

SHOOTING SPORTS STANDARD OPERATING PROCEDURES



SAM HOUSTON AREA COUNCIL

SHOOTING SPORTS

BOY SCOUTS OF AMERICA

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

Table of Contents

Governance.....	3
1. Authority.....	3
2. Exceptions to Policies	3
3. Scope of Control.....	4
4. Management of Change.....	4
SHAC SHOOTING PROGRAM.....	5
1. Program Operations.....	5
2. Types of Shooting Ranges.....	5
3. Adherence to Range Regulations.....	6
4. Firearms	6
5. Ammunition	7
6. Archery.....	8
7. Targets.....	8
8. Staffing Requirements	8
9. Authorized Personnel	8
10. Shooting Event Scheduling Procedures.....	8
APPENDIX 1:.....	10
1. Range Safety Briefing	10
2. EMERGENCY PROCEDURES.....	15

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

Governance

Committee Organization



1. Authority

- A. The Shooting Sports Committee (SSC) operates under the authority of the Camping Committee Chairman of the Sam Houston Area Council (SHAC) of the Boy Scouts of America (BSA).
- B. The SSC is charged with establishing policies, conducting events, and promoting all shooting related activities for Cub Scouts, Boy Scouts, and Venturing Units within the council.
- C. All operations will be conducted in accordance with all National and SHAC policies which includes the following:
 - a. BSA National Shooting Sports Manual
 - b. NRA Range Safety Officer Manual
 - c. Shooting Sports Section of the Camp Program Guide
 - d. Properties Management Guide
 - e. Guide to Safe Scouting
- D. Additional guidelines and recommendations from the National Rifle Association Instructor and Range Safety Officer programs are referenced.
- E. This manual was developed by the SSC and has been approved by the Sam Houston Area Council Program Director.

2. Exceptions to Policies

- A. The Sam Houston Area Council (SHAC) has chosen to restrict some activities, methodologies, and or policies that are allowed by the NRA and BSA National Shooting Sport Manual.
- B. In all cases the more restrictive of the policies is to be followed.
- C. Camp Directors in cannot change or lessen any SOP's, regulations, or requirements
 - a. Camp Directors only have authority to make any SOP stricter for the reasons of health and/or safety.

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

3. Scope of Control

- A. This document shall be the written regulation for all shooting sports events held on SHAC properties and units of the council conducting shooting events on commercial or private property.

4. Management of Change

- A. This Standard Operating Procedure (SOP) shall be reviewed by the Shooting Sports Committee regularly to ensure that they comply with all local, state, national laws and Boy Scout guidelines as well as accepted best practices for youth shooting events.
- B. In the event that there is a change to the BSA's National Shooting Sports Manual, the SHAC Shooting Sports Committee shall be responsible to revise the SOP and submit changes to SHAC for approval.
- C. Requests for changes must be submitted in writing to SHAC Shooting Sports Committee Chairman c/o SHAC Director of Program Services, 2225 North Loop West, Houston, Texas 77008.

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

SHAC SHOOTING PROGRAM

1. Program Operations

- A. Prior to any shooting event, participants (youth or adult) must be given a safety orientation briefing per the applicable guidelines mentioned above that covers Rules of Safe Gun/Archery Handling, Rules of Safe Shooting, Range Safety Briefing, and Firearms/Archery Operations. This briefing must be held at the range, just prior to the event, away from the firing line, and must be presented to the entire group. At the conclusion of the safety session, each participant must pass a safety exam with a minimum score of 80%. The safety orientation briefing can be conducted by individuals holding at least one of the following certifications:
 - a. National Camp School Instructor
 - b. NRA Certified Instructor (or higher certification)
 - c. SHAC Cub Scout BB Gun Rangemaster (Cub Scout BB Gun Events Only)
 - d. SHAC Cub Scout Archery Rangemaster (Cub Scout Archery Events Only)
 - e. NRA Range Safety Officer (or higher certification)

2. Types of Shooting Ranges

- A. In all cases the CRSO (Chief Range Safety Officer) has the ultimate responsibility at shooting events and may cease all shooting activity on range at any time they feel there the potential for dangerous situations.
- B. SHAC Property
 - a. Automatically approved for unit use
 - b. El Rancho Cima
 - i. Pistol Range for BSA approved firearms and ammunition
 - ii. Rifle 100 yard Rifle Range for BSA approved firearms and ammunition
 - iii. Rifle 200 yard open firing line BSA approved firearms and ammunition
 - iv. Shotgun for BSA approved firearms and ammunition
 - v. Skeet for BSA approved firearms and ammunition
 - vi. Trap for BSA approved firearms and ammunition
 - vii. Archery 100 yard Range
 - c. Tellepsen Scout Reservation at Bouvay
 - i. Rifle 50 foot, 50 yard and 100 yard Rifle Range for BSA approved firearms and ammunition
 - ii. Shotgun for BSA approved firearms and ammunition
 - iii. Archery 70 meter yard Range
 - d. Bouvay Cub Scout Camp
 - i. Cub Scout BB Gun
 - ii. Cub Scout Archery
- C. Private Property Ranges
 - a. Requests for private range approval should be made to the Chairman of the Shooting Sports Committee

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

- b. All private ranges must be approved by a Chief Range Safety Officer appointed by the Shooting Sports Committee Chairman and approved by the SHAC Program director
- c. Private range certifications required a completed BSA "Private Property Approval for Shooting Sports" form
 - i. Application must be approved by the Shooting Sports Committee and the Scout Executive or his assign.
 - ii. Range certification is valid for two years from the date of the certification
 - iii. Any changes to the range site or the approved SOPs for the range require a re-certification
 - iv. Range certifications must be kept on file by the CRSO and the Shooting Sports Committee Chairman until they expire or are replaced with another certification.
 - v. Council must keep a copy on file of all applications for private ranges regardless if they are approved or denied.
- D. Commercial Ranges
 - a. Any for-profit or non-profit range that operates as a shooting range for public access that maintains its own RSO/CRSOs and operating procedures can be used for shooting events without approval

3. Adherence to Range Regulations

- A. Posted range regulations or those conveyed in any manner must be followed regardless of the event venue.
- B. In general
 - b. All range rules must obeyed and enforced.
 - c. Anyone not observing the range rules, the directions of the Instructor, RSO, or any other designated range personnel should be asked to leave or escorted from the firing line area.
 - d. On SHAC property and private property ranges, an RSO must directly supervise live fire on the range.
 - e. The certified RSO must be present on the firing line when any active shooting operation is underway.
 - f. In the case that one or more RSO's will be working the range, there will be a designated Lead Range Safety Officer for the event.
 - i. Unit provided RSOs at a commercial range will report to and be subordinate to the Lead RSO of the range
 - g. The Lead RSO will be responsible for ensuring that the rules as set forth in the aforementioned governing documents are enforced.
 - h. Commercial ranges will have their own CRSOs/RSOs and requirements that shall be followed.
 - i. Commercial ranges should be asked to provide a briefing of the range's rules and procedures prior to the commencement of the shooting activity.

4. Firearms

- A. All firearms must comply fully with the standards established by the BSA Shooting Sports Manual.

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

- B. All firearms to be used during an event must be inspected by the instructor in charge for proper type, operation and condition prior to use.
- C. It is the general policy of the Sam Houston Area Council (SHAC) that non-SHAC provided firearms or ammunition may not be brought onto SHAC property.
 - a. Exception: In some Venturing / Sea Scouts activities the use of firearms other than those provided by SHAC are permitted. In those cases, permission for exception must be obtained from the SHAC Program Services Director or assigns or in their absence the Shooting Sports Committee Chairman on a case by case basis. Such requests for exception should list the type, quantity, and caliber of firearms to be listed as well as how the firearms are to be used in the program. Approval will be based on facility capacity, safety factors, and program justification.
 - i. Under this exception all event firearms and associated ammo must be presented to the Camp Ranger or their assigns upon entry to the camp to be placed in secure storage.
 - ii. At a agreed to time before the start of the event the Camp Ranger or their assigns will return the firearms and ammo to the RSO/Lead Instructors for the event.
 - iii. At the conclusion of the event the firearms and remaining ammo will be collected by the Camp Ranger or their assigns and returned to secure storage.
 - iv. Upon departure the personally owned firearms may be collected from secure storage.
 - b. Exception: ADULT ONLY, NRA Instructor Training, will may require that private firearms to be brought onto SHAC property. Students may only apply this exemption at the explicit instruction of the course instructor. No Live Ammunition is allowed in any classroom. Whenever possible the instructor shall attempt to use the facility firearms and ammunition. The course instructor must secure approval to use this exemption during the class from the SHAC Program Services Director or assigns or in their absence the Shooting Sports Committee Chairman before the event.
- D. Non-SHAC firearms are acceptable at commercial ranges and on private ranges as long as they are of the correct type and caliber/gauge for the event per the BSA National Shooting Sports Manual and comply with the rules of the range.

5. Ammunition

- A. All ammunition to be used at an event must be inspected by the instructor in charge for proper type, caliber, and condition prior to use.
- B. Only ammunition furnished by the Sam Houston Area Council BSA is allowed on SHAC property without prior express approval by the Director of Field Services or complies with the exceptions for personal firearms per the Firearms section of this document.
- C. Personal ammunition is acceptable for use on commercial and private ranges as long as it is of the correct type and caliber/gauge for the event per the BSA National Shooting Sports Manual.

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

- D. Ideally, non-SHAC ammunition will be provided by the group conducting the event, not the by the individuals participating the event with a designee of the group procuring all of the ammunition for use by the event.
- E. When multiple calibers are being utilized at the same event, it is imperative that ammunition not be allowed to become mixed or utilized in a different caliber firearm.

6. Archery

- A. All archery equipment must comply with the requirements of the BSA Shooting Sports manual.
 - a. Maximum pull for Cub Scouts, Webelos, and Boy Scouts is 25 pounds
 - b. Maximum pull for Venturing is 35 pounds

7. Targets

- A. All target material must comply fully with the standards established by the BSA Shooting Sports Manual.
- B. The uses of explosive targets are prohibited.

8. Staffing Requirements

- A. The appropriate ratio of instructors and RSOs to active shooters per shooting discipline is specified in the BSA National Shooting Sports Manual. This ration is the minimum acceptable ratio when the firing line is active. If the ratio cannot be maintained even temporarily then active shooting must be halted until the ratio is corrected.
- B. All firearms and ammunition must be secured in or by a locking device before the instructor and/or RSO are allowed to leave range observation or firing line area. Ammunition and firearms must be secured in or by separate locking devices that required different codes, combinations, or keys to access.

9. Authorized Personnel

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

10. Shooting Event Scheduling Procedures

- A. Schedule the event two months in advance at a minimum.
 - a. Contact SHAC Camping Services and be prepared to provide the following information at a minimum:
 - i. Unit Number
 - ii. Unit Leader
 - iii. Type of Shooting event (ie Shotgun, Rifle, Archery, Blackpowder, etc)
 - iv. Approximate number of shooters

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

- v. Certified Instructor and RSO/CRSO names and credential numbers
 - b. If assistance from RSO's and Instructors outside of the unit are required, the event coordinator should make the request to the Shooting Sport Chairman via email
 - c. If a private shooting range is being utilized and needs CRSO certification, the event coordinator should make the request to the Shooting Sport Chairman via email
 - B. File a Tour Permit when your date and staff have been confirmed.
 - a. A completed and approved "Private Property Approval for Shooting Sports" shall be included as part of the tour permit
 - C. Submit all fees/due are paid at least two weeks prior to the event.
 - a. Range fees will NOT be accepted at the facility
 - b. If the facility does not have records indicating that payments have been made in full, the event may not occur or may be restricted
 - D. Check in at facility office when you are ready to use the range.
 - a. The Ranger should verify Instructor's and RSO's identification and credentials
 - i. Valid credentials are mandatory for check-in.
 - b. The camp ranger will check out the firearms to the event's lead RSO recording the number, type, manufacturer's serial number and condition of the firearms.
 - i. Assure that the equipment being checked out is in good operating condition, is clean, and ready for use.
 - ii. Serial numbers should match those recorded by the Ranger.
 - iii. Any equipment found to be broken or not in operational order before, during, or after the event should be "red-tagged" in a manner that renders the firearm in-operable such as tagging thru the action area.
 - 1. The lead RSO should provide the Ranger with a description of the problem to allow the Ranger to secure repairs or replacements.
 - iv. Transportation of firearms and ammunition to Range area will be the responsibility of the Rangers or their assigns on SHAC owned property.
 - 1. For non-SHAC properties, follow the Range's SOPs or have the lead RSO handle transportation
 - c. The Ranger or their assigns will allocate ammunition to the event's lead RSO based on the number of paid shooters.
 - i. The event's lead RSO should verify that the ammunition is of the correct caliber, type, and quantity.
 - ii. Left over ammunition should be returned to the Ranger or their assigns for proper disposal if damaged or re-allocation.
 - d. The event's lead RSO should assure that all required safety and training materials are present at the range before allowing any shooting activity to begin.

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

APPENDIX 1:

1. Range Safety Briefing

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

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

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

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

- c. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
 - d. Stop shooting immediately upon the command of "Cease Firing."
 - e. Ask: Why is it important to shoot only at authorized targets?
 - i. Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.
 - f. Ask: What actions should shooters perform during a cease fire?
 - i. Stop shooting immediately.
 - ii. Await further instructions from the RSO.
- J. NRA Hygiene Guidelines
- a. Explain that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.
 - b. Emphasize that everybody exposed at the range or cleaning area--even if he did not participate in the shooting session - should follow these guidelines.
 - c. Remind range users of these guidelines prior to, during, and immediately after occupying the range.
 - d. Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
 - e. Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking.
 - f. Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.
- K. Site-Specific Range Rules
- a. Ask range users to read rules as you (RSO) point to range posters or refer to handouts.
 - b. Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
 - c. Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
 - d. Notify the RSO when there is a firearm stoppage malfunction.
 - e. Dry firing is only permitted at the firing line and only when authorized.
 - f. All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
 - g. When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
 - h. Ammunition is not permitted in the cleaning area.
 - i. Ask: Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?
 - i. This policy prevents shooters from unintentionally pointing the firearm at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.
 - j. Ask: Why are shooters required to notify the RSO of firearm stoppage or malfunctions?
 - i. Notification is critical for safety at the end of the course of fire.
 - k. Administrative Range Rules Example
 - i. Did everyone park his car in the shooters' parking area?

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

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

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

- i. That the muzzle loading firearm failed to fire and a hazardous condition may exist. The misfire could actually be a hang fire, which is a delay in the ignition of the cartridge.
- t. Ask: What actions are taken during a misfire?
 - i. Due to the possibility of a hang fire, the shooter keeps the firearm pointed downrange and waits at least 30 seconds for modern firearms, or at least two minutes for muzzle loading firearms, prior to correcting the malfunction.
- u. Ask: Where and when may shooters dry fire?
 - i. Only at their firing points and only when authorized to do so.

SHOOTING SPORTS STANDARD OPERATING PROCEDURES

2. EMERGENCY PROCEDURES

The documented procedures for the facility should be followed. These procedures must be in the facility SOP document. Generally the procedures are:

- A. Take charge of the situation.
 - a. Determine seriousness of injury and assign duties
- B. Render aid.
 - a. First-aid kit should be centrally located to the Range area
- C. Call for help via radio or telephone.
 - a. Emergency phone numbers and information list should be centrally located to the Range Area
- D. Direct help to location.
- E. Take notes
 - a. Emergency report sheet should be located in facility SOP binder

SHOOTING SPORTS STANDARD OPERATING PROCEDURES
