good shooting position, but do not load. Return rifle to the bench rest when ready."
- **"READY ON THE RIGHT, READY ON THE LEFT"** All shooters are in a good shooting position and ready to load.
- **"LOAD"** means shooters are given permission to pick up their rifle load the authorized number of rounds and prepare for the shooting event."
- **"IS THE LINE READY?"** allows a shooter with problems to raise their hand. The range officer will immediately state: **"THE LINE IS NOT READY"** if a problem is noted. **"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. Once shooters have shot the allotted number of rounds, rifles should be returned to the bench rest with actions opened and bolts to the rear. If at any time you have problems (a miss-fire, jam, or mechanical issue) keep the rifle pointed down range and raise your hand for assistance."
- **"CEASE FIRE - CEASE FIRE – CEASE FIRE!"** is called by anyone if any unsafe condition occurs "Show open and clear."
- **"CEASE FIRE—ACTIONS OPEN!"** notifies shooters to that all rounds have been fired, all rifle chambers and magazines are unloaded with bolts to the rear with rifles retuned to the bench rest."
- **"IS THE LINE SAFE?"** all rifles are unloaded and bolts are to the rear. **"THE LINE IS SAFE"** indicates that it is now safe to move on the firing line."

### Other commands you may hear

- **"AS YOU WERE"** means to disregard the command just given.
- **"COMMENCE FIRING, OR RESUME SHOOTING"** means to proceed with whatever was being done before the interruption occurred.

“After **THE LINE IS SAFE** command you will be directed to remove the ear & eye protection, stand up, clean up your spent brass and proceed to the target area to remove/replace your target. You will then return to the firing line or to the ready line to prepare for the next relay. At no time should you stand up or move away from the firing line until told to do so.”

### **Emergency Procedures, Hygiene, & Personal Conduct**

“If there are any medical emergencies on the range they will be handled by the RSO, CRSO and range instructors or the camp medical officer. Each range is equipped with a 1<sup>st</sup> aid kit for minor medical issues, fire extinguisher, and communications to call for medical assistance. If there is a medical emergency all shooters should immediately cease fire and clear their rifles, place the bolts to the rear and return their rifle to the bench rest. Remain seated until given further instructions.”

“There is no eating or drinking on the firing line. The Ready line should be kept free of trash and all personal items placed under the bench.”

“Lead particles and cleaning products are harmful if ingested in large amounts. All participants on the range are encouraged to wash their face and hands with cold water after shooting. Water is available at the range latrine.”

“Horse-play, loud talking or shouting, and unnecessary movement on the ready line will not be tolerated.”