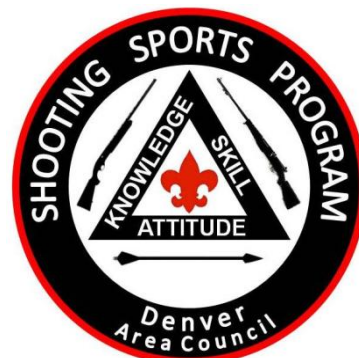




BOY SCOUTS  
OF AMERICA®

# Standard Operating Procedure (SOP)

## SHOOTING RANGES AND EQUIPMENT



Release Date: February 10, 2017



## **TABLE OF CONTENTS**

- CHAPTER 1: Statements of Purpose
- CHAPTER 2: Aims and Methods of the Shooting Sports Program
- CHAPTER 3: Cub Scouts, Boy Scouts, and Venturing
- CHAPTER 4: Organizational Plan
- CHAPTER 5: Safety Plan
- CHAPTER 6: Range Operations Plan
  - a. Rifle
  - b. Archery
  - c. Muzzleloader
  - d. Shotgun
  - e. BB Gun
  - f. Venturing Handgun
- CHAPTER 7: Denver Area Council (DAC) Shooting Sports Equipment:  
Use and Maintenance
- CHAPTER 8: Colorado Adventure Point (CAP)
- APPENDIX 1: Range Safety Briefing and Emergency Procedures
- APPENDIX 2: Rifle Range Operations Guide and Inspection Checklist
- APPENDIX 3: Archery Range Operations Guide and Inspection Checklist
- APPENDIX 4: Muzzleloading Range Operations Guide and Inspection Checklist
- APPENDIX 5: Shotgun Range Operations Guide and Inspection Checklist
- APPENDIX 6: BB Gun Range Operations Guide and Inspection Checklist
- APPENDIX 7: PV Scout Ranch Emergency Numbers and Contacts
- APPENDIX 8: Injury Report Forms
- APPENDIX 9: Informed Consent and Release Agreement, Health History Forms
- APPENDIX 10: Private Property Approval for Shooting Sports



## **CHAPTER 1:**

### **STATEMENTS OF PURPOSE**

#### **Boy Scouts of America**

It is the purpose of the Boy Scouts of America (BSA) to provide for boys an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, and to develop in them physical fitness, thus to help in the development of American citizens who:

- Are physically, mentally, and emotionally fit.
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness.
- Have the desire and the skills to help others.
- Understand the principles of the American social, economic, and governmental systems.
- Are knowledgeable about (and take pride in) their American heritage and understand America's role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fulfill the varied responsibilities of participating in (and giving leadership to) American society and in the forums of the world.

The Boy Scouts of America accomplishes this purpose by making its program available in cooperation with existing groups having compatible goals, including religious, educational, civic, fraternal, business, labor, and governmental bodies.

#### **Shooting Sports**

The Boy Scouts of America uses shooting sports programs to advance their purposes of character development, citizenship, and physical fitness. There is an added emphasis on safety, particularly the three fundamental National Rifle Association (NRA) rules of safe gun handling:

ALWAYS keep the gun pointed in a safe direction.

ALWAYS keep your finger off the trigger, until ready to shoot.

ALWAYS keep the gun unloaded, until ready to use.

#### **This Book**

The purpose of this Standard Operating Procedure (SOP) is to provide a consistent set of operating guidelines for the various shooting sports ranges and equipment of the Denver Area Council, Boy Scouts of America. These ranges and equipment may be used to provide programs for, but are not limited to: Cub Scouts, Boy Scouts, and Venturing. Council approved shooting sports activities may take place at DAC camps or other facilities, which may or may not normally be under the control of the Boy Scouts of America (i.e.: camporees, OA fellowships, or other programs). All shooting sports activities must conform to appropriate BSA policy.

This SOP may be modified as required by changes in BSA policy or by consensus of the Denver Area Council Shooting Sports Committee, subject to approval of any significant change by the Health and Safety/Risk Management Committee. Any changes must be in compliance with the principles of BSA, applicable laws of the State of Colorado (or the applicable State), the County or City (municipality) where the activities take place, and The United States of America. Any other organization having jurisdiction is included by reference (such as: OSHA, Sheriffs' Departments, Department of National Resources, local Police agencies, Bureau of Reclamation, National Park Service, the United States Military, etc.)

At a minimum, this SOP should be reviewed once annually for accuracy and to ensure adherence with BSA current national guidelines and NRA safety practice and procedures.



## CHAPTER 2:

### AIMS AND METHODS OF THE SHOOTING SPORTS PROGRAM

The Boy Scouts of America adheres to its longstanding policy of teaching its youth and adult members safe, responsible, and intelligent handling, care, and use of firearms, pellet guns, BB guns and archery in planned, carefully managed, and supervised programs.

The methods by which these aims are achieved have been derived from a number of sources including the Scout Oath and Law, and various publications of the Boy Scouts of America and the National Rifle Association (NRA), USA Archery/ National Archery Assoc. (USAA/NAA) And National Field Archery Assoc. (NFAA) Please refer to the latest version of these books as they change periodically.

#### Primary BSA Resources:

(Go to: [http://www.scouting.org/Home/OutdoorProgram/ShootingSports/shooting\\_faq.aspx](http://www.scouting.org/Home/OutdoorProgram/ShootingSports/shooting_faq.aspx) for latest versions and updates)

*Guide to Safe Scouting*

*BSA Shooting Sports Manual\**

**NOTE: It is the instructor's responsibility to stay current with the changes to the BSA Shooting sports Manual**

*Camp Program and Property and Management (Shooting Sports Section)*

*Shooting Sports for Cub Scouting*

*(BSA Shooting Sports Manual, Section V, Archery and BB Guns, & Appendix 6)*

*National Camp Standards - Updates Annually*

#### Other DAC and BSA Resources:

Rifle Merit Badge Pamphlet

Archery Merit Badge Pamphlet

Shotgun Merit Badge Pamphlet

National Camping School (NCS) Shooting Sports Lesson Plan

The Denver Area Council further details range opportunities, clarifies procedures and adds information unique to our Council's ranges and programs in this Standard Operating Procedure. The BSA Shooting Sports Personnel and Range Safety Supervision follows in Chapter 4 for ease of reference.

*\*Regulations listed in the BSA Shooting Sports Manual are minimum general standards that apply to BSA-approved programs and ranges nationwide. Individual BSA-approved ranges may have more stringent standards and requirements as deemed necessary by the Shooting Sports Director, the Shooting Sports Committee, and/or the Council Health and Safety administrator.*





## **CHAPTER 3:**

### **Cub Scouts, Boy Scouts, and Venturing**

**Cub Scouting** is a family and home-centered program for boys in the first through fifth grade (or 7 through 10 years old). Cub Scouting's emphasis is on a quality program at the local level, where the most boys and families are involved. Fourth and fifth-grade (or 10-year-old) boys are called Webelos (**WE'll BE LOyal Scouts**) and participate in more advanced activities that begin to prepare them to become Boy Scouts.

**Boy Scouting** is available to boys who have earned the Arrow of Light Award or have completed the fifth grade, or who are 11 through 17 years old, and subscribe to the Scout Oath and Law. The program achieves the Boy Scouts of America's objectives of developing character, citizenship, and personal fitness qualities among youth by focusing on a vigorous program of outdoor and community service activities.

**Venturing** is open to young men and women from age 14 through 20. The program achieves the Boy Scouts of America's objectives of developing character, citizenship, and personal fitness qualities among youth by focusing on a vigorous program of outdoor and community service activities.



## **CHAPTER 4:**

### **ORGANIZATIONAL PLAN**

The following is a plan for officers, staff, and personnel of the Denver Area Council Shooting Sports (DACSS) program. (Qualifications required for the various positions are listed later.)

#### **Executive Committee**

DAC Shooting Sports Coordinator/Director  
DAC Chief Range Safety Officer  
Staff Advisor – Council Director of Staff Services

#### **Shooting Sports Program Committee Officers**

DAC Shooting Sports Coordinator/Director  
DAC Chief Range Safety Officer  
Training Coordinator  
Equipment Quartermaster  
Secretary  
Treasurer  
Communications Coordinator  
Social Media and Promotions  
District Shooting Sports Coordinators  
Cub Scouts Coordinator  
Staff Advisor – Council Program Director

#### **Training Program Staff**

DAC Shooting Sports Coordinator/Director  
DAC Chief Trainer  
Trainers

#### **Shooting Programs Operating Personnel**

DAC Chief Range Safety Officer  
Chief Range Safety Officer Rifle  
Chief Range Safety Officer Muzzleloading  
Chief Range Safety Officer Shotgun  
Chief Range Safety Officer Archery  
Chief Range Safety Officer Venturing Programs  
Chief Range Safety Officer Cub Scout Programs  
Range Safety Officers  
Certified Instructors  
Cub Scout Rangemasters

#### **Equipment Management Staff**

Equipment Quartermaster  
Firearms Maintenance Technician  
Archery Maintenance Technician  
Range Maintenance Technician  
Gunsmith

## Shooting Sports Committee Qualification

Per BSA policy, all training and firearms shooting activities must be supervised by a currently qualified Range Safety Officer (RSO) with a Certified Instructor or Coach who are 21 years of age or older. BB gun or archery shooting must be supervised by a Range Master who is 18 years of age or older.

Therefore: all officers, staff, and personnel of the DACSS program shall be approved as an instructor by the DAC in accordance with BSA guidelines. NRA qualified RSO and Chief Range Safety Officer (CRSO) may also be approved by the DAC. The following positions require additional qualification as shown.

Shooting Sports Coordinator/Director:	NCS certified
Training Coordinator:	NRA Training Counselor appointment
Gunsmith:	Professionally or educationally qualified
Range Safety Officer Rifle Ranges:	NRA RSO trained* and NRA Certified Rifle Instructor
Range Safety Officer Muzzleloading Ranges	NRA RSO trained* and NRA Certified Muzzleloading Rifle Instructor
Range Safety Officer Shotgun Ranges:	NRA RSO trained* and NRA Certified Shotgun Instructor
Range Safety Officer Cub Scout Programs:	NRA RSO trained* and NRA Certified Rifle and NAA/NFAA Certified Archery Instructor (Level 1 or above)
Range Safety Officer Archery Ranges:	NRA RSO trained* and NAA/NFAA Certified Archery Instructor (Level 1 or above)

\*See DAC Addendum, Chapter 5

# Shooting Sports Committee List of Personnel

## Executive Committee

DAC Shooting Sports Coordinator/Director	John Wright
DAC Chief Range Safety Officer	Jim Cathcart
Staff Advisor – Council Director of Staff Services	Dave Whitner

## Shooting Sports Program Committee Officers

DAC Shooting Sports Coordinator/Director	John Wright
DAC Chief Range Safety Officer	Jim Cathcart
Training Coordinator	Dave Sims
Equipment Quartermaster	Mike Keough
Secretary	Bill Weeks
Treasurer	Andrea Keough
Communications Coordinator	Jeff Danielson
Social Media and Promotions	Roger Mortensen
District Shooting Sports Coordinators	See "Contact List" on DACSS website
Cub Scouts Coordinator	Paul Royer and Roy Batzel
Staff Advisor – Council Program Director	Dave Whitner

## Training Program Staff

DAC Shooting Sports Coordinator/Director	John Wright
Training Coordinator	Dave Sims
Trainers	See "Instructor List" on DACSS website for list of Training Counselors (TC's)

## Shooting Programs Operating Personnel

DAC Chief Range Safety Officer	Jim Cathcart
Chief Range Safety Officer Rifle Ranges	_____
Chief Range Safety Officer Muzzleloading Rifle	_____
Chief Range Safety Officer Shotgun	_____
Chief Range Safety Officer Archery	_____
Chief Range Safety Officer Venturing Programs	_____
Chief RSO Cub Scout Camp Shooting Programs	_____
Certified Instructors	See "Instructor List" on DACSS website for list of Certified Instructors
Range Safety Officers (RSO's)	See "Instructor List" on DACSS website for list of RSO's and Chief Range Safety Officers (CRSO's)
Cub Scout Range Masters	See "Instructor List" on DACSS website for list of RSO's and Chief Range Safety Officers (CRSO's)

## Equipment Management Staff

Equipment Quartermaster	Mike Keough
Firearms Maintenance Technician	_____
Archery Maintenance Technician	Glen Mills
Range Maintenance Technician	_____
Gunsmith	Michael Keough



## CHAPTER 5:

### SAFETY PLAN

1. The BSA Safety plan is detailed in:

#### Primary BSA Resources:

(Go to: [http://www.scouting.org/Home/OutdoorProgram/ShootingSports/shooting\\_faq.aspx](http://www.scouting.org/Home/OutdoorProgram/ShootingSports/shooting_faq.aspx) for latest versions and updates)

*Guide to Safe Scouting*

**BSA Shooting Sports Manual** Can be found at  
[http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931\\_WB.pdf](http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931_WB.pdf). Also be sure to check the Shooting Sports Manual supplement  
[http://bsaseabase.org/filestore/seabase/doc/Shooting\\_Sports\\_Manual\\_supplement.docx](http://bsaseabase.org/filestore/seabase/doc/Shooting_Sports_Manual_supplement.docx)

*Camp program and Property and Management (Shooting Sports Section)*

*Shooting Sports for Cub Scouting  
(BSA Shooting Sports Manual, Section V, Archery and BB Guns, & Appendix 6)*

*National Camp Standards – Updates Annually*

#### Other Applicable DAC and BSA Resources:

[www.dacshootingsports.org](http://www.dacshootingsports.org)

*Rifle Shooting Merit Badge Pamphlet*

*Shotgun Shooting Merit Badge Pamphlet*

*Archery Merit Badge Pamphlet*

*Venturing / Ranger Handbook*

*Health and Safety Guide*

*Camp Health and Safety*

*Cub Scout Day Camp*

*Resident Camping for Cub Scouting*

*Cub Scout Academics and Sports*

*National Camping School Shooting Sports Lesson Plan*

# Shooting Sports Personnel and Range Safety Supervision

## Shooting Sports Personnel

**Shooting Sports Director:** An adult 21 years of age or older, holding a current Shooting Sports Director Certificate from a Boy Scouts of America National Camping School. This person directs programs to achieve the aims of the Boy Scouts of America in the spirit of, and according to, BSA standards.

**Camp Shooting Sports Program Director:** In charge of all shooting sports including rifle, shotgun, muzzleloader and archery. This individual sees that all areas are maintained and used properly. Director maintains an updated inventory of equipment, and is in charge of the safe and proper maintenance and usage of this equipment. The camp shooting sports program director may manage a staff that includes properly qualified instructors and trains the support staff to work in the camp's shooting sports program areas.

**Council Shooting Sports Program Director:** Coordinates council-approved shooting sports programs on a continuing basis. May coordinate instructor training, camp programs, range development, merit badge instructor teams, shooting opportunities, competitions, etc.

**Chief Instructor:** An adult who is 21 years of age or older who is currently instructor qualified in the specific shooting sports program for which supervision and instruction is required. This person is to be in camp as the responsible managing supervisor for any firearms shooting programs in operation. In most camps, the Camp Shooting Sports Program Director is the Chief Instructor for some or all programs. An NCS trained Camp Director or Program Director may be the responsible managing supervisor for the BB gun or archery program if a properly trained Rangemaster operates an approved BSA program shooting range.

**Assistant Instructor:** An Assistant Instructor must be an adult 18 years of age or older, currently qualified as an NRA Certified Instructor or Assistant Instructor. This individual may help the Chief Instructor accomplish the goals of the shooting sports program and/or supervise live-fire instruction for the specific shooting sports in which the person is qualified.

**Camp Assistant Instructor:** Trained and supervised for the camp season by the camp's National Camping School trained Shooting Sports Program Director. A record document of training and specific duties for each Camp Assistant Instructor must be kept on file at the range where he or she assists, the camp office, and at QM. This document will be dated to expire no later than the last day of the camp season. It is the responsibility of the NCS shooting sports director to teach as much of the basic firearms course(s) and instructor/trainer material as these individual needs to develop the necessary knowledge, skills and attitude to safely perform the specific duties assigned. If the camp is conditionally accredited, due to the lack of an NCS shooting sports director, this position cannot be in effect.

**Shooting Sports Camp Counselors and Aides:** Any individual trained for specific duties by an NCS Shooting Sports Director or other qualified instructor. Shooting sports program counselors and aides under onsite supervision may exercise crowd control; serve as a training assistant for specified topics; move and maintain equipment; act as a coach in a student coach/pupil setting, etc. Shooting sports program counselors and aides may not be used for any live-fire range supervision.



## Shooting Sports Range Safety Supervision

**Chief Range Safety Officer:** The Chief Range Safety Officer (CRSO) has overall responsibility for the safe handling and shooting of firearms anywhere on the range property. The CRSO trains, coordinates, and supervises RSOs.

**Range Safety Officer:** The Range Safety Officer (RSO) supervises shooting activities as prescribed by the range SOP. The RSO needs to be on the firing line and in a location that allows the best control of the firing line. It is the duty of the RSO to maintain order on the range. The RSO ensures that the shooters follow the range regulations, which prevents possible property damage and personal injury.

**Range Safety Officer in Charge:** The Range Safety Officer in Charge (RSOiC) coordinates operations of ranges when there are multiple RSO's supervising individual ranges.

**BSA BB Gun Rangemaster:** An adult who is 18 years of age or older who is trained to set up and operate a safe BB gun range for a Cub Scout or a Boy Scout BB Gun Program, according to BSA standards.

**BSA Archery Rangemaster:** An adult who is 18 years of age or older and is trained to set up and operate a safe archery range for a Cub Scout or a Boy Scout Archery Program, according to BSA standards.

**Camp BSA Archery Director:** An archery Rangemaster who is trained according to BSA standards or instructor certified by the NAA, NFAA or trained (using the NAA Level I course) by an NCS shooting sports director. This individual's responsibilities include the setup and operation of a safe archery range for Cub Scout and/or Boy Scout programs, archery merit badge instruction and management of an archery staff at camp.

### Role of the DAC Range Safety Officer:

- a) To supervise shooting activity per BSA policies for all shooting activities
- b) To manage the range operation process according to the DAC SOP
- c) To ensure strict adherence to BSA/DAC firearm and ammunition standards are maintained (see chapter 6 Range Operations Guide)
- d) To ensure that all firearms in use on the range are in safe operating condition
- e) To process use of equipment and ranges so they are ready for the next user

Set the standard: Safety is never compromised and RSOs are always professional, friendly, helpful, understanding, and honest.

Note: The Shooting Sports Committee should maintain lists of certified Instructors and certified RSO's and their certifications.

## **DAC ADDENDUM:**

The DAC recognizes the NRA certifications for Range Safety Officer (RSO) and Chief Range Safety Officer (CRSO). Individuals so qualified may be approved by the council for range safety supervision only after completion of the DAC SOP course.

**Note:** Off-Season BSA associated adults 18 years of age or older may shoot on DAC ranges with qualified RSO supervision. Youth may shoot on DAC ranges with qualified RSO supervision only if approved by a qualified supervising Instructor, who must be in camp. (BSA requires all youth training and shooting activities to be supervised by a currently qualified instructor or coach)

---

To be a "**QUALIFIED**" Instructor, Assistant Instructor, or RSO means:

### **1. Trained and currently documented by:**

- a. BSA National Camping School, (may be for rifle (R), archery (A), muzzleloading rifle (MLR) or shotgun (MLS), shotgun (S))
- b. NRA as a Certified Basic Firearms Instructor Assistant Instructor, or Coach.(May be for R, S, pistol (P), MLR, MLS, muzzleloading pistol (MLP))
- c. National Muzzle Loading Rifle Association (NMLRA) Instructor or Assistant Instructor. (May be for MLR, MLS, MLP)
- d. USA Archery/National Archery Association (USAA/NAA) as a certified instructor or coach.
- e. National Field Archery Association (NFAA) as a certified instructor or coach.
- f. U.S. Military on temporary duty (TDY) orders as an instructor for rifle shooting (acceptable ONLY during Summer Camp.)
- g. Local, state or federal law enforcement agency as a firearms instructor. (May be for R, S or P.) (Acceptable ONLY during Summer Camp.)
- h. NRA as a Home Firearm Safety Instructor. (May instruct safety, handling, ammunition, cleaning and storage of firearms. This includes most of the NRA lessons I and II of rifle, handgun, and shotgun and major portion of the BSA merit badge requirements up to but not including shooting fundamentals, and live-fire.)
- i. NRA as Range Safety Officer (RSO) or Chief Range Safety Officer (CRSO)

### **2. Must be approved by the Denver Area Council, Boy Scouts of America.**

- a. Approval is administered by the Shooting Sports Executive Committee.
- b. Must have current BSA registration.
- c. Must have current BSA Youth Protection Training (YPT) certification.
- d. RSO must have a DAC photo-ID badge

### **3. A copy of their training certification document must be on file.**

- a. At camp office during summer camp season.
- b. On their person during camp off-season or other shooting activity.

Note: All range personnel (instructors, RSO's, counselors, aides) may refer to guns as firearms, rifles, shotguns, pistols, etc., but not as "weapons". Weapon has a negative connotation.

## CHAPTER 6: RANGE OPERATIONS PLAN

The range operation plan covers more than a dozen ranges at several camps as well as ranges used for off-season/off-site programs. There are many similarities, as well as differences, in the way these programs operate. Specific range operation procedures are contained in Appendices 2-6, including day-to-day details such as:

- a) How to open the facility
- b) Signing in or out of the range
- c) Range credentials
- d) Securing the facility on departure

### RANGE OPERATIONS GUIDE

1. **General.** Live firing conducted at the ranges is designed to provide authorized Scouts and Scouters access to a facility where they can become proficient with camp-owned equipment. DAC has no ranges designed for Center-Fire / High power rifle. Therefore, no Center-Fire / High power rifles are to be used on any of our ranges. Tracer, armor-piercing and explosive or incendiary ammo are not allowed.

BSA-AUTHORIZED AIRSOFT ACTIVITY: All BSA councils, districts, and units are required to follow the specifications in the **BSA National Shooting Sports Manual** when sponsoring or conducting Multi-Gun Airsoft Experiences. Districts and units are prohibited from using airsoft guns unless permission is provided by their council. The use of airsoft is not authorized in the Cub Scout program.

\*\* Units must receive permission from their district executive and the council shooting sports committee before conducting any event involving airsoft guns. Permission is granted on a per-event basis.

2. **Facilities for Use.** DAC range availability is at the discretion of the DAC Shooting Sports Coordinator. Live-fire shooting is normally limited to the following types of ranges and equipment:
  - a. Rifle Range. Single shot bolt action or bolt action rifles with detachable box magazines no larger than .22 caliber rimfire; .22 caliber Short, Long, or Long Rifle, Standard Velocity is recommended. .22 Win. Magnum (WMR), .17 caliber, or any ammunition exceeding 1280 fps will not be permitted. BB and pellet rifles are approved for use on the rifle range with a proper target distance set.
  - b. Archery Range. Bows limited to 35 lbs. draw weight.
  - c. Muzzleloading Rifle Range. Muzzleloading rifles percussion cap only of 45 or 50 calibers preferred. Loads may not exceed one grain per caliber. (Recommended load is 35 grains.) Pelletized powder may be used for inline muzzleloading rifles only. BB and pellet rifles may be used on the muzzleloading rifle range with a proper target distance set.
  - d. Shotgun Range. Only one gauge is permitted to be present on any active range for Scout activities. (Shot size no larger than #8; 1200 fps (three drams) maximum muzzle velocity.) Exceptions must be approved by the Camp Ranger.

- e. BB Gun Ranges. BB gun (defined as a smoothbore spring-action or air rifle propelling shot known as "BBs" with a muzzle velocity of no more than 350 feet per second).
- f. Handgun firing is approved on Rifle Ranges 5 or 6 at Peaceful Valley (See Venturing Standards). Handgun shooting is not allowed at Tahosa. Shooting of handguns on the range is prohibited for Boy Scout Programs. During Boy Scout camp operation, pistols and revolvers are permitted on the range only when a certified pistol or home firearms safety instructor uses them for the purpose of instruction in safe handling.

With the approval of the local council, handgun shooting may be conducted for Explorer/Venturing programs only, on BSA camp ranges during the off-season, provided properly qualified supervisors are on the firing line. (See the Guide to Safe Scouting)

- g. Air Soft is currently restricted to Range V1 which has been identified as the multi use range. In the future the old ranges at Winchester Flats will be certified for Air Soft use.

## **Outdoor Ranges of Denver Area Council, Boy Scout of America**

### **Peaceful Valley Scout Ranch**

- a. Camp Cris Dobbins
  - 1. Shotgun 1 (Planned for Future Use)
  - 2. Shotgun 2 (Planned for Trap)
  - 3. Shotgun 3 (Planned for Combined Games)
  - 4. Shotgun 4 (Planned for Combined Games)
  - 5. Rifle R1 West half .22 Rifle standard 50-ft. target.
  - 6. Rifle R2 East half .22 Rifle standard 50-ft. target.
  - 7. Rifle V1 "Multi Use Volunteer Range"
  - 8. Archery
  - 9. Field archery (Planned)
- b. Camp Dietler
  - 1. Archery
- c. Magness Adventure Camp
  - 1. BB/Pellet gun 1
  - 2. BB/Pellet gun 2
  - 3. BB/Pellet gun 3
  - 4. Archery 1
  - 5. Archery 2

### **Camp Tahosa**

- 1. Rifle
- 2. Archery
- 3. Shotgun

3. **Range Limitations and Safety Requirements.** Live-fire shooters will:

- a. Fire only on scheduled ranges and have a Range Safety Officer (RSO) and a Certified Instructor present.
- b. Fire only authorized firearms and ammunition.
- c. Fire at authorized targets only. Steel reactive targets may only be used on the V1 Multi Use range. They are NOT allowed on any other range.
- d. All Targets must be placed so that bullets are contained within the range. Ground bouncing targets are prohibited on ranges R1, R2 and V1
- e. All non-scouting participants may fire only after completing a "hold harmless" agreement. (Required for each visit to the range complex.) See Appendix 9.
- f. Ensure all projectiles impact within the established range safety limits.
- g. Ensure that a red-range flag, large enough and high enough on a flagpole to be seen from all approaches to the range is flying at all times that any BB Range, Pellet Range, Rifle range, Shotgun range and/or Archery range is in use.
- h. Call "Cease firing" and make safe all firearms before a shooter moves forward of the firing line or during any unsafe condition.
- i. Call "Cease firing" if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
- j. All participants will use appropriate ear protection on any firearms range.
- k. Wear appropriate eye protection.
- l. Notify the RSO or Chief Range Safety Officer (CRSO) of any safety infractions.
- m. Police all empty cartridge cases, paper, and other debris that accumulates on any range. Dispose of them in the containers provided.

4. **Authorized and Prohibited Firearms:**

- a. Rifles having a tubular magazine will not be permitted.
- b. Semiautomatic 22 caliber rimfire rifles are only authorized for Venturers and Sea Scouts.
- c. Bolt-action rifles having a removable magazine will be permitted. (If magazines are used, range commands must include "magazines out after firing your shots")
- d. Fully automatic firearms are not permitted.
- e. The NRA-certified RSO or Instructor has the right to inspect all firearms and deem if they are safe for use on the range. If they are unfamiliar with a particular firearm, the shooter must provide an instruction manual for the firearm in question prior to any shooting.

5. **Authorized Participants.** The following persons may be scheduled for access to shoot:

- a. Current members of the BSA on DAC approved Instructor/RSO list, with current documentation in their possession.
- b. Invited guests of the above, provided the authorized person is present and assumes full responsibility for the range operation and conduct of his or her guest(s).
- c. Personnel approved by the officers, DAC Shooting Sports Coordinator or CRSO on a case-by-case basis.

6. **Personnel Responsibilities.**

- a. DAC Shooting Sports Program Coordinator
  1. Supervise maintenance of the range facility, and shooting sports equipment.
  2. Ensure the CRSO receives written range use requests with approval marked prior to range use. Requests should include purpose (e.g. shoot, matches, recreational fire), and any special instructions. Use the Range Registration Form.

3. Schedule CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.
- b. CRSO or Range Safety Officer in Charge (RSOiC)
1. Report for duty one hour prior to the first scheduled live fire for the day.
  2. Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this chapter.)
  3. Ensure the RSO checks in prior to going downrange.
  4. Check to see that the RSO has a valid NRA RSO identification card and DAC SOP badge. Ensure that names of all RSO listed in the CRSO's binder. Camp Ranger or their designee must approve.
  5. Have the RSO sign out one radio, appropriate keys, required range flags, Hold Harmless Agreement, SOP binder, and first-aid kit.
  6. Inspect the range with the RSO after a cease-fire.
  7. Assist the DAC Shooting Sports Coordinator in conducting the NRA Range Safety Officer Training Program to members.
- c. RSOs.
1. Check in with the CRSO or Camp Ranger one half hour prior to first live fire.
  2. Present NRA identification cards with RSO stamp or instructor certification for the shooting sport.
  3. Obtain the following: "hold harmless" agreement forms, radio, first-aid kit, range binder, flags, and any special instructions. Test radio to ensure it works correctly.
  4. Access shooting equipment and transport to range, as required.
  5. Conduct range inspection with the CRSO using the checklist, Rifle Range Appendix (2), Archery Range Appendix (3), or Shotgun Range Appendix (5).
  6. Ensure that at least two adults: RSO plus one or more individual are at the range at all times.
  7. Conduct range safety briefing using Appendix (1).
  8. Request permission to conduct live fire from the CRSO.
  9. Conduct live fire in accordance with BSA directions. Failure of shooters to abide by approved procedures will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the CRSO.
  10. Notify CRSO when live fire is finished and request a range inspection.
  11. Turn in all gear.
  12. Replace items that have been consumed or notify the CRSO if items are not readily available.

**Note:** RSOs should be aware that live fire cannot occur unless it has been scheduled by the DAC Shooting Sports Coordinator or CRSO via the Range Reservation Form.

d. Participants

1. All shooters must check in with the designated RSO on the scheduled range (or by appointment time).
2. All non-scouting shooters and spectators must fill out a "hold harmless" agreement. (See Appendix 9, BSA Form 680-673)
3. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
4. All shooters are responsible for their guns and ammunition while on complex.
5. Firearms that are out of the case and not being fired must be benched. (Actions open and facing up, chambers empty, muzzles pointing up or downrange, and safeties on.)
6. Only load firearms on the firing line and after the RSO has given the command to "**Load**" or "**Commence firing**".
7. Do not use anything other than authorized targets.
8. Fire only after the RSO has given the command "**Commence firing**".
9. Fire at your own target only.
10. Anyone may give the command "**Cease firing**" if an unsafe condition exists
11. Follow all instructions from the RSO.
12. Assist in policing the area of empty cartridge cases and any other debris.
13. No personal pets are allowed on the range complex.

e. Equipment Quartermaster

1. Shall maintain and update inventory of DAC equipment.
2. Shall maintain records of location and distribution of equipment.

7. **Hours of Operation and Scheduling.**

The DAC Shooting Sports Coordinator develops a special event live-fire schedule based on requests received. Updated schedules will be posted the first of each month. All other range requests will be approved based on equipment and range availability. RSOs desiring to open a range must request the shooting range through the DAC at least two weeks in advance to be placed on the operations schedule. Information on range availability and scheduling is accessible by calling the Denver Area Council.

8. **Alcoholic Beverages and Drugs.**

**Never Use Alcohol or drugs before or while shooting!** Avoid alcohol, as well as any other substance likely to impair normal mental or physical bodily functions, before or while handling or shooting guns. This includes prescription and over-the-counter non-prescription drugs, such as cold medicines that may cause drowsiness, nervousness, balance impairment, or other side effects. Anyone taking any medication or substance that may impair normal mental or physical bodily functions should be prohibited from the ranges. The CRSO or RSO can deny range access to anyone in violation.

9. **Medical Support.**

In the event of a medical emergency, follow the procedure listed at the end of Appendix 1.

See forms located in Appendix 8, as well.

## Venturing Standards

The following guidelines relate to use of firearms within the Venturing program ONLY (the Venturing Program applies to both Ventures and Sea Scouts). Safety should be the primary consideration when the firearms are used as part of the Venturing program.

Venturers may do all activities listed as approved in the Cub Scout and Boy Scout sections and must follow guidelines in those sections. In addition to those activities, Venturers may do the following:

### Rifles

Venturers may use semi-automatic, .22 caliber rimfire rifles only on Peaceful Valley ranges R1, R2 & V1.

*While Venturers are approved by BSA to shoot center-fire and large caliber rifles ("high power" in this document), the Denver Area Council has no rifle ranges designated for high power shooting. Therefore, no high power rifles are to be fired on any of our existing ranges.*

### Handguns

*Instructors must keep in mind that this is not, and cannot be treated as formal competitive firing. The shooters must first be taught safety; then, second, the fundamental marksmanship skills. The handgun in the hands of inexperienced students can be more of a safety problem than a rifle in the hands of an inexperienced student because of the fact that the handgun is held and aimed with one hand. A turning of the wrist to one side or the other can cause the pistol to be pointed easily in an unsafe direction. It must be taken into consideration that most of the shooters will be inexperienced young people who are unaccustomed to handgun shooting and will require constant supervision. Therefore, the instructor should control and issue all ammunition. (reference: Explorer Handgun Range Operation)*

1. Handgun use is limited to the Venturing program in the DAC as of this release date.
2. All pistol shooting activities must be supervised by one or more current NRA-certified pistol instructor(s) *and* by one or more current NRA-certified Range Safety Officer(s).
3. Range Safety Officer:shooter and Instructor:shooter ratios are dependent on the level of pistol shooting being conducted per the guidelines in the BSA Shooting Sports Manual.

[http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931\\_WB.pdf](http://www.scouting.org/filestore/Outdoor%20Program/pdf/30931_WB.pdf)

*Consult the manual before you commence range operations. Determine the level of shooting for your event and staff accordingly. Supervision levels may be as high as 1:1.*

4. When on the range, shooters must be supervised by 1 Range Safety Officer per every 3 shooters for Level 1, Level 2, and Level 3 pistol shooting. Level 4 supervision is set by rules of the approved competition.

See Appendix 1 for more information about the levels of shooting and training requirements.

5. If a pistol event has multiple shooting levels, required supervision must be provided for the lowest level of shooter and apply that level of supervision to all shooters if there are multiple shooting levels on the same range and shooting at the same time.



6. All shooters participating in Level 3 and Level 4 pistol shooting must complete an NRA FIRST Steps or an NRA Basics of Pistol Shooting Course prior to range firing\*. Instructor:shooter ratio is 1:2 for Level 3. Level 4 supervision is set by rules of the approved competition.

Unit leaders must provide shooters with this training prior to special Council-approved Level 3 or Level 4 events due to the impractical nature of providing this training during special events (i.e Ranger Award days, competitive events, etc).

*\*Live fire is part of a basic pistol shooting course. Each pupil (any shooter without a certificate or card from a basic pistol shooting course) participating in that course must have one instructor or adult coach under instructor supervision when loading and firing.*

7. With the approval of the local council, handgun shooting may be conducted on BSA camp ranges, provided the shooting is done under the supervision of a currently NRA-certified Range Safety Officer.

*Handgun shooting is approved on Rifle Ranges 5 and 6 at Peaceful Valley Scout Ranch. Handgun shooting is not allowed at Tahosa. Shooting of handguns on the range is prohibited for Boy Scout programs. During Boy Scout camp operation, pistols and revolvers are permitted on the range only when a NRA-certified pistol or Home Firearms Safety instructor uses them for the purpose of instruction in safe gun handling. (reference: 20-154A pg. 59)*

*With approval of the local council, handgun shooting may be conducted for Explorer/ Venturing programs only, on BSA camp ranges during the off-season, provided properly qualified supervisors are on the firing line. (reference: 20-154A pg. 59)*

**Ammunition limits:** *Tracer, armor-piercing and explosive or incendiary ammo are not allowed.*

**Rimfire Pistol:** *.22 caliber Short, Long, or Long Rifle, Standard Velocity is recommended. .22 Win. Magnum (WMR), .17 caliber, or any rimfire ammunition exceeding 1280 fps will not be permitted.*

**Center-Fire Pistol:** *Magnum, +P or +P+ loads, or jacketed hollow point ammunition is not allowed. Calibers up to .357 (a.k.a. 38)/9mm are allowed. Any center-fire ammunition exceeding 1150 fps will not be permitted.*

8. Shooting safety glasses and ear protection must be worn on pistol ranges.
9. Compliance with federal, state, and local laws is required.

## SHOOTING SPORTS LESSON PLAN

---

### Shotgun Shooting: Traps and Clay Targets

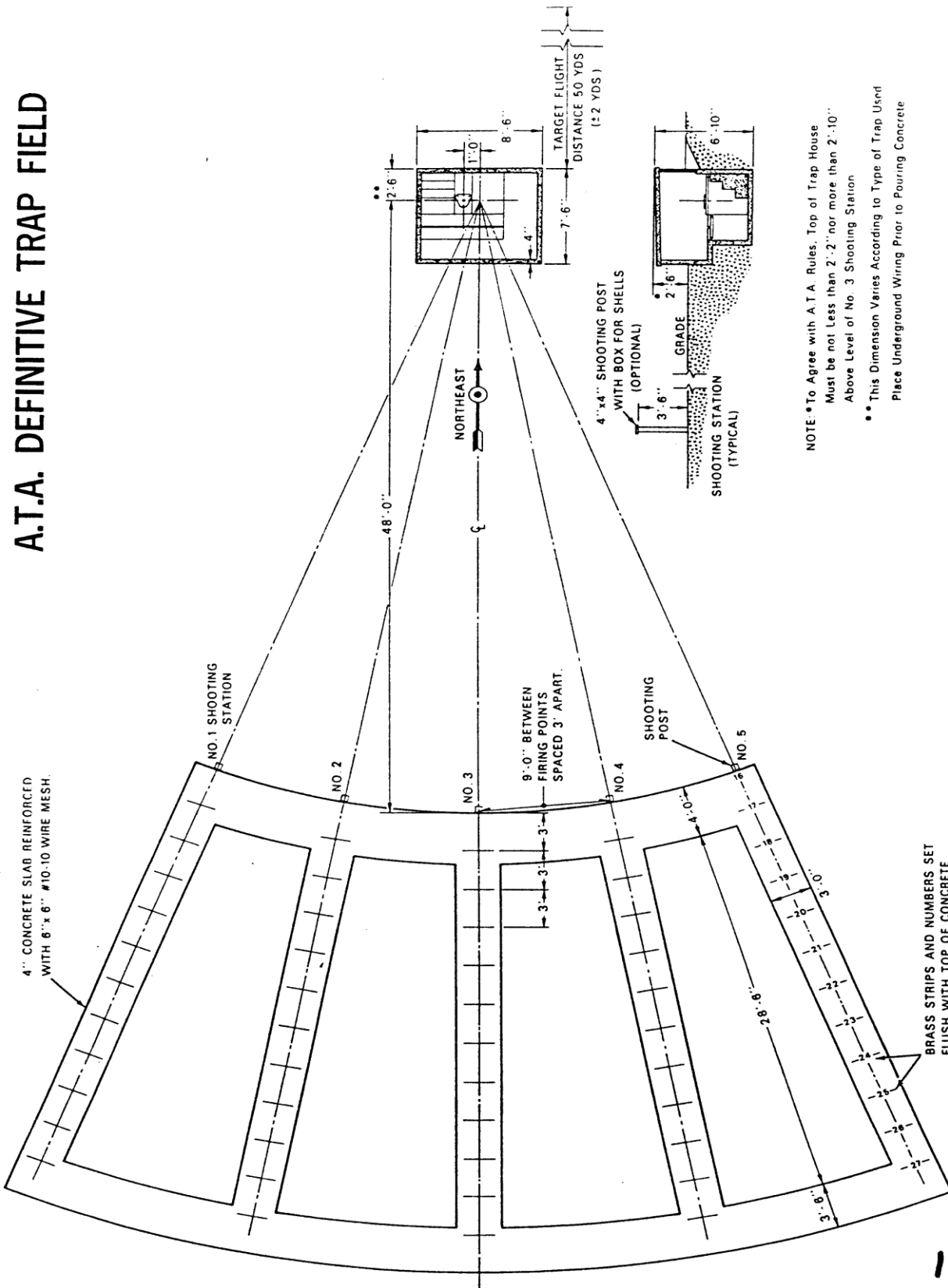
1. Traps for throwing clay targets come in many different styles. Popular models are hand held, ground mounted, bench mounted, and sit-upon frame. The handheld style should never be used at camp because of the possibility of hurting the operator or an observer. The bench-mounted or sit-upon frames are the safest and best for camp use.
2. Safety (these should sound familiar):
  - Always keep the trap pointed in a safe direction.
  - Always keep your finger off the trigger until ready to pull. The operator should call "Ready on number one (number two, etc.)."
  - Always keep the trap unlocked and unloaded until ready to use. Move into position only to operate the trap or move away while the trap is unlocked and unloaded.
  - The operator must wear eye and ear protection and sturdy work gloves.
  - Always use both hands to operate the trap.

Maintain a safe area around the trap. A ring or fence around the trap will keep people from walking into the path of the throwing arm. Remove the spring when not in use and store with guns or ammunition to prevent unauthorized use that could result in injury.
3. Use basic straightaway targets for beginning shooters. Use angled targets with progressive difficulty for developing shooters.

These tips are courtesy of Bill Whitehead, National Rifle Association Training Counselor, and BSA National Camping School Shooting Sports instructor, Denver Area Council.

# A.T.A. Definitive Trap Field

## A.T.A. DEFINITIVE TRAP FIELD

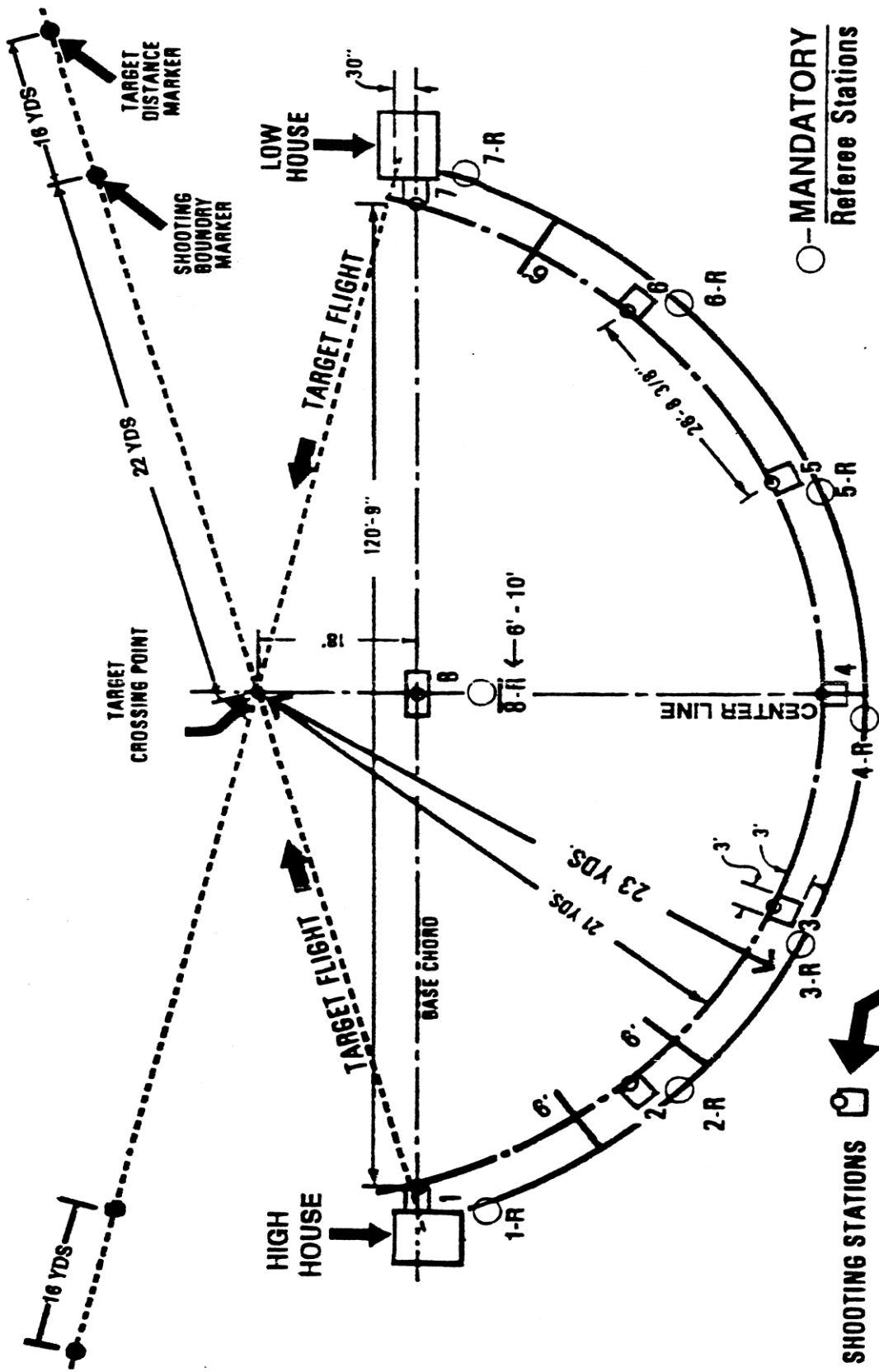


NOTE • To Agree with A.T.A. Rules, Top of Trap House Must be not Less than 2'-2" nor more than 2'-10" Above Level of No. 3 Shooting Station

•• This Dimension Varies According to Type of Trap Used Place Underground Wiring Prior to Pouring Concrete

# Skeet Range Layout

## SKEET FIELD LAYOUT



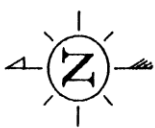
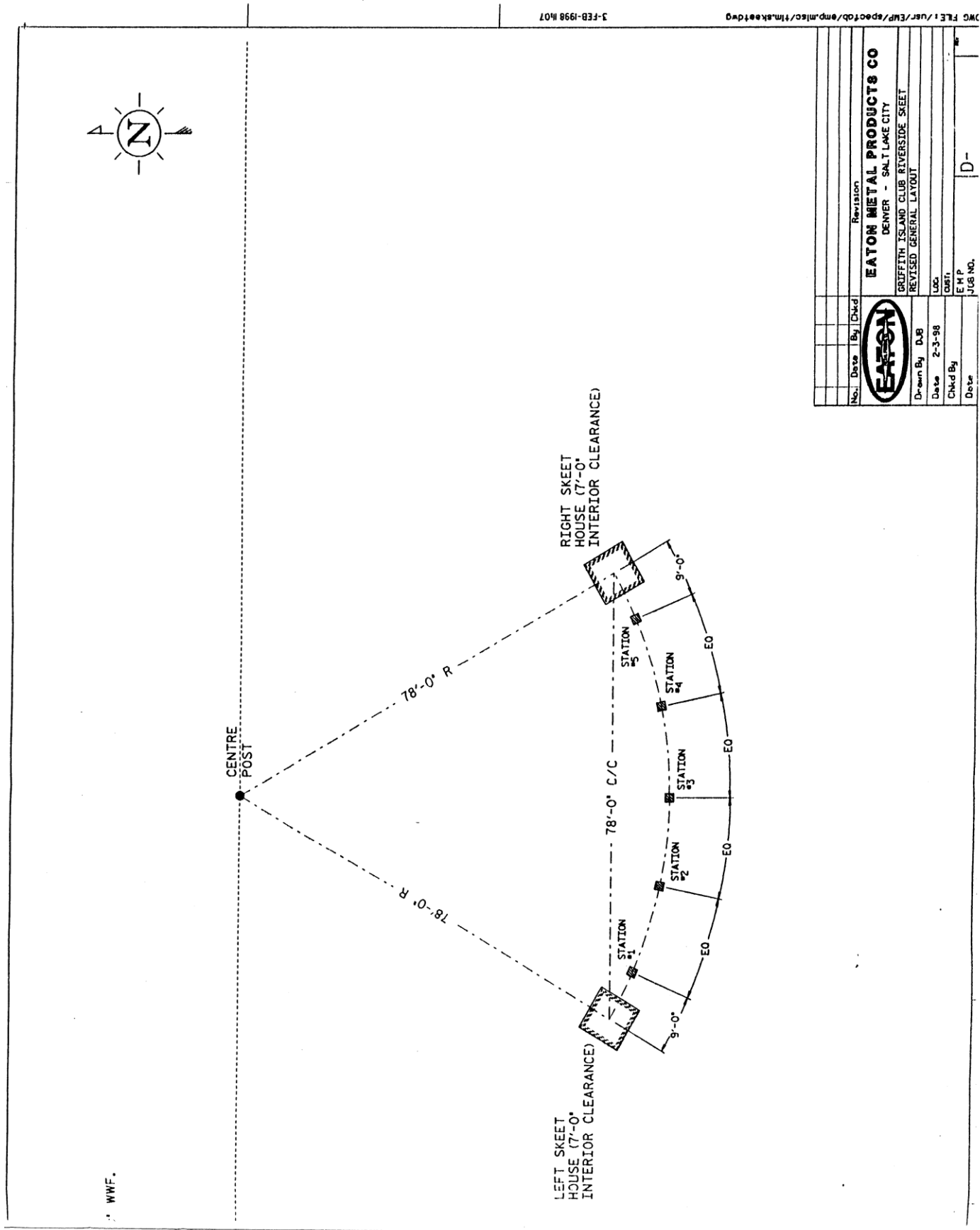
### SHOOTING STATIONS

### STATION MARKERS

Tolerances may not be exceeded on fields used for the NSSA World Skeet Shooting Championship and it is recommended that all fields used in NSSA registered competition fall within this range of variation: Station markers fall within plus or minus six inches; station sizes plus or minus three inches; distance and boundary markers plus or minus

six inches; target emergence elevation, high house, plus or minus three inches from level of Station 1, low house plus or minus three inches from level of Station 7. Station levels within plus or minus nine inches of Station 8 level. Mandatory referee positions should be marked @.

# Riverside Skeet Range Layout



WWF.

JOS FILE: /usr/EWP/spec/obj/emp/misc/fm/skeet.dwg 3-FEB-1998 14:07

No.	Date	By	Checked	Revision
<b>EATON METAL PRODUCTS CO</b>				
DENVER - SALT LAKE CITY				
GRUFFITH ISLAND CLUB RIVERSIDE SKEET				
REVISED GENERAL LAYOUT				
Drawn By	DJB			
Date	2-3-98			
Checked By	E M P			
Date	JUG NO.			



## **CHAPTER 7:**

### **DAC Shooting Sports Equipment – Use and Maintenance**

The DAC owns equipment for shooting sports programs and activities. This equipment is inventoried at the Peaceful Valley Scout Ranch in order to maintain a centralized accounting for all items. Maintenance of all equipment is managed by way of this central accounting.

Inventory lists are maintained at all times at Peaceful Valley. Any equipment checked out for any use is listed on a sign out sheet and held on file by the ranger staff until return of all of the equipment. These sheets are reviewed for any billing due and a history is kept on file for one year. Records of annual inspections and repairs shall be maintained for the life of the items.

The DAC Ranger staff is responsible for the inventory and security of the DAC owned firearms, equipment, ammunition etc. The RSO must be in possession of a current DAC SOP badge and a current NRA RSO certification card prior to issuing equipment. A DAC Ranger should personally check the documentation of the RSO who is to be issued DAC shooting sports equipment. DAC owned shooting sports equipment issued becomes the responsibility of the RSO. The RSO is responsible for the safe return of all issued equipment. Delegation of the issue of DAC equipment may be made by the RSO to a DAC shooting sports Instructor if desired. However, the RSO remains fully responsible for the return of the equipment if delegated person is used.

RSO's and/or delegates issued DAC equipment are responsible for returning equipment to Quartermaster cleaned and ready for the next individual to use. Immediate field type cleaning is needed to prevent rust and deterioration of equipment.

Maintenance beyond normal cleaning must be provided by the DAC gunsmith. Billing may be made for a) repair beyond normal wear and/or b) cleaning, if the equipment is not returned ready for use. Instructors or RSO's will not disassemble firearms beyond that which is necessary for basic field cleaning for any reason. For example, barrels may be removed from shotguns and bolts may be removed from rifles for cleaning, but disassembly of complex assemblies (i.e. bolts, safeties, trigger groups) must be left to the DAC gunsmith or the gunsmith's designated assistant.

#### **Firearm Repair Tags / Equipment Removed from Camp:**

If a non-firearm piece of equipment needs repair or replacement, it should be noted on the range inspection checklist.

If a firearm needs repair, a pre-printed repair tag (see example next page) must be attached to indicate the problem to be serviced. Tags should be present in each range box. Fill in all fields marked with an \*, both on the upper and lower portions of the tag. The date on the upper portion of the tag is the date on which the problem is reported and the firearm is removed from service. The date on the lower or "tear off" portion of the tag is the date that the firearm is removed from Quartermaster for repair. Clean the firearm (if possible) before returning to Quartermaster.

When the firearm is removed for repair, fill in the date on the bottom portion of the tag, tear off, and place in the "off-camp equipment location box". Equipment other than firearms that are removed from camp need to have a written record placed in the same box upon removal, as well. When firearms / other equipment are returned, the stubs or notes associated with those items need to be removed from the "off-camp equipment location box".



FILL OUT ALL FIELDS MARKED WITH AN \* (TOP & BOTTOM)

\*Date:

\*Make:

\*Model:

\*Serial #:

#0001

\*Reason for tag:

DO NOT FIRE UNTIL INSP./REPAIRED

Repaired By:

Date:

Repairs Done:

Return to Service  Test Fire

Date:

TEAR OFF NEXT SECTION WHEN PICKED UP FOR REPAIR; LEAVE AT QM

Date:

\*Make:

\*Model:

\*Serial #:

#0001

Picked Up By:

Phone#



## **CHAPTER 8:**

### **Colorado Adventure Point - BB Gun, Air Rifle, and Archery Ranges**

Colorado Adventure Point (CAP) is an indoor, year-round facility located at the Denver Area Council Headquarters near 6th Avenue and Kipling Street. Included in this facility are 2 ranges: 1) archery, and 2) BB gun and air rifle.

- 1) **Use.** Currently by scheduled event or reservation only. No drop-in or walk-in use is allowed as of the date of this document.
- 2) **Check-In.**
  - a) Entire party should arrive 30 minutes before reserved range time.
  - b) Enter from west side of building. Check in at the CAP reception desk.
3. **Range Inspection and Issuance of Equipment.**
  - a) CAP staff will inspect the range(s), and have support equipment set up and ready by the event or appointed time. Bows, arrows, BB guns, BB's, air rifles, and pellets will be issued from secure storage after the shooters and range supervisors attend the range safety briefing, which is conducted on or within sight of the range.
  - b) Only targets supplied by CAP are to be used on CAP ranges. Exceptions include CAP-approved, activity-specific targets such as Merit Badge, Winchester Marksmanship Program, and competition targets that may be supplied by the director of that activity if CAP does not have such targets in stock.
- 4) **Range Limitations**
  - a) Archery.
    - 1) Maximum draw weight for bows:
      - a) 20 lbs. for Cub Scouts
      - b) 25 lbs. for Boy Scouts and Varsity Scouts
      - c) 35 lbs. for Venturers, Explorers, and Sea Scouts
    - 2) No compound bows are allowed.
  - b) BBguns and rifles.
    - 1) BB guns. Maximum velocity: 350 fps
    - 2) Air rifles (pellet). Maximum velocity: 540 fps
  - c) No firearms may be used on CAP ranges.
- 5) **Red Range Lights, Red Range Flags, and Access When Ranges Are In Use**
  - a) Red range lights must be turned on when a range is in use.
  - b) Red range flags (if available) must be displayed when a range is in use.
  - c) Appropriate signage shall be posted when a range is in use.
  - d) Persons entering a range while active shooting is occurring will remain in the spectator area until the Rangemaster or RSO gives further instructions.
  - e) When the archery range is in use, travel to and from the rifle range and the classrooms near the rifle range entrance is restricted to the north end of the hallway and the north stairwell.

## 6) **Safety Briefing**

- a) For Cub Scout shooting activities: Rangemasters will follow the appropriate range operation or basic shooting activity guidelines in the BSA Shooting Sports Manual
- b) For Boy Scout, Varsity, Venturing, Explorer Scout, and Sea Scout shooting activities: RSO's will follow the guidelines in Appendix 1 of this SOP document.

## 7) **Range Supervision.** (General range operations to be supervised by an NCS Shooting Sports Director)

- a) BB gun shooting must be conducted by 2 DAC-certified BB Range Masters or 2 NRA-certified Rifle Instructors, or by 1 of each.
- b) Archery shooting must be conducted by 2 DAC-certified Archery Range Masters or 2 NAA/USA ARCHERY/NFAA-certified Instructors, or by 1 of each.
- c) Air rifle shooting must be conducted by an NRA-certified Range Safety Officer and instructed by an NRA-certified Rifle Instructor.
- d) Air pistol shooting must be conducted by an NRA-certified Range Safety Officer and instructed by an NRA-certified Pistol Instructor per the guidelines of the BSA National Shooting Sports Manual and DAC SOP Chapter 6, Venturing Standards, Handgun, Intro and Items 1-4.

For more information about Scouting levels and activity types allowed, see chart at: <http://www.dacshootingsports.org/Activities/Activities.html> and select BSA-SS Gun Types Allowed from the menu.

## 8) **Recovery, Cleaning, and Storage of Equipment.**

- a) To be conducted and supervised by CAP staff only.

## 9) **Lead Containment and Disposal**

- a) Only CAP staff may pick up and dispose of BB's and pellets.

## 10) **Check-Out.**

- a) Shooters, Range Masters, RSO's, Instructors, and Spectators on the BB gun / air rifle range must wash hands immediately after shooting.
- b) Exit by route specified by the on-range CAP staff member.

## 11) **Emergencies.**

- a) Building emergency: Follow marked exit signs.
- b) Personal emergency: 1) Assess the situation. (Determine seriousness of injury and assign duties.)
  - 2) Render aid.
    - a) Basic first aid kit is in labeled cabinet in range rooms.
    - b) AED/CPR mask is located in wall-mounted case on first floor across from climbing wall gate.
  - 3) Call 911 if needed
  - 4) Inform CAP staff
  - 5) Direct help to location if 911 was called. Meet emergency personnel at front door and guide them to location.
  - 6) Take notes. Assign this task as early in the process as is practical. (Emergency forms are located in SOP Appendix 8)

Note: Items not covered in this Colorado Adventure Point section of the SOP are governed by provisions located elsewhere in this SOP document or other BSA resources listed in this SOP document. This SOP can be found at: <http://www.dacshootingsports.org>

## APPENDIX 1: Range Safety Briefing

You first need to determine the Level of Shooting for your event to determine the level of training you will be required to give during your Range Safety Briefing. The guidelines listed below are a brief list for Rifle Shooting. See the **BSA National Shooting Sports Manual** for Shotgun and Pistol Shooting guidelines, and for additional detail on the Rifle Shooting guidelines regarding Youth, Rifle(s), Ammunition, Safety, Range Supervision, RSO/Instructor:Shooter Ratio, and Course of Fire.

### Five Levels for Rifle Shooting

#### ***Level 1: Air Rifle Shooting Experience***

**Purpose.** Introduce and recruit youth to the BSA and the BSA shooting sports programs. The BSA is taking the range and the experience to the people.

**Examples.** An air rifle range set up at a community event, county or state fair, a mall, a store opening, etc.

**Range.** A BSA-approved range, a public or private commercial range or club, a portable range, a shooting trailer, or a temporary safety enclosure. Note that if using private property for the range location, you must follow the BSA private property range approval process.

**Training.** Rifle: Five minutes of three rules of gun safety. Guns are tethered to a table and magazines are loaded by instructors.

Youth just point at targets and fire. Taught by a National Camping School shooting sports director certified as an NRA rifle instructor, or an NRA certified rifle instructor.

#### ***Level 2: Rifle Open Shooting Experience***

**Purpose.** Introduce and recruit Scouts into shooting sports programs.

**Examples.** A day-at-the-range event (fun shoot), Winchester/NRA Marksmanship Qualification Program, camporee, camp weekend shoot, or Order of the Arrow event are examples. A rifle open shooting experience could be held at a BSA facility or public or private commercial range or club.

**Range.** A BSA-approved range or a public or private commercial range or club for air rifle or cartridge-firing rifles.

**Training.** BSA 30-minute rifle briefing taught by a National Camping School shooting sports director certified as an NRA rifle instructor, or an NRA certified rifle instructor.

#### ***Level 3: Rifle Ongoing Shooting Sports Program***

**Purpose.** Introduce and recruit Scouts into year-round shooting sports programs.

**Examples.** Examples of ongoing programs are the Boy Scout Rifle Shooting merit badge and the Venturing Ranger Award.

Shooting programs could be held at a BSA facility or public or private commercial range or club.

**Range.** A BSA-approved range for air rifle or cartridge-firing rifles or a public or private commercial range or club.

**Training.** NRA Rifle FIRST Steps (three hours) or NRA Basics of Rifle Shooting Course (eight hours). Taught by a National Camping School shooting sports director certified as an NRA rifle instructor, or an NRA certified rifle instructor.

#### ***Level 4: Rifle Competitive Level***

**Purpose.** To promote competition among Boy Scouts, Venturers, and Sea Scouts.

**Range.** A BSA-approved range or a public or private commercial range or club.

**Training.** NRA Rifle FIRST Steps (three hours) or NRA Basics of Rifle Shooting Course (eight hours). Taught by a National Camping School shooting sports director certified as an NRA rifle instructor, or an NRA certified rifle instructor.

### **Level 5: NRA Rifle Instructor or NRA Coach**

**Purpose.** Boy Scouts, Venturers, and Sea Scouts to take a leadership role in their troop, crew, or ship as an NRA apprentice or NRA assistant instructor or NRA assistant coach.

**Range.** A BSA-approved range or a public or private commercial range or club.

**Training.** Successfully complete an NRA rifle instructor training course or an NRA/USA Shooting/CMP rifle coach school.

**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.*

\*Power Point versions of discipline-specific range safety briefings can be found at:

<http://www.scouting.org/Home/OutdoorProgram/ShootingSports.aspx>  
or DAC web site

Note: NRA Trainers (instructors, RSO's) may refer to guns as firearms, rifles, shotguns, pistols, etc., but not as "weapons". Weapon has a negative connotation.

## **1. PURPOSE OF THE SHOOTING EVENT**

- **State** the purpose, e.g., recreational shooting, merit badges.
- **Provide** an overview of the event.
- **State** the total numbers of rounds and time available.

Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified, e.g., orange vest.

## **2. RANGE LAYOUT AND LIMITS**

- **Conduct** a range orientation on, or within view of; the range.
- **Point out** key areas of the range and briefly describe actions that occur with each.

Spectator area—Located behind the ready line where visitors and range users may wait and observe activities.

Ready area—Located behind the firing line where shooters may store and prepare their equipment.

Firing point—Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.

Backstop---Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.

Cleaning area---Cleaning is authorized only in the designated cleaning area. No ammunition is allowed in the cleaning area.

- **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.

### **3. RANGE SAFETY RULES**

#### **❖ NRA Gun Safety Rules**

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

**Ask:** What is the first rule of safe gun handling?

☞ Always keep the gun pointed in a safe direction.

**Ask:** What does a "safe direction" mean?

☞ The gun is pointed so that even if it were to go off, it would not cause injury.

**Ask:** What is the second rule of safe gun handling?

☞ Always keep your finger off the trigger until ready to shoot.

**Ask:** Unless shooting, where should the shooters finger(s) rest?

☞ The finger(s) should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.

**Ask:** What is the third rule of safe gun handling?

☞ Always keep the gun unloaded until ready to use.

(Emphasize that safeties can fail. Safe gun handling rules should be followed at all times!)

#### **❖ Rules for Safe Use**

Know your target and what is beyond.

**Ask:** What is meant by "know your target and what is beyond?"

☞ The shooter must be sure that projectiles will safely impact into the backstop.

Be sure the gun is safe to operate.

Know how to use the gun safely.

**Ask:** What is meant by "know how to use the gun safely?"

☞ Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition.

Use only the correct ammunition for your gun.

**Ask:** What is meant by "use only the correct ammunition?"

☞ 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.

On firearm ranges, always wear eye and ear protection as appropriate.

**Ask:** Why should range users wear both eye and ear protection?

☞ 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.

☞ Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.

Never use alcohol or drugs before or while shooting.

**Ask:** What type of substance is implied by "never use alcohol or drugs...?"

- ☞ Any substance that may impair normal mental or physical bodily functions. Alcohol, or any substance likely to impair normal mental or physical bodily functions, must not be used before or while handling or shooting guns. Anyone taking any medication or substance that may impair normal mental or physical bodily functions, must not be used before or while handling or shooting guns.
- ☞ Anyone taking any medication or substance that may impair normal mental or physical bodily functions should be prohibited from the ranges. Such substances include prescription and non-prescription drugs, such as cold medicines, that may cause drowsiness, nervousness, balance impairment, or other side effects.

## ❖ General Range Safety Rules

**Ask** range users to read rules as you (the RSO) point to range posters or refer to handouts.

- ☞ Know and obey all range commands.
- ☞ Know where others are at all times.
- ☞ Always walk on ranges. Horseplay cannot be tolerated. It's dangerous.
- ☞ Shoot only at authorized targets.
- ☞ Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
- ☞ Upon hearing the command of "**Cease Firing**": Stop shooting immediately, keep finger off the trigger, keep gun pointed in a safe direction, wait for instructions.

**Ask:** Why is it important to shoot only at authorized targets?

- ☞ Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.

**Ask:** What actions should shooters perform during a cease-fire?

- ☞ Stop shooting immediately.
- ☞ Await further instructions from the RSO.

## ❖ NRA Hygiene Guidelines

**Explain** that NRA hygiene guidelines are intended to minimize particulate lead and cleaning product residues.

**Emphasize** that everybody exposed at the range or cleaning area—even in the shooting session—should follow these guidelines.

**Remind** guidelines prior to, during, and immediately after occupying the range.

- ☞ 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 to airborne particulate lead or solvent and cleaning product residues.

## ❖ Site-Specific Range Rules (examples)

**Ask** range users to read rules as you (RSO) point to range posters or refer to handouts.

- ☞ Machine guns are not allowed.
- ☞ Armor piercing, tracers ammunition is not allowed.
- ☞ Muzzleloading firearms are allowed.
- ☞ Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
- ☞ Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded. An instructor may replace the dropped round.

- ☞ Notify the RSO when there is a firearm stoppage malfunction.
- ☞ Dry firing is only permitted at the firing line and only when authorized.
- ☞ All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- ☞ When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- ☞ Ammunition is not permitted in the cleaning area.

**Ask:** Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?

- ☞ 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.

**Ask:** Why are shooters required to notify the RSO of firearm stoppage or malfunctions?

- ☞ Notification is critical for safety at the end of the course of fire.

## ❖ Administrative Range Rules

Example: Did everyone park his car in the shooters' parking area?

## 4. FIRING LINE COMMANDS

**State and explain** standard range commands that will be used for specific shooting event(s), E.g., formal competition rules are specified in NRA Rulebooks.

- ☞ "As you were" means to disregard the command just given.
- ☞ "Carry on" means to proceed with what was being done before an interruption.
- ☞ "Relay No. \_\_\_, Match No. (or naming the match), on the firing line" means shooters are to move to their firing points.
- ☞ "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.
- ☞ "**Load**" means shooters are given permission to load authorized number of rounds and prepare for the shooting event.  
If magazines are used, "Magazines out after firing all of your shots".
- ☞ "Is the line ready?" allows a shooter with problems to raise an arm and call "Not ready on target..."
- ☞ "The line is ready" means all shooters are ready to begin.
- ☞ "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." "Ready on the firing line!" means that targets will be exposed in three to five seconds.
- ☞ "**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.
- ☞ "**Snap Caps**" (muzzleloading firearms only) directs the shooter to move to the firing line, affix a primer cap, point the firearm downrange, and "snap" the cap to ensure that the flash hole is open and that the barrel is free of any material capable of causing a hangfire. Snap 3-5 caps.
- ☞ "**Misfire**" is called by a shooter or instructor to inform the RSO and other shooters that a firearm failed to fire and a hazardous condition may exist. Due to the possibility of a hangfire (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 muzzleloading firearms, prior to correcting the malfunction. Muzzleloading firearms require extra time due the nature of the ignition system combined with shooting from a standing position as the norm.
- ☞ "**Cease firing!**" notifies shooters to stop firing immediately and await further instructions. "Cease firing" may be signaled verbally, by a whistle or horn blast, or by

moving the targets out of view. Additional commands may follow. **Emphasize** that this command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.

☞ " **Magazines out** after firing all of your shots".

☞ "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.

☞ "Range is clear, you may handle your guns" means shooters may approach the firing line and handle their firearms since no personnel are downrange.

☞ "Move out of position and remove your equipment from the firing line" authorizes shooters to remove their gear.

☞ "Police your firing point" means shooters are to pick up fired cartridge cases and clean their firing points.

**Ask:** What two range commands may be issued by shooters?

☞ "Cease firing" and "Misfire."

**Ask:** What does "misfire" mean?

☞ That the firearm failed to fire and a hazardous condition may exist. The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.

**Ask:** What actions are taken during a misfire?

☞ Due to the possibility of a hangfire, the shooter keeps the firearm pointed downrange and waits at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.

**Ask:** Where and when may shooters dry fire?

☞ Only at their firing points and only when authorized to do so.

## **EMERGENCY PROCEDURES - Injury and Sudden Illness**

- **Take charge of the situation.** (Determine seriousness of injury and assign duties)
- **Render aid.** First-aid kit should be centrally located.
- **Call for medical assistance.**
  - 1) Call 911 for all emergencies.
  - 2) Call the Camp Ranch Superintendent or Camp Ranger listed in Appendix 7.
  - 3) Call one of the DAC contacts listed in Appendix 7.
- **Direct help to location.** Have a guide meet EMS at the main road.
- **Take notes.** Emergency report forms are located in range SOP copy. (See Appendix 8.)

## **EMERGENCY PROCEDURES - Weather**

- Follow guidelines outlined in the Guide to Safe Scouting, Chapter III, Camping

<http://www.scouting.org/scoutsource/HealthandSafety/GSS/gss03.aspx#g>



## APPENDIX 2: Rifle Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access, Fencing, Gates	_____	_____
Flags or signs Displayed	_____	_____
Left and right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO control Area Centralized	_____	_____
Emergency Communication working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Items Consumed or Missing When Gear Is Returned to Quartermaster: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Peaceful Valley Rifle Range Operations Guide

(During Normal Camp Operation)

## 1. General

Live firing conducted at the range is designed to provide Scouts and Scouters access to a facility where they can become proficient with camp owned firearms

## 2. Facilities for use

Live fire shooting is normally limited to the following equipment: .22 rifles

- a. single shot
- b. bolt action
- c. 3 lb. Trigger pull
- d. standard velocity ammunition

## 3. Range Limitations and Safety Requirements

During live fire:

- a. Fire only on scheduled ranges and have a Range Safety Officer present.
- b. Fire only authorized firearms and ammunition
- c. Fire at authorized targets only
- d. Ensure all projectiles impact within the established range safety limits.
- e. Ensure range flags are displayed.
- f. Call "Cease Fire" and make safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
- g. Use appropriate eye and ear protection
- h. Notify the Range Safety Officer of any safety infractions.
- i. Police all brass, paper and other debris that accumulates on the range. Dispose of them in the containers provided.

## 4. Personnel Responsibilities.

- a. Instructors & RSO's
  1. Report to range one half hour prior to first live fire for the day
  2. Ensure each Instructor understands and can execute live-fire procedures for the specific range.
  3. Check and verify all Instructors are currently qualified.
- b. Shooters
  1. Must follow gate rules for permission to enter and exit designated area.
  2. Must conduct themselves in an orderly manner at all times.
  3. Follow all commands of the Range Safety Officer
- c. Medical Support
  1. In the event of a medical emergency, contact Camp Medical Lodge immediately by radio or vehicle.

### Resources for Scout Firearms Guidelines

*Guide to Safe Scouting: section 8*

*Health and Safety Guide section I*

*Camp Program and Properties Guide: section V*

# APPENDIX 3: Archery Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access, Fencing, Gates	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Bow Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Items Consumed or Missing When Gear Is Returned to Quartermaster: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# APPENDIX 4: Muzzleloading Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Items Consumed or Missing When Gear Is Returned to Quartermaster: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# APPENDIX 5: Shotgun Range Inspection Checklist

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Machine Set-up/Inspected	_____	_____
Firing Stations Marked/Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designed	_____	_____
Scoring Area Established	_____	_____
Supplies available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Hull/Dud Buckets Labeled	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Thrower Covers When Not In Use	_____	_____

Items Consumed or Missing When Gear Is Returned to Quartermaster: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This page reserved for Operation of Trap, Skeet, 5-Stand, and Riverside Ranges  
at Peaceful Valley (upon completion of the trap houses for these facilities)



# APPENDIX 6: BB/Pellet Gun Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Items Consumed or Missing When Gear Is Returned to Quartermaster: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# **BB/Pellet Gun Range Operations Guide**

## **Approval**

Intelligent, supervised use of sporting gear such as firearms and BB guns is consistent with our principle of "safety through skill." Approval has been given for BB gun safety and marksmanship programs in Cub Scout day or resident camps. (BB gun is defined as smoothbore spring-action rifle propelling BBs with a muzzle velocity of no more than 350 feet per second.)

The use of pellet rifles is restricted to Webelos Scouts in a resident camp setting only. Pellet shooting must follow BSA camp regulations for range operations.

## **Safety and Marksmanship Training Program**

The BB gun program is made up of three separated 40-minute sessions which must be provided in the Cub Scout camp program for the Rangemaster to use in conducting the Safety and Marksmanship Training Program.

All Cub Scouts and Webelos Scouts should have the opportunity to complete this safety and marksmanship training program and earn the BB Gun belt loop before participating in any other form of shooting activity.

## **Subsequent Opportunities**

After Cub Scouts or Webelos Scouts have completed the BB Gun safety and marksmanship training program (the three 40-minute sessions) and earned a BB Gun belt loop at Cub Scout camp, they will want to test their shooting skills. The camp may want to provide additional opportunities to earn a BB Gun sports pin and/or to participate in other activities as described in *Shooting Sports for Cub Scouts, Webelos Scouts, and Parents in Camp*. All shooting activities must be supervised by currently certified instructors or BSA BB gun range masters.

## APPENDIX 7: PV Scout Ranch Emergency Numbers and Contacts

<b>1) Elbert Fire Department and Ambulance</b>	<b>Emergency</b> Non-emergency	<b>911</b> 303-648-3000
<b>2) Scott Field, Camp Ranch Superintendent</b>	<b>Cell</b> Home	<b>720-841-6887</b> 303-648-8889
<b>or</b>		
<b>Conrad Spiczka, Camp Ranger</b>	<b>Cell</b> Home	<b>303-408-2120</b> 303-648-3022
<b>3) DAC Notification (Call one of the following people)</b>		
<b>Dave Whitner, Program Director</b>	<b>Cell</b> Home	<b>720-218-5070</b> 303-927-0332
<b>Kevin Fox, Camping Director</b>	<b>Cell</b>	<b>419-606-7672</b>
<b>Meghan Houghton, Ranch Director</b>	<b>Cell</b>	<b>720-951-3333</b>
Denver Area Council Office	Main No. Backdoor No.	303-455-5522 303-480-0805
Memorial Hospital North (CO Springs)	Emergency Main	719-365-2410 719-364-5000
Parker Adventist Hospital	Emergency Main	303-269-4800 303-269-4000
Sky Ridge Medical Center	Emergency Main	720-225-1900 720-225-1000
Swedish Medical Center	Emergency Main	303-788-6911 303-788-5000
Elbert Sheriff	Emergency Non-emergency	911 303-621-2027
Kiowa Family Health		303-648-9576
Elizabeth Family Health		303-646-1566
<b>(During Summer Camp, Follow Camp Procedures)</b>		
Dobbins HQ	Fax Dining Hall	303-648-3023 303-648-3345 303-648-3825
Magness HQ		303-648-3811
Dietler HQ		303-648-3443
_____, Ranch Director (Summer Camp)	Cell	



**APPENDIX 8: Injury Report Forms** (Be sure to answer items 6, 8, and 9 form)

Name: \_\_\_\_\_ Date of Injury: \_\_\_\_\_  
Address: \_\_\_\_\_ Time of Injury: \_\_\_\_\_  
Telephone Number (Day) : \_\_\_\_\_ (Evening): \_\_\_\_\_

1. Describe nature and extent of injury (specify parts of body): \_\_\_\_\_  
\_\_\_\_\_

2. Describe how the injury occurred: \_\_\_\_\_  
\_\_\_\_\_

3. Describe first aid given: \_\_\_\_\_  
\_\_\_\_\_

4. First aid was provided by (include names and phone numbers): \_\_\_\_\_  
\_\_\_\_\_

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.): \_\_\_\_\_  
\_\_\_\_\_

**6. Notification of next of kin (specify time, person contacted, and method):** \_\_\_\_\_  
\_\_\_\_\_

7. Location of incident and conditions of area: \_\_\_\_\_  
\_\_\_\_\_

**8. Was protective equipment worn (if applicable)?** \_\_\_\_\_  
\_\_\_\_\_

**9. Describe steps taken to preserve the scene (equipment, photographs, etc.):** \_\_\_\_\_  
\_\_\_\_\_

10. Witness Statements: Interview witnesses separately. Use attachments if needed.

A. Witness name): \_\_\_\_\_ . Statement Attached Yes / No  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (Day): \_\_\_\_\_

B. Witness name): \_\_\_\_\_ . Statement Attached Yes / No  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (Day): \_\_\_\_\_

11. Notes and Comments: \_\_\_\_\_  
\_\_\_\_\_

12. Injury report completed by: (Name) \_\_\_\_\_  
(Title): \_\_\_\_\_ . Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

Examples of these forms appear on the following pages:

- BSA Incident Definitions (Form 680-033)
- BSA Incident Descriptions and Reporting (Form 680-033)

<http://www.scouting.org/filestore/HealthSafety/pdf/680-033.pdf>

- BSA Near Miss Incident Information Report (Form 680-017)

[http://www.scouting.org/filestore/pdf/680-017\\_fillable.pdf](http://www.scouting.org/filestore/pdf/680-017_fillable.pdf)

- BSA Incident Information Report (Form 680-016)

[http://www.scouting.org/filestore/pdf/680-016\\_fillable.pdf](http://www.scouting.org/filestore/pdf/680-016_fillable.pdf)

# Incident Definitions



## First Aid

An injury or illness treated by Scout-rendered first aid but does not include treatment that has to be done by a medical professional such as a nurse, EMT, or doctor. Scout-rendered includes a Scout or Scouter.



## Near Miss

An unplanned event that DID NOT result in injury, illness, or damage by definition, but had the potential to cause less than serious damage or injury.



## Serious Near Miss

An unplanned event that did not result in injury, illness, or damage by definition (e.g., emergency response was called to find a lost Scout), but had the potential to cause serious damage or injury.



## Vehicle Accident

An unintentional damaging event involving one or more vehicles that causes damage to the vehicle, damage to property, or physical harm. Vehicles include automobiles and other motorized equipment (e.g., four-wheelers, farm equipment, industrial equipment, or motorcycles).



## Victimization of Scout

An intentional incident in which a Scout is physically or psychologically harmed.

680-033  
2012 Printing

Prepared. For Life.®



BOY SCOUTS OF AMERICA.  
HEALTH AND SAFETY

# Incident Descriptions and Reporting Instructions

INCIDENT TYPE	PERSONAL INJURY/ILLNESS	VEHICLE, PROPERTY, OR PROGRAM INCIDENT	REPORTING REQUIREMENTS
<b>CATASTROPHIC</b>	<ul style="list-style-type: none"> <li>• Fatality or hospitalization for a life-threatening or critical condition</li> <li>• Allegation of suspected sexual abuse</li> <li>• Victimization of Scout</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle accident, theft, or damage with a greater than \$1 million loss</li> <li>• Litigation anticipated</li> <li>• National publicity or media attention</li> </ul>	<p><b>IMMEDIATELY</b> do the following:</p> <ol style="list-style-type: none"> <li>1. Get help for injured parties (e.g., call 911).</li> <li>2. Notify the council Scout executive.</li> <li>3. Complete an Incident Information Report, No. 680-016.</li> <li>4. Forward the incident report to your local council enterprise risk management contact.</li> <li>5. Ask the council contact to enter the incident into the RiskConsole incident reporting system. The incident should be marked as catastrophic.</li> </ol>
<b>SERIOUS/ CRITICAL</b>	<ul style="list-style-type: none"> <li>• Hospitalization for less than a life-threatening or critical condition</li> <li>• Transport to the ER in an emergency vehicle</li> <li>• Allegation of suspected non-sexual child abuse</li> <li>• Communicable disease outbreak or mass foodborne illness</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle accident, theft, or damage with a \$100,000 to \$1 million loss</li> <li>• Building or camp shut down for more than a day</li> <li>• Bomb threat</li> <li>• Local publicity or media attention</li> </ul>	<p><b>Within 24 hours</b>, do the following:</p> <ol style="list-style-type: none"> <li>1. Get help for injured parties (e.g., call 911).</li> <li>2. Notify the council Scout executive.</li> <li>3. Complete an Incident Information Report, No. 680-016.</li> <li>4. Forward the incident report to your local council enterprise risk management contact.</li> <li>5. Ask the council contact to enter the incident into the RiskConsole incident reporting system.</li> </ol>
<b>MARGINAL</b>	<ul style="list-style-type: none"> <li>• First aid</li> <li>• Transport to the ER in a personal vehicle and released</li> <li>• Serious near miss</li> <li>• Emergency response initiated</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle accident, theft, or damage with a \$100,000 loss or less</li> <li>• Program area closed down for safety concerns</li> <li>• Emergency response initiated</li> </ul>	<p><b>In no later than five days</b>, do the following:</p> <ol style="list-style-type: none"> <li>1. Attend to any injured parties.</li> <li>2. Complete an Incident Information Report, No. 680-016.</li> <li>3. Forward the incident report to your local council enterprise risk management contact.</li> <li>4. Ask the council contact to enter the incident into the RiskConsole incident reporting system.</li> </ol>
<b>NEGLIGIBLE</b>	<ul style="list-style-type: none"> <li>• Near miss</li> <li>• Injury/illness not requiring first aid</li> </ul>		<p><b>By the end of the unit recharter year</b>, do the following:</p> <ol style="list-style-type: none"> <li>1. Complete a Near Miss Incident Information Report, No. 680-017.</li> <li>2. Keep the report in your unit or forward to the enterprise risk management contact.</li> <li>3. Evaluate near misses in your unit or council each year for any lessons learned and/or program enhancements.</li> </ol>

**NOTE:** This matrix does not supersede reporting requirements for specific program activities (e.g., pilot programs or climbing near misses), reporting required by law, BSA Youth Protection reporting requirements, or BSA employee death or multiple injury reporting requirements to OSHA.





# Near Miss Incident Information Report

(A near miss does not result in injury, illness, or damage by definition, but it had the potential to do so.)

Near miss incident date: \_\_\_\_\_ Time: \_\_\_\_\_

Reporting date: \_\_\_\_\_ Time: \_\_\_\_\_

Council/BSA location: \_\_\_\_\_

Reporting person: \_\_\_\_\_  Leader  Parent  Other: \_\_\_\_\_

Contact information: \_\_\_\_\_

Location of near miss: \_\_\_\_\_

Specific area where near miss occurred:

Cause of near miss: \_\_\_\_\_

Activity at time of near miss: \_\_\_\_\_

Program/event/adventure code: \_\_\_\_\_

Description of the near miss (detailed):

Did the near miss occur while transporting to/from an activity?  Yes  No

Potential severity:  Catastrophic-I  Critical-II  Marginal-III  Negligible-IV  Unknown (See the back of this sheet for definitions.)

Lessons learned (what could be done to prevent future occurrences):

Witnesses (See the back of this sheet to enter.)

*Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.*



BOY SCOUTS OF AMERICA®



# Incident Information Report

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

Incident date: \_\_\_\_\_ Time: \_\_\_\_\_

Reporting date: \_\_\_\_\_ Time: \_\_\_\_\_

Council/BSA location: \_\_\_\_\_  Leader  Parent  Other: \_\_\_\_\_

Reporting person: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Specific area where incident occurred: \_\_\_\_\_

Cause of incident: \_\_\_\_\_

Program/event/adventure code: \_\_\_\_\_

Did the incident occur while transporting to/from an activity?  Yes  No

Comments: \_\_\_\_\_

## Individuals Involved (Duplicate if Needed)

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
City State Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Unit No.: \_\_\_\_\_ Council: \_\_\_\_\_

Scouting role: \_\_\_\_\_

Type of injury or property damage: \_\_\_\_\_ Injured body part: \_\_\_\_\_

Was medical treatment given at scene?  Yes  No Type: \_\_\_\_\_

Medical disposition (transported to hospital, etc.): \_\_\_\_\_

*Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.*



BOY SCOUTS OF AMERICA®

# Incident Information Report

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

## Witnesses

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Address: \_\_\_\_\_  
                    City                                    State                                    Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

## Others

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Address: \_\_\_\_\_  
                    City                                    State                                    Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

## Property Damage (if applicable)

Property or vehicle make/model/year: \_\_\_\_\_

Color: \_\_\_\_\_ License plate No.: \_\_\_\_\_

## Driver Contact Information (if applicable)

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Address: \_\_\_\_\_  
                    City                                    State                                    Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Passengers: \_\_\_\_\_ Contact information: \_\_\_\_\_

### Additional information:

Information gathered at scene by: \_\_\_\_\_

Contact information: \_\_\_\_\_

*Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.*

## **APPENDIX 9:**

### **Informed Consent and Release Agreement Form Health History Forms**

The Unit Leader is responsible for having a completed Informed Consent and Release Agreement (form # **680-001 Part A**), and Health History (form # **680-001 Part B**) **in possession** for all Scouts and Scouters while they are present at the approved event site.

It is recommended that RSO's and Instructors fill out Health History form # 680-001 Part B and keep it with their gear at the range in order to save time in case of accident or sudden illness.

Examples of these forms follow this page. However, these forms can change without notice. Therefore, it is recommended that Unit Leaders and RSO's go to the following web page to ensure they have the current form:

[http://www.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

## Part A: Informed Consent, Release Agreement, and Authorization

Full name: \_\_\_\_\_

DOB: \_\_\_\_\_

**High-adventure base participants:**

Expedition/crew No.: \_\_\_\_\_

or staff position: \_\_\_\_\_

### Informed Consent, Release Agreement, and Authorization

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or your local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

In case of an emergency involving me or my child, I understand that efforts will be made to contact the individual listed as the emergency contact person by the medical provider and/or adult leader. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for me or my child. Medical providers are authorized to disclose protected health information to the adult in charge, camp medical staff, camp management, and/or any physician or health-care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. sec., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

(If applicable) I have carefully considered the risk involved and hereby give my informed consent for my child to participate in all activities offered in the program. I further authorize the sharing of the information on this form with any BSA volunteers or professionals who need to know of medical conditions that may require special consideration in conducting Scouting activities.

With appreciation of the dangers and risks associated with programs and activities, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.

I also hereby assign and grant to the local council and the Boy Scouts of America, as well as their authorized representatives, the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all Scouting activities, and I hereby release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. I further authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the BSA, and I specifically waive any right to any compensation I may have for any of the foregoing.



**NOTE: Due to the nature of programs and activities, the Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. However, so that leaders can be as familiar as possible with any limitations, list any restrictions imposed on a child participant in connection with programs or activities below.**



List participant restrictions, if any:  None

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity. If I am participating at Philmont, Philmont Training Center, Northern Tier, Florida Sea Base, or the Summit Bechtel Reserve, I have also read and understand the supplemental risk advisories, including height and weight requirements and restrictions, and understand that the participant will not be allowed to participate in applicable high-adventure programs if those requirements are not met. The participant has permission to engage in all high-adventure activities described, except as specifically noted by me or the health-care provider. If the participant is under the age of 18, a parent or guardian's signature is required.

Participant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature for youth: \_\_\_\_\_ Date: \_\_\_\_\_

(If participant is under the age of 18)

Second parent/guardian signature for youth: \_\_\_\_\_ Date: \_\_\_\_\_

(If required; for example, California)

### Complete this section for youth participants only:

#### Adults Authorized to Take to and From Events:

You must designate at least one adult. Please include a telephone number.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### Adults NOT Authorized to Take Youth To and From Events:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_



Prepared. For Life.®

680-001  
2014 Printing

## Part B: General Information/Health History

Full name: \_\_\_\_\_

DOB: \_\_\_\_\_

**High-adventure base participants:**

Expedition/crew No.: \_\_\_\_\_

or staff position: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Height (inches): \_\_\_\_\_ Weight (lbs.): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Unit leader: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Council Name/No.: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Health/Accident Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_



**Please attach a photocopy of both sides of the insurance card. If you do not have medical insurance, enter "none" above.**



**In case of emergency, notify the person below:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Home phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

Alternate contact name: \_\_\_\_\_ Alternate's phone: \_\_\_\_\_

### Health History

Do you currently have or have you ever been treated for any of the following?

Yes	No	Condition	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	Last HbA1c percentage and date:
<input type="checkbox"/>	<input type="checkbox"/>	Hypertension (high blood pressure)	
<input type="checkbox"/>	<input type="checkbox"/>	Adult or congenital heart disease/heart attack/chest pain (angina)/heart murmur/coronary artery disease. Any heart surgery or procedure. Explain all "yes" answers.	
<input type="checkbox"/>	<input type="checkbox"/>	Family history of heart disease or any sudden heart-related death of a family member before age 50.	
<input type="checkbox"/>	<input type="checkbox"/>	Stroke/TIA	
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	Last attack date:
<input type="checkbox"/>	<input type="checkbox"/>	Lung/respiratory disease	
<input type="checkbox"/>	<input type="checkbox"/>	COPD	
<input type="checkbox"/>	<input type="checkbox"/>	Ear/eyes/nose/sinus problems	
<input type="checkbox"/>	<input type="checkbox"/>	Muscular/skeletal condition/muscle or bone issues	
<input type="checkbox"/>	<input type="checkbox"/>	Head injury/concussion	
<input type="checkbox"/>	<input type="checkbox"/>	Altitude sickness	
<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric/psychological or emotional difficulties	
<input type="checkbox"/>	<input type="checkbox"/>	Behavioral/neurological disorders	
<input type="checkbox"/>	<input type="checkbox"/>	Blood disorders/sickle cell disease	
<input type="checkbox"/>	<input type="checkbox"/>	Fainting spells and dizziness	
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease	
<input type="checkbox"/>	<input type="checkbox"/>	Seizures	Last seizure date:
<input type="checkbox"/>	<input type="checkbox"/>	Abdominal/stomach/digestive problems	
<input type="checkbox"/>	<input type="checkbox"/>	Thyroid disease	
<input type="checkbox"/>	<input type="checkbox"/>	Excessive fatigue	
<input type="checkbox"/>	<input type="checkbox"/>	Obstructive sleep apnea/sleep disorders	CPAP: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	List all surgeries and hospitalizations	Last surgery date:
<input type="checkbox"/>	<input type="checkbox"/>	List any other medical conditions not covered above	



Prepared. For Life.®

680-001  
2014 Printing

## Part B: General Information/Health History

Full name: \_\_\_\_\_  
 DOB: \_\_\_\_\_

High-adventure base participants:  
 Expedition/crew No.: \_\_\_\_\_  
 or staff position: \_\_\_\_\_

### Allergies/Medications

Are you allergic to or do you have any adverse reaction to any of the following?

Yes	No	Allergies or Reactions	Explain	Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Medication		<input type="checkbox"/>	<input type="checkbox"/>	Plants	
<input type="checkbox"/>	<input type="checkbox"/>	Food		<input type="checkbox"/>	<input type="checkbox"/>	Insect bites/stings	

List all medications currently used, including any over-the-counter medications.

CHECK HERE IF NO MEDICATIONS ARE ROUTINELY TAKEN.  IF ADDITIONAL SPACE IS NEEDED, PLEASE INDICATE ON A SEPARATE SHEET AND ATTACH.

Medication	Dose	Frequency	Reason

YES  NO Non-prescription medication administration is authorized with these exceptions: \_\_\_\_\_

Administration of the above medications is approved for youth by:

\_\_\_\_\_/\_\_\_\_\_  
 Parent/guardian signature MD/DO, NP, or PA signature (if your state requires signature)

!

**Bring enough medications in sufficient quantities and in the original containers. Make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medication unless instructed to do so by your doctor.**

!

### Immunization

The following immunizations are recommended by the BSA. Tetanus immunization is required and must have been received within the last 10 years. If you had the disease, check the disease column and list the date. If immunized, check yes and provide the year received.

Yes	No	Had Disease	Immunization	Date(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tetanus	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Portussis	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diphtheria	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measles/mumps/rubella	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Polio	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chicken Pox	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meningitis	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Influenza	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (i.e., Hib)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exemption to immunizations (form required)	

Please list any additional information about your medical history:

**DO NOT WRITE IN THIS BOX**  
 Review for camp or special activity.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Further approval required:  Yes  No

Reason: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPENDIX 10: Private Property Approval for Shooting Sports by Units, Districts, & Councils**

(Examples of guidelines and forms appear on the following pages)

For the current version of these documents, go to the web page listed below and click on the tab or highlighted text that opens these guidelines and forms.

<http://www.scouting.org/licensing/sitecore/content/home/outdoorprogram/shootingports/permission.aspx>



## Private Property Approval for Shooting Sports by Units, Districts, and Councils

### Background: Why Is This Important?

1. The council and district(s) want to have shooting sports at district or council events off council property.
2. The council doesn't make camp ranges available to units during the offseason.
3. Troops and crews are too far from council camps to use ranges for weekend programs.
4. Units are currently using private property for shooting programs with no provision to ensure safety.

The National Shooting Sports Task Force and Outdoor Programs Department always recommend hosting shooting sports programs at the council camp first. And councils are encouraged to make the camp ranges available for units to use in the offseason.

### How does a council approve private property ranges for use by Scouting programs?

1. Appoint a shooting sports chairman and committee for the council with district representatives on the committee.
2. Appoint a certified NRA chief range safety officer(s) to evaluate proposed private property ranges using the attached forms. Once the forms are completed, they are presented to the Shooting Sports Committee and Scout executive for approval and are to be used by local units, districts, or the council.
3. The range is approved for two years if there are no changes to the range site or approved standard operating procedures.
4. Renewal is completed following the same process—reviewing the actual use, accidents, near misses, and whether it is still needed to provide program for youth.
5. The council will keep a file in one location with all applications approved and/or not approved as part of the council's permanent records.

Prepared. For Life.™



# Permission to Enter Upon and Use Land

This agreement is made on \_\_\_\_\_ between \_\_\_\_\_ with his/her residence at \_\_\_\_\_ ("Landowner"), and \_\_\_\_\_ with its principal place of business at \_\_\_\_\_ ("BSA Council").

WHEREAS Landowner owns or controls the access rights to the property described in paragraph 1 below (the "Land"); and  
WHEREAS BSA Council desires to use the Land (or a portion thereof) for non-commercial recreational purposes, specifically as a temporary outdoor shooting range;

NOW THEREFORE, in consideration for the mutual covenants and promises set forth in this agreement, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Permission to Enter and Use.** Landowner hereby grants BSA Council, its officers, directors, employees, agents, members, volunteers, invitees, and representatives (collectively, the "BSA Council Parties"), permission to enter upon and use the land (including all buildings, structures, and other such appurtenances thereto) situated at \_\_\_\_\_ in the city of \_\_\_\_\_, \_\_\_\_\_ (the "Land"; see Exhibit 1),  
(Street address) (City) (State)  
for non-commercial recreational purposes during the period \_\_\_\_\_ through \_\_\_\_\_,  
(MM/DD/YY) (MM/DD/YY)  
specifically the construction and operation of a temporary outdoor shooting range.
- 2. Inspection; Equipment.** Landowner does not and shall not object to a certified National Rifle Association ("NRA") chief range safety officer approved by BSA Council entering upon the Land for the purpose of inspecting the Land during or prior to the period set forth in section 1. BSA Council Parties may bring onto the Land reasonable amounts of equipment necessary to construct and operate a temporary shooting range. Landowner will not be responsible for the maintenance, storage, or security of said equipment.
- 3. Fee.** Access to and use of the Land as set forth in paragraph 1 above is provided at no charge. None of the BSA Council Parties is or will be liable to Landowner for any fees, payments, royalties, or other remuneration, whether financial or otherwise, for the right to enter upon and use the Land.
- 4. Compliance; No Waiver.** BSA Council Parties will adhere to all applicable laws and regulations at all times while on the Land. This agreement does not constitute a waiver of any legal right or defense to which either party may be entitled.
- 5. Representations and Warranties.** Landowner represents and warrants that he or she is the sole owner of the Land or has obtained a sufficient property interest necessary to grant access to the Land. BSA Council represents and warrants that it has, and shall maintain throughout its use of the Land, general liability insurance covering losses and damages, including bodily injury and property damage, arising from authorized Scouting activities.
- 6. Binding Effect.** This agreement will be binding on the parties' heirs, legal representatives, successors, and assigns.

**Landowner**

**BSA Council**

\_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_



BOY SCOUTS OF AMERICA®

430-065  
2012 Printing

## **Exhibit 1**

### **The Land to Be Used by BSA Council Parties**

(Include a map or drawing of the Land.)

## Evaluation of Private Property Shooting Ranges

### Private Property Range Evaluation Checklist

Once evaluated by an NRA chief range safety officer, a private property range may be approved by the BSA council for use by Boy Scouts, Varsity Scouts, and Venturers as long as the range remains unaltered and continues to meet all requirements set forth by the standard operating procedures for the specific range, as approved. If the range remains unaltered, it will only need to be reevaluated by the NRA chief range safety officer and approved by the BSA council on an annual basis. If any alterations are made to the range before its annual evaluation, an NRA chief range safety officer must reevaluate the range, and the SOP must be revised accordingly.

### Range Evaluation Process

- Only a currently certified NRA chief range safety officer approved by the BSA local council may evaluate private to be used as a range by the Boy Scouts of America.
- The property owner(s) must complete and submit to the council office the provided Permission to Enter Upon and Use Land form stating that they understand the liability they are undertaking by allowing the use of their property by the BSA. The property owner must also provide a copy of the completed form to the council shooting sports chair.
- After evaluation of the land by the CRSO, the CRSO, the property owner, and the council should consider the need for the property owner to carry liability insurance covering the council's use of the land. Among the considerations should be the condition of the land and whether any buildings or structures existing on the land will be used by the council. The BSA's general liability policy provides coverage for a bodily injury or property damage claim that is made and arises out of an official Scouting activity, but it does not provide coverage for the property owner's property or any improvements to the property. A description of the coverage provided can be found on Scouting Safely at [www.scouting.org/HealthandSafety/Alerts/Insurance.aspx](http://www.scouting.org/HealthandSafety/Alerts/Insurance.aspx).
- The NRA chief range safety officer must complete the Private Property Range Evaluation Checklist below and submit it together with a copy of the range standard operating procedures to the BSA council office (with a copy given to the council shooting sports chair) showing he or she has evaluated the property and that it meets all guidelines set forth in the *Boy Scouts of America National Shooting Sports Manual* and/or the *NRA Range Source Book*.

## Characteristics of a Safe Range: NRA Chief Range Safety Officer Must Initial

- CRSO \_\_\_\_ The perimeter must be visibly marked off with caution tape or other material so no one can enter downrange.
- CRSO \_\_\_\_ The backstop/impact area must be of a size and material to stop projectiles that are fired. Reference *The NRA Range Source Book* for information.
- CRSO \_\_\_\_ The fall area for shot being used must be appropriate for shotgun shooting.
- CRSO \_\_\_\_ The range layout and limits must be acceptable. Reference the *NRA Range Safety Officer Course Guide Lesson IV*, and/or the *NRA Range Source Book* for diagrams of different ranges.
- CRSO \_\_\_\_ The target area and targets must be clearly defined.
- CRSO \_\_\_\_ The range must be clear of debris; all obstacles that could interfere between the shooter and the designated target must have been removed.
- CRSO \_\_\_\_ The ready area and firing line must be clearly identified with a designated safe waiting area for spectators.
- CRSO \_\_\_\_ The NRA range safety officer must have a clear view of the firing line. Additional spotters may be needed.
- CRSO \_\_\_\_ All benches, tables, seats, and gun racks must be of solid, sturdy construction if present.
- CRSO \_\_\_\_ There must be provisions that ensure the securing of all firearms and ammunition when not in use.
- CRSO \_\_\_\_ There must be an SOP on site for the range safety officer's use.
- CRSO \_\_\_\_ A range flag, first-aid kit, communication devices, and hand-washing station must be provided.
- CRSO \_\_\_\_ The NRA Safe Gun Handling Rules poster must be available and reviewed with shooters.
- CRSO \_\_\_\_ When shooting on a range without a bullet impact backstop, such as a desert or salt flats, etc., the impact area must be under visual observation of the NRA range safety officer or a separate individual designated by the RSO to observe the impact area from a vantage point. The impact area is defined as the area downrange of an outdoor range where the bullet will impact if not captured in a backstop. The impact area must be large enough to contain the largest caliber firearm fired on the range if it were to travel its maximum distance. If the impact area cannot be observed, the area must be marked off with a fence or caution tape. A backstop is defined as a device constructed to stop bullets from leaving the range. For more information on backstops, refer to the *NRA Range Source Book*.

## Acceptable Firearms and Ammunition

Reference the *Boy Scouts of America National Shooting Sports Manual*, chapter 5, "Range Operation."

\*Note: The standard operating procedures must include a statement that the NRA range safety officer has the right to inspect all firearms and deem if they are safe for use on the range. If the RSO is unfamiliar with a particular firearm, the shooter must provide an instruction manual for the firearm in question prior to any shooting.

## Range Supervision

(Reference the *Boy Scouts of America National Shooting Sports Manual*, "Five Levels of Shooting Activities.")

### Range Supervision Minimum BSA Requirements

A certified NRA range safety officer is to directly supervise all live fire on the range. Additionally, the instruction offered must be given by a currently certified National Camping School shooting sports director certified as an NRA instructor in the discipline being offered, or a certified NRA instructor in the discipline being offered, or an NRA/USA Shooting/CMP certified coach in the discipline being offered. These must be two separate individuals. The ratios of range safety officers and instructors per shooter in the different disciplines are:

- **Rifle:** One NRA range safety officer per eight shooters. One NRA rifle instructor to eight shooters while firing.
- **Shotgun:** One NRA range safety officer must be present for each group of a maximum of six shooters. One NRA shotgun instructor for each student is required when loading and firing a shotgun.
- **Pistol:** One NRA range safety officer per three shooters. One NRA pistol instructor or NRA/USA Shooting/CMP certified pistol coach per two shooters while loading and shooting.
- **Muzzleloading rifle:** One NRA range safety officer per eight shooters. One NRA/NMLRA rifle instructor or National Muzzleloading Rifle Association rifle instructor per shooter while firing.
- **Muzzleloading shotgun:** One NRA range safety officer must be present for each group consisting of five shooters. It must be 1-to-1 NRA or NMLRA muzzleloading shotgun instructor to student ratio when loading and firing a shotgun.
- **Muzzleloading pistol:** One NRA range safety officer per eight shooters. One NRA or NMLRA muzzleloading pistol instructor per shooter while loading and while firing.

## NRA Chief Range Safety Officer

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_