

**Shooting Sports**  
**Standard Operating Procedures**



**Capitol Area Council**  
**Boy Scouts of America**

Revised 6/1/2022

**STANDARD OPERATING PROCEDURES**  
**Lost Pines Scout Reservation Shooting Sports Ranges**

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## **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 Shooting Sports Manual
  - 2. National Rifle Association (NRA) Range Safety Officer Manual
  - 3. USA Archery (USAA) Instructor/Coach Manuals
  - 4. Shooting Sports Section of the Camp Program Guide, Properties Management Guide
  - 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 NRA, USAA, and BSA.
- B. In all cases the more restrictive of the policies is to be followed.

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- 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 Shooting Sports 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.

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**3. Check in Procedures**

- A. All NRA Instructors, USAA Instructors/Coaches, and Range Safety Officers must present their current certification cards to the camp ranger prior to going to the range or checking out equipment.
- B. The camp ranger will check out the Council firearms/bows to the event's lead RSO/USAA Instructor.
- C. 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.
- D. 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. Keep finger off the trigger until aimed at target.
- C. Never let the muzzle cover anything you are not willing to destroy.
- D. Know the target and what is beyond.
- E. No intoxicating substances of any kind or intoxicated people are allowed on the range.
- F. 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.
- G. Fire at authorized targets only.
- H. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- I. Fire only on designated ranges.
- J. Fire only authorized firearms and ammunition.
- K. Use of appropriate ear and eye protection is mandatory for all individuals.
- L. Ensure all projectiles impact within the established range safety limits.

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- M. Call "Cease fire" and make safe all firearms when observing any unsafe condition or when a shooter moves forward of the firing line.
- N. Notify the Range Safety Officer (RSO) or Council Chief Range Safety Officer of any safety infractions.
- O. Do not climb on the berm.
- P. 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.
- 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.

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6. Authorized & Prohibited Firearms, Ammunition, and Bows
  - A. Only archery equipment or firearms that are expressly permitted by this document are all 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
  - C. Exceptions:
    - a. In some Venturing/Sea Scout activities, the use of firearms other than those provided by CAC are permitted. In those cases, permission for the exemption must be obtained from the CAC Shooting Sports Chair.
    - b. Personal firearms are permitted on LPSR property for instructor training purposes. Muzzleloader firearms are permitted for instructional purposes during Council authorized special events such as Council Venturing events, OA conclave, etc. or if otherwise approved by the Council SSC chair.
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, 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.
  - G. Firearms targets must be twenty four inches from the ground and never more than halfway up on the target stand.
8. Authorized Personnel
  - A. Current members of the Boy Scouts of America

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- 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.
- C. Participants in council sponsored activities.

**9. Range Supervision**

**A. Rifle**

- 1) Range supervision: 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. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA rifle instructor or an NRA certified rifle instructor. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card on file with the LPSR rangers when at LPSR.
- 2) Actions: Only .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.
- 3) Sights: Open, Aperture (peep), and Optical are allowed
- 4) Ammunition: Only commercial .22 short, long, or LR ammunition may be used. No armor piercing, jacketed, tracer, or reloaded ammunition may be used.
- 5) Ratio: One NRA range safety officer per eight shooters. One NRA rifle instructor per eight shooters while firing.
- 6) Course: Only bench rest and standing positions are allowed, except for 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.



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**B. Shotgun**

- 1) Range supervision: 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. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA shotgun instructor or an NRA certified shotgun instructor. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.
- 2) Gauge: Only 20 gauge shotguns are allowed on the shotgun range at LPSR.
- 3) 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) Range: Pistols are fired from the rifle range. Pistols and rifles cannot be used simultaneously for safety reasons.
- 2) Range supervision: 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. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA pistol instructor or an NRA certified pistol Instructor. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.
- 3) Caliber: Only .22 caliber pistols are allowed on the range.
- 4) Restrictions: Only Venturers, Sea Scouts and Explorers are allowed to fire .22 pistols on the range. Scouts BSA are not allowed to use .22 pistols at Lost Pines.
- 5) Ratio: One NRA range safety officer per three shooters. One NRA pistol instructor per shooter while shooting.

**D. Muzzleloading Rifle**

- 1) Range supervision: A certified NRA RSO is directly supervising all live fire on the range. The RSO is responsible for ensuring that all range

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policies and procedures are followed. 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. For a range session, RSO and Instructor must be two separate individuals. Both RSO's and Instructors must have a current NRA card on file with the LPSR Rangers when at LPSR. [Note: NRA Certified Muzzleloading instructor must be in attendance for shotgun and pistol activities.

- 2) Muzzleloading firearms: Muzzle and breach loading rifles 0.58 caliber and below are allowed. Muzzleloading shotgun 12 gauge and below allowed. Muzzleloading, percussion, single barrel pistols or revolvers, 0.50 caliber and below 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, rifle loading by instructor or shooter supervised by instructor. Restrictions: Only Venturers and Sea Scouts are allowed to fire.muzzleloading shotgun or pistols on the range. Youth in Scouts BSA are not allowed to use.muzzleloading shotguns or pistols 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 range observation or 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 firing line area.**

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**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
    - b. Check downrange for other shooters or range maintenance personnel. Do not set up downrange or uprange of other shooters.
    - 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. iii. 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).

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- 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**

- 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.

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**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.
- 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.

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#### **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 ( $\geq 18$  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.
- 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.

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- 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.

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16.     Emergency Procedures

See Appendix E



## **APPENDIX**

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

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**APPENDIX A**  
**NRA Gun Safety Rules**

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

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

**Rules for Safe Use**

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.

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**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.

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**APPENDIX C**  
**ACTION ARCHERY RANGE**  
**Use guidelines**  
**March 20, 2013**

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.

[illegible]

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**APPENDIX E**

**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. Rangers are:  
  
P J Brown, Lead Ranger (979) 417-6564  
Cayman Ward (512) 508-3510  
Kevin Smith (512) 796-6229
6. Call Ron Settele, Director of Support Services at  
Office: (512) 617-8636  
Cell : (972) 822-0984
7. Take notes and complete an Incident Information Report

# Incident Reporting Tool

(Events or allegations of injury, illness, or property damage, including employment and directors and officer's issues)

## 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 Whom: \_\_\_\_\_

## 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: \_\_\_\_\_

Severity Rating:    Catastrophic-I      Critical-II      Marginal-III      Negligible-IV      Unknown

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.