

STANDARD OPERATING PROCEDURES
For Private Shooting Sports Ranges
Capitol Area Council, B.S.A.

RANGE OPERATIONS GUIDE

1. General

Live firing conducted at the Private Shooting Sports Ranges must be designed to provide authorized users access to a safe facility where they can become proficient with firearms and/or participate in council sponsored events. This SOP is not intended or designed to supersede any that the private range may have in place as long as it includes basic safety rules. Regardless of the facilities SOP, scout units must have both an instructor and RSO present.

2. Facilities for Use

A "Permission to Enter Upon and Use Land" form must be completed and available for review. The form must be signed by a CAC Chief Range Safety Officer (CRSO).

3. General Rules and Safety Requirements

- 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.
- g. Shoot only in the appropriate direction from the designated firing lines.
- H Fire at authorized targets only.
- g. 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.
- m. Call "Cease firing" 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 Chief Range Safety Officer (CRSO) 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.

4. Authorized & Prohibited Firearms and Ammunition For Scouts and Adults

- a. No caliber larger than .22 rimfire is allowed on the rifle range.
- b. Only use .22 caliber breech-loading, single-shot or a repeater type bolt-action rifle with a box-style magazine.
- c. No armor piercing, jacketed or tracer ammunition.
- c. No reloaded ammunition
- d. No fully automatic firearms.
- e. Use either 12 or 20 gauge shotguns, are allowed, but not both should be on the shotgun range at the same time.

5. Authorized Targets

- a. Paper and cardboard.
- b. Metallic targets approved by the CRSO.
- c. No cylindrical or spherical objects that could shatter or cause ricochets
- d. No other materials that shatter.
- e. Targets must be twenty four inches from the ground and never more than halfway up on the target stand.

6. Authorized Personnel

- a. Current members of the Boy Scouts of America
- b. Immediate family members or invited guests of the above provided the authorized person is present and assumes full responsibility for the conduct of his or her guest(s), and everyone signs a Hold Harmless Agreement. Maximum of two guests please (not including family members).
- c. Individuals approved by the Capitol Area Council or CRSO on a case-by- case basis. Non-Scout trainers and groups must have Capitol Area Council approval.
- d. Non-registered Scout members in the waiting area only except with approval from the RSO.

7. Range Safety Officer

- a. The RSO must be currently certified by the NRA as an RSO.
- b. The RSO will conduct the general operation of the range that day
- c. The RSO has the right to inspect all firearms and deem if they are safe for use on the range.
- d. The RSO will report all serious problems to the CSRO.

8. Range Areas

- a. All ranges
 - (1) Must have an 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
 - i. Have your tour permit with you at the range.
 - ii. Always close entry gate when you enter or exit, and use red flags.
 - iii. Check downrange for other shooters or range maintenance personnel. Do not set up downrange or up range of other shooters.
 - iv. Be prepared to share the range facilities with others. Be cooperative.
 - v. Red flags indicate use in progress.

- (c) Rifle range
 - (1) Do not shoot across the range to other than your position target
 - (2) Do not shoot at the ground, at non-approved targets, or above the berm
- (d) Shotgun Area
 - (1) Number 6 shot or smaller. No slugs!
 - (2) Throw clay targets in the approved direction.
- (e) No handguns or rifles on the shotgun range.

9. Alcoholic Beverages and Drugs

Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The RSO will deny range access to anyone in violation.

10. Emergency Procedures

1. The RSO must determine range location and local contact numbers in case of emergencies prior to event.

- a. Range information

Owner:
Range or Ranch Address:
Phone:
GPS:

- b. Nearest Hospital

Name:
Address:
Phone:
GPS:

- c. Nearest Minor Emergency Center

Name:
Address:
Phone:
Hours:

2. RSO will take charge of the situation. (Determine seriousness of injury)
3. Render first aid if qualified.
4. Call **911** for help via cellular telephone if necessary.
5. Direct help to location.
6. Ron Settele, Director of Support Service at office: **713-228-6625**
7. Take notes. Use emergency report sheet, if available.

12. RSO RUNNING THE RIFLE RANGE

1. Review: Three Safety Rules poster.
 - a. Always keep the gun pointed in a safe direction.
 - b. Always keep your finger off the trigger until ready to shoot.
 - c. Always keep the gun unloaded until ready to shoot.
2. Review: Range Safety Rules
 - a. Cease Fire! May be shouted by anyone for a safety issue.
 - b. Eye and ear protection is mandatory for everyone on the range.
 - c. Misfires must be flagged and cleared in position on the range.
 - d. Cleaning hands and face after a shooting session is mandatory.
3. Identify Range Safety Officer (orange hat).
4. Prepare target area (set targets).
5. Prepare firearms for shooting (safe handling protocol).
6. Place firearms at shooting stations (safe handling protocol).
7. Set up ammunition table with ammo blocks (adult supervised until stored).
8. Begin live fire exercise.
9. All ammunition is gathered and stored.
10. Firearms are gathered and stored.
11. Targets and equipment are gathered and stored.
12. Police the area for brass, water bottles, targets, and trash – pack it out!

13. RSO RUNNING THE SHOTGUN RANGE

1. Review: Three Safety Rules poster.
 - a. Always keep the gun pointed in a safe direction.
 - b. Always keep your finger off the trigger until ready to shoot.
 - c. Always keep the gun unloaded until ready to shoot.
2. Review: Range Safety Rules
 - a. Cease Fire! May be shouted by anyone for a safety issue.
 - b. Eye and ear protection is mandatory for everyone on the range.
 - c. Misfires must be flagged and cleared in position on the range.
 - d. Cleaning hands and face after a shooting session is mandatory.
3. Identify Range Safety Officer (bright color hat or vest).
4. Prepare target area throw sighting clays.
5. Prepare firearms for shooting (safe handling protocol).
6. Place firearms at shooting stations (safe handling protocol).
7. Set up ammunition table (adult supervised until stored).
8. Begin live fire exercise.
9. All ammunition is gathered and stored.
10. Firearms are gathered and stored.
11. Targets and equipment are gathered and stored.
12. Police the area for hulls, water bottles, targets, and trash – pack it out!

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.

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!"** is called by the range officer if any incident occurs that indicates possible injury to some living thing should firing continue.
- **"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.
- **"AS YOU WERE"** means to disregard the command just given.
- **"CARRY ON"** means to proceed with whatever was being done before the interruption occurred.

Incident Reporting Tool

General Incident Details

***Required Fields**

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

*Report Date: _____

*Date Reported to Council/BSA Location: _____

Reported by Name: _____

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

*Reported by Email: _____

Reported by Address: _____

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

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

Specific area where incident occurred: _____

Incident Address: _____

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

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

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

Injury/Illness/Damage Information

*Claimant Name: _____

Claimant Address: _____

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

Claimant Primary Phone: _____ Claimant Secondary Phone: _____

Claimant Email: _____

Claimant Date of Birth: _____ Age of Claimant: _____

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

Chartered Organization: _____

*Property Damage? Yes No Describe: _____

*Adventure/Program/Event: _____

Cause/Nature/Injury Detail: _____

*If medical treatment was provided, please describe: _____

If transported by air/ambulance, please describe: _____

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

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

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

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

Vehicle Involved (Duplicate if needed)

*Owner of vehicle: _____ VIN: _____

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

Description of Vehicle Damage: _____

Weather Conditions: _____

Driver Name: _____

Driver Address: _____

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

Driver Phone: _____ Driver Email: _____

Witnesses (Duplicate if needed)

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Witness Type: Adult Youth Unknown

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

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

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