Occoneechee Council Year-Round Range and Target Activities One Page Instruction for Year-Round Use of Council Ranges for Firearms

1. **Reservations**. You must reserve the range through the regular camp reservation at: https://campreservation.com/421/Home
2. **Personnel**. You must provide an NRA Certified Instructor and a separate person Certified as an NRA Range Safety Officer to obtain the rifle or shotgun range keys. A Shooting Sports Director (SSD) may obtain range keys for council or district events. The SSD must verify the credentials of all personnel operating on the ranges(s). To open the Archery Range, you must hold a minimum certification of BSA Rangemaster.
3. **Check In**. You must check in at the Ranger Office before going to the range.
4. **Certification**. You must provide a copy of Credentials for both the Instructor and Range Safety Officer to the Ranger before proceeding to the rifle or shotgun range. **NO RSO REQUIRED FOR ARCHERY RANGE!** Keep credentials displayed on your person while at the range. One adult must be Red Cross or American Heart Association CPR Certified.
5. **Information**. Both the Instructor and Range Safety Officer must read and understand:
    a. The page in Section 1 of the National Range and Target Activities Manual that applies to your shooting event (note ratio of Instructors, RSOs and Shooters must be maintained for your shooting event)
    b. The Occoneechee Council Range and Target Activities Policies and Procedures Manual
    c. The Occoneechee Council Range Standing Operating Procedures
6. **Pledge**. Instructor and Range Safety Officer must sign and date that you will abide by the rules of use at the range. See “Appendix A of RATA Policies and Procedures: Instructor and Range Safety Officer Pledge”.
7. **Main Rules**:
    a. NO personal firearms or ammunition may be used on ANY camp property.
    b. At Camp Durant and Camp Reeves Rifle Ranges, the maximum caliber for all shooters regardless of age or status is .22 caliber rimfire.
    c. Pistol shooting for Scouts BSA, Venture, and Sea Scouting, is only at a council organized event and is only the NRA First Steps Pistol Orientation course.
8. **Information**. Be sure to familiarize yourself with:
    a. Safety Briefing
    b. Emergency Response Plan
    c. Range Inspection
    d. Range Commands
    e. Range Rules
    f. Opening and closing the range
    g. Care of equipment

If you have any questions, please email Michael Harrelson at 421shootingsports@gmail.com

Scouting America
Occoneechee Council

Range and Target Activities Policies and Procedures

and

Range Standing Operating Procedures

Range and Target Activities Policies and Procedures and Range Standing Operating Procedures

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Occoneechee Council Range and Target Activities Policies and Procedures

Governance

Organization. Occoneechee Council will have a Range and Target Activities (RATA) Committee. The purpose of the Committee is to manage and provide resources to the council, the camping committee, and the council camps for all activities involving the shooting sports during summer camps and during year-round shooting opportunities. All shooting sports activities should be coordinated through the RATA Committee to verify that a safe and responsible program is planned and conducted by properly trained and currently certified personnel (Scouting America National Range and Target Activities Manual page 25).

Committee. The RATA Committee will be composed of a chairman, a training director, a program director, an equipment director, a range director and other members as needed. The committee is responsible for establishing and managing the council's Range and Target Activities Policies and Procedures and the Range Standard Operating Procedures. The council president or designee appoints the Range and Target Activities Committee Chair, who will then become an approving authority for all RATA programs. The RATA Committee Chairman reports to the Council Vice President of Program. The RATA Committee Members are nominated by the chair and approved by the Council President or designee. Directors are nominated by the Chair and approved by the majority of the Committee. Directors may be renewed as long as they serve as a director if they are re-nominated by the chair and accepted by the majority of the committee. Qualification requirements and responsibilities of the chair and committee members are found in the Scouting America Range and Target Activities Manual on pages 25 and 26 of the 2024 edition.

Policies and Procedures. The RATA Committee will devise and maintain a set of policies (governing statements) and procedures (Range Standing Operating Procedures - SOP) for the safe operation of the shooting sports, based on current Scouting America published policies.

Policies

Policy 1: Use of Official Scouting America policies

1.1 The Committee adopts the Official Scouting America policies found on the Official Scouting America website with its updates and improvements on an on-going

basis. These include, but are not limited to, the Scouting America Mission and Vision, Guide to Safe Scouting, Youth Protection Policies, and the National Range and Target Activities Manual (https://filestore.scouting.org/filestore/pdf/430-938-24-Range-and-Target-Activities-Manual_8.30.pdf).

1.2 The RATA Committee will write and review the Range Standard Operating Procedures (SOP) for use on council owned ranges.

1.3 Only Range Activities Directors are to conduct Rangemaster training as defined and outlined by NRATA Manual. This will ensure consistency in the training of new Rangemasters.

1.4 Rangemaster certification is the minimum certification, in addition to a Range Activities Director's approval, to operate a tomahawk or knife throwing ranges.

Policy 2: Use of Council Ranges – Roles and Rules

2.1 Compliance with all RATA policy publications

2.1.1 All RSOs and Instructors must comply with the National RATA Manual as well as the Range SOP's written and approved by the RATA Committee.

2.1.2 The Range SOP will specify among other things, ratios for adults, RSO and Instructor supervision for different types of shooting activities with different age Scouts according to Scouting America policies.

2.2 All Instructors and RSOs using Council Ranges must sign a pledge yearly stating they will comply with all of the policies and procedures in the RATA Manual and council SOP's in order to operate on the ranges. Those forms may be completed and emailed to 421shootingsports@gmail.com. See Appendix A.

Policy 3: Operating Procedures for Council Ranges

3.1 A Range Checklist that specifies procedure for opening, safe use, and closing the range may be found in the appendices of the SOP's. Anyone using the ranges will follow those procedures for any range operations.

3.2 Ranges must be reserved in advance using the council's reservation system. (Black Pug) https://campreservation.com/421/Home

3.3 Range use fees (Facility and Ammo) must be paid in advance of the date of use.

3.4 The ranges may not open until sunrise and shutdown at dusk or by 8pm. Exceptions must be approved in advance and only for District or Council level activities.

3.5 Range users will check in with the Ranger at his office, located at his residence at Camp Reeves for initial check in before proceeding to the range.

3.6 Provisions for obtaining the key for the range should be made prior to arrival at Range. Contact Terry McIntire: terry.mcintire@scouting.org 910-824-6201.

3.7 Scouts may not enter the range enclosed area where ammo and firearms are stored.

3.8 Camp Durant firearm ranges will not be allowed to operate on Sunday. For Council or District level events only, Shooting may occur after 12pm only with a signed exception form, completed in advance, and submitted to the RATA Cmte as well as the Ranger. The exemption form may be found on the in the documents section on the council's website: https://ocscouts.org/outdoor-programs/shooting-sports/documents/

3.9 No personal firearms or ammo may be used on any council owned range. Those items will be provided by the council. Targets for Rifle and Shotgun must be provided by the group using the range.

3.10 All firearms must be securely stored in a locked camp safe when not in use.

3.11 It is the responsibility of everyone operating the range to validate each other's credentials and ensure they are displayed while the range is in use.

Policy 4: Reporting Malfunctions

4.1 Reporting Process

a. All firearms experiencing malfunctions shall be cleared and tagged with a description of the malfunction. Orange tags are present on each range to be completed and affixed to the firearm.

b. Notifications should be sent to the Camp Ranger and RATA committee at 421shootingsports@gmail.com.

c. The ranger or a committee member will assess the firearm and facilitate it being repaired.

Policy 5: Disciplinary Procedures for Violations of Policy

5.1 If an unsafe practice is observed, it is the duty of the RSO and Instructor operating the range to stop the activity and to report it.

5.2 Range policy violations shall be reported to the RATA committee at 421shootingsports@gmail.com and or in person to the chairman. The ranger will be made aware of the issue as well.

5.3 YPT violations should be reported as defined by Scouting America policies.

5.4 The committee will meet to discuss all reports of violations of policy and may issue suspension(s) or revocation of range privileges for the person(s) violating SOP.

5.5 The committee will inform the appropriate council professional and the council VP of Program of its findings in all disciplinary matters.

5.6 Once privileges have been revoked, the individual will have to submit in writing their understanding of why they were revoked and their commitment to follow all policies governing range usage. Then will need

to be approved by the committee chairman and Council Executive or their designee.

Appendix A: Instructor and Range Safety Officer Pledge

I _____ (print name) have obtained a copy of the Occoneechee Council's Range and Target Activities Policies and Procedures and the Range Standing Operating Procedures with the Range Checklist. I have read and agree to abide by these Policies and Procedures, the Guide to Safe Scouting, and the National Range and Target Activities Manual. Any violation to these rules could result in my privileges being revoked for all shooting sports in the Occoneechee council.

Sign:_____ Date: _____

Email: _____ Cell Phone:_____

NRA Number:_____

USA Archery Number: _____

Occoneechee Council Range Standard Operating Procedures

The Occoneechee Council Range Standard Operating Procedures (SOPs) were developed by National Rifle Association (NRA) Certified Chief Range Safety Officers (CRSO) and approved by the Council Shooting Sports Committee. The SOPs include the NRA Gun Safety Rules, General Range Rules, Site Specific Rules and Administrative Rules. The SOPs were developed in recognition of the National Scouting America's Guide to Safe Scouting, the Scouting America's National Range and Target Activities Manual, the council's specific range capabilities, adjoining property owners, and the expected capabilities of Cub Scouts, Scouts BSA, Venturing Scouts, and Sea Scouts.

General Information

Personnel

Only persons that are current in their certifications may operate ranges at a council owned facility.

Any Scouting America registered adult leader must be current in their required training, i.e. YPT, Hazardous Weather, First Aid/CPR.

All Scouting America NCS Range Activities Directors, NRA Certified Instructors, RSOs, USA Archery certified instructors, and NCS Range Activities Director trained Rangemasters, that have submitted the Pledge Form (Appendix A Policies and Procedures,) are approved by the Council RATA Committee for range use privileges. A copy of Instructor and RSO credentials will be kept at the Scout Camp and will be necessary to use range facilities. Credentials must be presented at check-in to receive the keys to the range and kept displayed on your person while operating any range. This can be done using a Lanyard or clipped to clothing depending on activities to keep it out of the way for safe operation.

Any event that requires a Short-Term Camp Administrator as defined by NCAP standards, District and council level events involving multiple units, or other event specified in the Scouting America Range and Target Manual, must have a Range Activities Director onsite during shooting events. It is the overall responsibility of that director to ensure that all policies and procedures are followed on the ranges during the event.

Non-certified adults may serve as range helpers. These adults are trained for a particular event to help maintain safety and order and must be under the supervision of

an NRA Certified Instructor, RSO, USA Archery Instructor, or Rangemaster certification as required by the event type the person is helping with. This training does not extend to any other shooting event.

The ratio of adults, Instructors, RSOs to the number of shooters differs for each shooting or throwing discipline. Instructors and RSOs must adhere to the ratios found in the Scouting America National Range and Target Activities Manual, Section 1 for your shooting event.

Reservations

All Units and Event Coordinators must have proper reservations to use the range. Reservations to be made in the current council reservation system. https://campreservation.com/421/Home (Black Pug)

Adult Ratios

In addition to the presence of a RSO and Instructor, youth groups must maintain the proper adult to youth ratio as required in the Scouting America's Youth Protection Guidelines, Guide to Safe Scouting, and National Range and Activities Manual for the specific activity as defined in the NRATA Manual.

Check In

When using the range, the Instructor and RSO must check-in with the Camp Ranger or Designee before proceeding to the range or campsite. Prior arrangements should be made with the ranger to acquire the keys. Contact Terry McIntire at: terry.mcintire@scouting.org or 910-824-6201. You may not keep firearms or ammunition in camp with you. Personal Firearms and ammo are no longer permitted at council properties. Do not bring them to camp.

Check List

There is a Range Use Checklist for the Archery Range, Shotgun Range, and the Pistol/Rifle Range. These checklists specify how to check-in, how to open the range and how to close the range. They can be found in the appendix of this document. All Instructors and RSOs agree to follow these as part of your signed Range Use Agreement. These Checklists ensure the ranges are set up safely and the equipment is well cared for.

Emergency Response Plan

- RSO must take charge of the situation
- Assess if accident is a major or minor situation
- Designate helpers to call emergency personnel, help direct emergency responders to the location, take names of witnesses, etc.
- Render aid (Treat or call for help decision)
- Call for help. Emergency Personnel: 911 or Law Enforcement: 911. After 911, please call the ranger.
- AED's located at: Health Lodge, Grand Lodge, and Sullivan Center.

▪ **Must be called in case of a shooting accident**

- Ranger: (910) 948-3258
- Council Office: (919) 872-4884
- Direct help to location. Have location and instruction to get to range
- Address of Location: 4637 Old Carthage Road
- Take notes
- Take names of everyone present
- Take statements from witness(es)
- File out Incident Report Form

Call Emergency Dispatcher:

Location of accident

- Your phone number
- Your name
- What happened
- Nature of injury(ies)
- Location of person who will direct responders to the scene

Range Inspection

- Ensure the condition of range is safe.
- Refer to the Range Checklists in Appendix B, C, and D
- Ensure the range area is clear of personnel and hazards.
- Ensure Firing line, Targets, Target holders, Backstop, and shooting tables are properly set up and aligned for the intended course of fire.
- Ensure working communications.

Safety Briefing

Everyone shooting on the range will attend a Safety Briefing in sight of the range and conducted by the RSO. (Posters and visual aids should be used when possible) See Appendix A for Range Safety Briefing

Range Rules

- The shooting event and course of fire must be determined and communicated to the shooters before entering the range.
- Firing positions (bench, prone, sitting, kneeling, standing), shooting positions, target types, number of rounds to be fired, types of targets, any timing of shooting, etc. must be communicated to the shooters before they enter the range. Most configurations of shooting positions, targets etc. allowed in NRA shooting events are allowed at Council ranges (See exclusions below).
- There must be one Range Safety Officer and one Instructor (different people) present for all shooting events. Credentialed personnel-to-shooter ratios must also be maintained.
- For rifle shooting there must be one Certified Instructor for every eight shooters. For Shotgun shooting there must be one Certified Instructor for each shooter – not counting the RSO and one to six for instruction.
- For Handgun shooting there must be one Certified Instructor for every six shooters during instruction, and one to one during live firing – not including the RSO.
- One adult must be American Heart Association, American Red Cross, or E.C.S.I. Basic First Aid and CPR certified.
- Admission: Shooters may only enter the range when given personal permission.
- Shooters must wait behind the ready line until directed to take a shooting station.
- Shooters will be assigned and must stay at a given shooting station
- Shoot only at authorized targets. Only paper targets (clay targets for shotgun) fit for the purpose of the shooting event will be used. No glass, or explosive targets may be used. Reactive, metal, solid targets or other types of targets may be used in the Cowboy Action Program.

- Targets will not be placed on the target line posts.
- No targets depicting a human or animal figure will be used. (Steel animal figures may be used in Cowboy Action.)
- Care must be taken to ensure posts and other fixtures are not shot. Do not place targets on or in front of the posts.
- Shooters may only retrieve their targets when instructed to do so.
- Before shooters are allowed to retrieve targets, the RSO must ensure that all shooters are behind the ready line and that all guns are unloaded and made safe (action open, laid on the bench with the action side up). An adult will count the number of shooters as they pass in front of the firing line to retrieve targets and ensure that the same number returns. Loaded firearms and live ammunition must not leave the firing line.
- Call a "Cease Fire" for any unsafe actions that occur.
- All firearms must remain unloaded with the action open except when on the firing line and authorized to load.
- Leave dropped ammunition on the ground until the course of fire is over.
- All shooters, Instructors, and other range personnel must notify the RSO of all safety concerns.
- Shooters must always conduct themselves in an orderly manner.
- No alcohol, drugs, or tobacco products are allowed on the range.

Hours of Operation

- Shooting must not start before sunrise
- Shooting must stop at sunset (unless approved by RATA Committee)
- Sunday shooting is not allowed on Camp Durant ranges unless an exemption is granted. Petition Shooting Sports Committee for procedure for authorization at least 2 weeks prior to the event.

Warnings, Penalties: The RSO or Instructor must issue warnings for any behavior that might lead to an unsafe condition.

- Unsafe behavior by participants will result in penalties including removal from the range and loss of shooting privileges.
- Unsafe behavior by adults or instructors shall be reported to the committee at 421shootingsports@gmail.com.

Removal from range:

- Any unsafe behavior is subject to removal from the range.
- Any behavior by an individual that interferes with participants hearing or concentration is subject to removal from the range.
- Any uncooperative behavior is subject to removal from the range

Loss of privileges: Severe or repeated misconduct will result in loss of shooting privileges.

Range Commands

Commands may vary – these commands are to be used as a guide.

- **Range is Cold:** The range is in a safe condition, and no one may touch any firearm. The range should be cold before going down range
- **Range is Hot:** The range is ready for live fire to begin. Firearms may be handled while the range is hot.
- **Cease fire**: Stop firing immediately - May be called by anyone
- **Count:** Recounts the number of shooters in case someone is missing. May be called by anyone
- **Is the line ready?:** Check that all shooters are in position with their firearms and ammunition - Only called by the RSO
- **Load:** Insert ammunition into the firearm - Only called by the RSO
- **Commence Firing:** The range is Hot, Shooters my shoot the prescribed course of fire Only called by the RSO
- **Unload – make safe, show clear:**
  Everyone has finished shooting. Shooters remove any ammunition in their firearm and make safe (actions open laying on the bench action side up) - Called by RSO
- **Is the Line Clear:**
  RSO inspects all firearms to ensure the action is open, firearm laying on bench with the action open and no ammunition is present in the firearm or firing position. - Called by RSO
- **Move out of position**
  Shooters stand behind the ready line - Called by the RSO
- **Down Range or Go forward**
  Score or retrieve targets. Shooters may go forward of the firing line Called only by the RSO
- **Police your firing point:** Clean your shooting station, pick up your brass. Called by RSO

Shooting Events and Course of Fire

- Shooting events allowed: Consult the National Range and Target Activities Manual for appropriate courses of fire by program and age. This can be found in Section 1.
- Shooting Events for all official NRA Qualification shoots are allowed. Merit badge instruction and qualification shooting is allowed. USA Archery instruction and Practice sessions are allowed.
- Instruction for marksmanship consistent with NRA Basic Rifle, Shotgun, Pistol or Muzzle Loaders is allowed.

- Competitions being run with NRA match standards or USA Archery Guidelines are allowed.
- All other Shooting Events require permission from the Council RATA committee.
- Course of fire: Course of fire will be determined by Instructor including Target selection, number of rounds being fired, timing of firing, and shooting position.
- Prohibited events
    - Military training events are not allowed
    - Tactical training events are not allowed
    - Scouts/Venturers may not be moving and hold or fire a loaded firearm
    - Scouts/Venturers may not use holsters
    - Scouts/Venturers may not draw firearms from holsters or any other location
    - Scouts/Venturers may not swing firearms into shooting position with or without a sling of any type.
    - Scouts/Venturers may not engage in uncontrolled firing at any time
        - (e.g., point and shoot, from the ready position or from the hip)
    - No trick shooting of any type
    - Any unsafe shooting

Use of Firearms and Ammunition

- The RSO or instructor must inspect all firearms and related shooting equipment prior to use to ensure they are in safe working condition and of the proper caliber and action for the intended course of fire.
- There is to be no personal firearms or ammunition in use at any council owned property.
- Ammunition will be purchased from and supplied by the council.
- The committee has chosen not to allow donations of ammunition as a standard practice. In some cases, with approval from the RATA committee chair, ammo may be donated to the council that is in new manufactured condition and is appropriate for use based on our policies and equipment. Ammo received through grants or philanthropic donations may be accepted provided that it meets the criteria of new, manufactured, and is appropriate for use based on policies and equipment.
- For all shooting activities, follow the program as prescribed in the National Range and Target Activities Manual in Section 1. These vary by program and age of the youth.
- Caliber and type of action is specified by the type of shooting event and course of fire.
- Shooters may not take live ammunition away from the firing line

- Only correct ammunition for the firearm being used may be present on the firing line
- No special ammunition such as armor piercing, incendiary or tracer ammunition may be used.

First Aid Kit

- A First Aid Kit is available in the storage shed of each range. The kit must be kept in an obvious place on display outside the shack when the range is in operation.

Communications Equipment

- At least one working cell phone must be kept available while the range is operational
- Phone numbers of emergency response personnel, camp administration and law enforcement as well as the address and directions to the range must be posted in a location where everyone can see it when the range is in operation.
- During Council or District events, a working two-way radio on the camp frequencies should be at each range as well as the director should have one.

Hygiene Guidelines

- No eating, drinking, smoking, applying makeup, no putting hands or fingers in the mouth, nose, ears or on face while shooting, handling or cleaning guns.
- Change clothing after shooting.
- Wash hands and face after shooting with cold water.

Good Judgment

Notwithstanding the approved Policies, Procedures and Standard Operating Procedures, conditions may change and good judgment must always be used to interpret and apply these rules and guidelines to ensure a safe shooting experience. Following the rules is no defense against poor judgment. Good judgment is not permission to break the rules; rather good judgment must be used to ensure safety.

Range Specific

Rifle (Durant and Reeves)

Range Usage

Refer to Appendix B for the proper opening, operating, and closing of the Rifle Range. The range may be used for the following listed activities. All other activities will need prior approval from the RATA committee.

- .22 caliber Rifle Instruction and fun shoots
- Muzzle Loading Rifle Instruction and fun shoots
- Cowboy Action Shooting
- Slingshots
- Archery (Cub Program)
- BB's (Cub Program
- Pellet Rifles
- Chalk Ball
- Pistol (NRA First Steps courses)

Qualified Supervision

In order to operate the range, adequate supervision must be at the range as defined in the NCAP standard SQ-407(Appendix H) and the National Range and Target Activities Manual coinciding with the specific shooting activity occurring on the range.

Individuals must have completed the Pledge from Appendix A in the Policies and procedures in the current year they are volunteering, and that form should be on file at camp.

In addition to everything mentioned previously, for unit level activities, an adult leader over the age of 21in the unit must have taken and passed the Range Activity SAFEty Training found on my.scouting.org. At least one adult must have completed this training and be present on each range being operated.

Required Equipment

- Only council supplied firearms and ammunition shall be used on the range.
- The council will ensure proper safety equipment is provided; however, personal safety equipment may be used as prescribed in the National Range and Target Activities Manual. For all percussion shooting events, eye and ear protection are mandatory while the range is in a "Hot" status.

- First aid kits will be provided and maintained by the council.
- Items needed for cleaning the firearms will be provided by the council.
- If a piece of equipment needs repair or replacing, follow policy 4 in the council policies and procedures document.

Equipment Storage

- Firearms will be stored in a locked safe inside the locked storage room at each range.
- Ammo will be stored in a separate locked safe from the firearms.
- Guns must be cleaned after shooting has ceased for the event. . (*Note: Refer to Appendix G: Gun Decontamination before cleaning!)
- No Ammunition may be present in the cleaning area
- Unused guns must be kept locked in a gun safe
- All equipment should be stored in it's place in the locked storage room. Shelves have been labeled and containers labeled for proper location.
- Firing line tables should be moved and placed along the center railing behind the ready line when not in use.
- Ensure all Safes and room are locked after use.
- If any products run out or need replacing, inform the committee at 421shootingsports@gmail.com

Helping with Malfunctions

- RSO and Instructors must know how to remedy firearm stoppages for all firearms being used in the proposed shooting event (both Firearm and Ammunition malfunctions). When possible, the person acting as the RSO should not be the one helping with the malfunction as it is his job to monitor the whole firing line.
- Misfire and hang fire and squibs
- Keep gun pointed in safe direction
- Call for assistance if needed
- Keep other adults supervising other shooters Take control of firearm correctly

Muzzle Loaders

- Please refer to the NRA/NMLRA for use of Muzzle Loading Firearms.
- Follow all procedures outlined in the National Range and Target Activities Manual pertaining to the use of Muzzle Loading Firearms.
- Muzzle loaders may not be used alongside modern firearms at a given range.
- Muzzle Loading pistols are not allowed.
- Keep the retail powder containers in the shack and only use the brass powder flasks on the loading line.

Personal Equipment at commercial ranges

Personal Equipment may be used at commercial ranges as long as it complies with all rules and regulations outlined in the National Range and Target Activities Manual and is appropriate for the group performing the shooting activity.

Shotgun

Range Usage

Reference Appendix C for proper opening, operating, and closing of the Shotgun Range. The range may be used for the following listed activities. All other activities will need prior approval from the RATA committee.

- Shotgun Instruction and fun shoots
- Slingshots
- Archery (Cub Program)
- BB's (Cub Program)

Qualified Supervision

In order to operate the range, adequate supervision must be at the range as defined in the NCAP standard SQ-407(Appendix H) and the National Range and Target Activities Manual coinciding with the specific shooting activity occurring on the range

Individuals must have completed the Pledge from Appendix A in the Policies and procedures in the current year they are volunteering, and that form should be on file at camp.

In addition to everything mentioned previously, for unit level activities, an adult leader over the age of 21in the unit must have taken and passed the Range Activity SAFEty Training found on my.scouting.org. At least one adult must have completed this training and be present on each range being operated.

Required Equipment

- Only council supplied firearms and ammunition shall be used on the range.
- The council will ensure proper safety equipment is provided; however, personal safety equipment may be used as prescribed in the National Range and Target

Activities Manual. For all percussion shooting events, eye and ear protection are mandatory while the range is in a “Hot” status.

- First aid kits will be provided and maintained by the council.
- If a piece of equipment needs repair or replacing, follow policy 4 in the council policies and procedures document.

Equipment Storage

- Firearms will be stored in a locked safe inside the locked storage room at each range.
- Ammo will be stored in a separate locked safe from the firearms.
- Guns must be cleaned after shooting has ceased for the event. . (*Note: Refer to Appendix G: Gun Decontamination before cleaning!)
- No Ammunition may be present in the cleaning area
- Unused guns must be kept locked in a gun safe
- All equipment should be stored in it’s place in the locked storage room. Shelves have been labeled and containers labeled for proper location.
- Clay target throwers will be unloaded and shut down after use.
- Ensure all Safes and room are locked after use.
- If any products run out or need replacing, inform the committee at 421shootingsports@gmail.com

Personal Equipment at commercial ranges

Personal Equipment may be used at commercial ranges as long as it complies with all rules and regulations outlined in the National Range and Target Activities Manual and is appropriate for the group performing the shooting activity.

Helping with Malfunctions

- RSO and Instructors must know how to remedy firearm stoppages for all firearms being used in the proposed shooting event (both Firearm and Ammunition malfunctions). When possible, the person acting as the RSO should not be the one helping with the malfunction as it is his job to monitor the whole firing line.

- Misfire and hang fire and squibs
- Keep gun pointed in safe direction
- Call for assistance if needed
- Keep other adults supervising other shooters Take control of firearm correctly

Archery

Range Usage

Reference Appendix D for proper opening, operating, and closing of the Archery Range. The range may be used for the following listed activities. All other activities will need prior approval from the RATA committee.

- Slingshots
- Archery (Cub Program)
- BB's (Cub Program

Qualified Supervision

In order to operate the range, adequate supervision must be at the range as defined in the NCAP standard SQ-407(Appendix H) and the National Range and Target Activities Manual coinciding with the specific shooting activity occurring on the range

Individuals must have completed the Pledge from Appendix A in the Policies and procedures in the current year they are volunteering, and that form should be on file at camp.

In addition to everything mentioned previously, for unit level activities, an adult leader over the age of 21in the unit must have taken and passed the Range Activity SAFEty Training found on my.scouting.org. At least one adult must have completed this training and be present on each range being operated.

Required Equipment

- The council will provide bows and arrows to be used on the range.
- The council will ensure proper safety equipment is provided; however, personal safety equipment may be used as prescribed in the National Range and Target Activities Manual.
- First aid kits will be provided and maintained by the council.
- If a piece of equipment needs repair or replacing, follow policy 4 in the council policies and procedures document.

Equipment Storage

Equipment should be stored in it's proper place in the room. Bows on the boards hanging, Arrows in quivers in buckets, targets organized neatly under the shelf. Other materials shall be placed on top of the shelf in a organized manner.

Personal Equipment

- Personal Equipment maybe used at Durant.
- The limitations of the range and targets dictate that a bow may not have more than a 30 pound pull weight.
- All personal equipment to be use will need to be inspected by the lead instructor for safety. The final decision on if it is to be used or not will be the lead person.

Program Specific

NRA First Steps Pistol Orientation Program

Use of Pistols in Scouting America is only allowed as part of a council or district sponsored activity and as part of an NRA First Steps Pistol program.

Youth Requirements:

- Scouts BSA, Venturers, and Sea Scouts who are over the age of 14, or are 13 and have completed the eighth grade, may participate in this activity.
- All youth participants are required to have written permission from their parent or guardian to fire a handgun before they can take part in the program. Appendix E.

Adult Training & Supervision Requirements

- NRA Pistol Instructor.
- NRA Range Safety Officer, May not function as a second instructor
- 1:6 Instructor ratio during classroom portion, and 1:1 instructor ratio during loading and firing exercises.

Permission

- All Scouts will submit a completed permission form filled out in its entirety before participating. The permission form can be found in Appendix E.

Multi-Gun Airsoft Experience

The Multi-Gun Airsoft Experience differs from most shooting activities in that all participants use two or all three types of the airsoft guns. Note that ***fully automatic*** use of airsoft guns is **prohibited**. Airsoft guns that have a “select fire” capability must remain in semi-automatic or safe mode at all times.

Each individual shooter is paired with an instructor in their own dedicated shooting bay. A coach may also assist the shooter using the coach/pupil method. All shooting is done from a standing position except to accommodate shooters with special needs.

All BSA districts, and units are required to follow the specifications in this guide when sponsoring or conducting Multi-Gun Airsoft Experiences. Districts and units are prohibited from using airsoft guns unless permission is provided by the Council Shooting Sports Committee. The use of airsoft is not authorized in the Cub Scout program.

* Districts must receive permission from the council Scout executive, or authorized delegate, and the council RATA committee before conducting any events involving airsoft guns. Permission is granted on a calendar-year basis and is good for all district-sponsored events to be conducted that year.

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

***Events must supply eye protection, bio-degradable BBs and CO2 cartridges.

**** More information may be found in Appendix 12 of the National Range and Target Activities Manual.

REQUIRED STAFF

The operations staff (below) must include:

AIRSOFT ROLE	AGE	MINIMUM CERTIFICATIONS REQUIRED	HOW MANY
Volunteer	14	NONE	As Needed
Coach	14+	Authorized by Airsoft Instructor	1 per bay
Instructor	18+	NRA Instructor or Shooting Sports Director Or BB-Gun Rangemaster w/Airsoft Endorsement	1 per bay

The **airsoft volunteer** is needed to set up the range and also to help with cleanup after the event. Volunteers also assist in managing participants in and out of the range and oversee all non-shooting, non-instructional activities.

The **airsoft coach** should be present with the participant in the bay. Using the coach/pupil method, the coach must always remain behind or within arm's reach of the participant; this ensures that he or she can take immediate physical control of the airsoft gun from the participant if required. If a malfunction occurs, the participant must immediately cease fire and transfer control of the airsoft gun to the coach. Airsoft coaches—with the approval of the airsoft instructor—may reload airsoft guns.

The **airsoft instructor** is certified and qualified in the safe use, care, and operation of airsoft pistols, rifles, and shotguns. This endorsement is provided by the Occoneechee Council and is only good within Occoneechee Council. The endorsement must be renewed anytime there is a change in the make/model of airsoft guns or a significant change in the operation of the Multi-Gun Experience format. The council Scout executive or their authorized delegate (RATA Committee Chairman) provides this endorsement. Any person applying for the endorsement must be at least a qualified BB-gun range master. An airsoft instructor must conduct any required training before a participant can enter a bay with the airsoft coach.

The instructor may be appointed to sign off on all required documentation and her applications to authorize the event. An instructor may serve as a coach. If no other coach is available, the instructor assumes the role.

BSA-approved airsoft guns are listed in Appendix 12.G of the National Range and Target Activities Manual. No other models are permitted unless otherwise authorized

All other guidelines shall be followed as written in the BSA Multi-Gun Airsoft Experience Operations Guide No. 510-316.

Cowboy Action Shooting Program

This is not a unit-level activity, and it should not be conducted as one.

The program offers a fun and safe introduction to cowboy action shooting with pistols, rifles, and shotguns. ***While attending camp or scheduled opportunities at camp***, Scouts BSA and Venturers 14 years of age or older can take part in a special shooting experience with opportunities to shoot single-action .22 caliber pistols, lever-action .22 caliber rifles, and 12-gauge or 20-gauge shotguns.

Youth Requirements
Scouts BSA and Venturers who are over the age of 14, or are 13 and have completed the eighth grade, may participate in this activity. All youth participants are required to have written permission from their parent or guardian before they can take part in the program. A permission form must be fully completed and submitted before the youth can participate. The form can be found in Appendix F of this manual.

Adult Training Requirements and Supervision

The cowboy action shooting program can be conducted only by NRA certified instructors with pistol, rifle, and/or shotgun certifications (must have all three if using all three types of firearms). Each cowboy action shooting participant will be accompanied by a certified pistol, rifle, or shotgun instructor (depending on the firearm being used) who is actively involved in every shot and all gun handling. All Range Safety Officers and instructors for this program must possess current credentials for the discipline they will be instructing.
• Range Safety Officers (RSOs) must have current certification from the NRA.
• Instructors must have a current rating of pistol, rifle, or shotgun instructor from the NRA.

All guidelines in the *National Range and Target Activities Manual,* No. 430-938, must be followed. All other guidelines will follow the Cowboy Action Shooting Program Operations Guide, No.510-318.

Chalk Ball

Program Guidelines
BSA safety policies generally run parallel to or go beyond legal mandates. However, it is the camp or activity supervisor's responsibility to confirm and ensure compliance with all applicable federal, state, and local regulations or statutes related to youth handling and using a paintball marking gun.

BSA GUIDELINES
This is a Level 2 shooting sports activity and must follow all guidelines in the *National Range and Target Activities Manual,* No. 430-938.

ADULT SUPERVISION AND TRAINING REQUIREMENTS
All course personnel involved in the chalk ball shooting program are required to have current certifications and ratings in the roles they will be performing on the course at that time. An NRA Range Safety Officer (RSO) is in charge of the entire field and will conduct the safety briefing and give range calls as required.

All other guidelines will be followed as listed in the Chalk Ball Program Guide No. 510317.

Appendix A: Range Safety Briefing

Everyone shooting on the range will attend a Range Safety Briefing, in sight of the range, conducted by the RSO. (Posters and visual aids should be used when possible)

- Introduce yourself as the RSO. Introduce other range personnel and their roles.
- Explain what occurs during live fire.
- 3 Fundamental Rules for Safe Gun Handling.
- **Always keep the gun pointed in a safe direction**.
    - The only safe direction on this range when live ammunition is present is downrange – toward the targets.
- **Always keep your finger off the trigger until ready to shoot**.
- **Always keep the gun unloaded until ready to use.**
- Rules for Using a Gun.

Shoot only at designated targets. Be sure the gun is safe to operate. Know how to use the gun safely. Use only the correct ammunition. Wear eye and ear protection when instructed to do so. Never use alcohol or drugs before or while shooting. Never use guns while emotionally upset. Store guns so they are not accessible to unauthorized persons. Some types of guns and many types of shooting activities require additional safety precautions.

The RSO should:

- Explain the purpose of the shooting event:

  *Open Shoot *Zeroing Firearms *Qualification *Match *Training

- Point out the range layout, features and limits:

  *Backstop *Left and right limits *Target Line

  *Firing Line *Firing Position *Ready Area *Spectator Area

- Explain to participants Range Rules:

  - Know and obey all range rules
  - Shoot only at authorized targets

  Stop shooting immediately upon the command “Cease Fire.”

  - Know where others are at all times

  Keep the gun pointed in a safe direction.

  - Do not handle a firearm or stand at the firing line when people are downrange.

  Wait for commands to handle a firearm, load ammunition, and fire

Participants should know:

- How to use the gun safely
- Raise non-shooting hand for assistance
- How to load…How to fire
- Use of the safety
- How to unload live ammunition
- How to extract a spent shell
- What to do in case of a misfires
- Keep the gun pointed in a safe direction and wait 30 seconds
-

Emergency Procedures

1. Anyone must call a ceasefire in case of an unsafe condition.
2. Seek immediate help from the RSO in case of an emergency.
3. Everyone must stay at the range in event of a shooting accident until dismissed by a law enforcement official

- Firing line commands

- **Range is Cold:** The range is in a safe condition, and no one may touch any firearm. The range should be cold before going down range
- **Range is Hot:** The range is ready for live fire to begin. Firearms may be handled while the range is hot.
- **Cease fire**: Stop firing immediately - May be called by anyone
- **Count:** Recounts the number of shooters in case someone is missing. May be called by anyone
- **Is the line ready?:** Check that all shooters are in position with their firearms and ammunition - Only called by the RSO
- **Load:** Insert ammunition into the firearm - Only called by the RSO
- **Commence Firing:** The range is Hot, Shooters my shoot the prescribed course of fire Only called by the RSO
- **Unload – make safe, show clear:**
  Everyone has finished shooting. Shooters remove any ammunition in their firearm and make safe (actions open laying on the bench action side up) - Called by RSO
- **Is the Line Clear:**
  RSO inspects all firearms to ensure action is open, firearm laying on bench with the action open and no ammunition is present in the firearm or firing position. - Called by RSO
- **Move out of position**
  Shooters stand behind the ready line - Called by the RSO
- **Down Range or Go forward**
  Score or retrieve targets. Shooters may go forward of the firing line Called only by the RSO
- **Police your firing point:** Clean your shooting station, pick up your brass. Called by RSO.

Appendix B: Camp Durant Pistol and Rifle Range Check List

Check-In:

1. Range Safety Officers (RSO) and Instructors must check in with the Ranger or Camp Master before proceeding to the range. Range Activities Directors may receive range keys for District or Council events(must ensure credentials of all operating staff). RSOs and Instructors must show proof of certification before receiving the range keys (Certifications must be kept with you on the range). Before going to the range, the Ranger / Camp Master will brief you on any issues. The Ranger may require a deposit item to ensure keys are returned before releasing keys (forgetting to return keys has been a problem). This will be agreed upon with the Ranger at time of check-in.
2. Inventory Sheet. The ranger will review an inventory sheet with you at check-in. The Inventory Sheet will list the number of eye and ear protectors and other equipment at the range. Check the number of items as soon as you arrive at the range and note a discrepancy in the number of items. You will return the inventory sheet with a count of the eye and ear protectors and other range equipment. <u>Your unit will be responsible to pay for any missing equipment.</u>

Before Shooting:

1. Validate each person's credentials that will be operating the range.
2. Make sure the gate(s) is/are closed.
3. Walk around the range to make sure it is clear of any personnel and hazards.
4. Open range storage unit if needed.
5. Raise the Red Range Flag
6. Bring out the First Aid Kit and place in a prominent place.
7. Set up table, stands and chairs as needed
8. Place eye & ear protection out to be to be accessible to anyone on the range.
9. Move guns from the safe to the rack
10. Lock unused ammunition in the safe while shooting.
11. Target Set Up
    a. Tie the rope from the left post to the right post on the screws in the posts marked by the yellow paint. Do this for the line above and below the targets. Add the clips to the line to hold the targets.
    b. Each stand, gun and table is numbered. For convenience place the number on the backing board in front of the corresponding shooting station.
12. Assign an adult to supervise and count the scouts as they enter and exit the range.

Shooting:

1. Conduct "Safety Briefing" for all shooters (See the Standard Operating Procedures).

2. **Conduct shooting exercise according to the Standard Operating Procedures.** Note: You must follow the ratio of Instructors to shooters for the specific shooting event you are conducting.

After Shooting:

1. Put eye and ear protection away.
2. Shooters retrieve their targets.
3. Shooters pick up all brass.
4. Return shooting stands and chairs to their original position.
5. Put all safety ropes back in place.
6. Clean guns – cleaning supplies and instructions are in a crate in the storage unit.
7. When guns are clean lock them in safe. Any ammunition must be stored in a separate safe.
8. Put cleaning supplies away.
9. Put First Aid Kit back into the storage unit.
10. Return Red Range Flag to the storage unit.
11. Make sure safes are locked.
12. Lock storage unit.
13. Police area for trash.
14. Turn off lights and fans.
15. Ensure doors and gates are locked.
16. Take trash to dumpster.
17. Return keys to ranger/camp master to get your deposit item back.
18. Fill out the orange tags for any equipment issues and report them to the Ranger / Camp Master and emailing the committed at 421shootingsports@gmail.com.

Appendix C: Camp Durant Shotgun Range Check List

Check-In:

1. Range Safety Offers (RSO) and Instructors must check in with the ranger / Camp Master before proceeding to the range. RSOs and Instructors must show proof of certification before receiving the range keys (original certification must be kept with you on the range). Before going to range the Ranger / Camp Master will brief you of any issues. The Ranger may require a deposit item to ensure keys are returned before releasing keys. (people forgetting to return keys has been a problem). This will be agreed upon with the Ranger at time of check-in.

2. Inventory Sheet. The ranger will review an inventory sheet with you at check-in. The Inventory Sheet will list the number of eye and ear protectors and other equipment at the range. Check the number of items as soon as you arrive at the range and note any discrepancy in the number of items. You will return the inventory sheet with a count of the eye and ear protectors and other range equipment. Your unit will be responsible to pay for any missing equipment.

Before Shooting:

1. Validate each person's credentials operating the range.
2. Make sure the gate is closed.
3. Walk around the range to make sure it is clear of any personnel and hazards.
4. Open range storage unit.
5. Raise the Red Range Flag
6. Bring out the First Aid Kit and put in a prominent place.
7. Pull out eye & ear protection.
8. Load clays in thrower and hook up remote for thrower and assign a responsible person to run thrower. This will not be the RSO.

Shooting:

1. Conduct "Safety Briefing" for all shooters (See the Standard Operating Procedures).
2. Do not adjust or attempt to fix the clay thrower. Contact the ranger for repairs. Only trained individuals may work on the throwers.
3. **Conduct shooting exercise according to the Standard Operating Procedures.** Note: A one to one adult to youth ratio is required for shooting shotguns.

After Shooting:

1. Put eye and ear protection away
2. Shut down the clay throwers following the written procedures. Including the letdown process and power off before removing remaining clays from the thrower.

3. Put the remote back in box and the box in the storage unit.
4. Clean guns – cleaning supplies are in a Milk crate in the storage unit.
5. When guns are clean lock them in safe. Any ammunition must be stored in a separate safe.
6. Put cleaning supplies away.
7. Put First Aid Kit back into the storage unit.
8. Red Range Flag back in the storage unit.
9. Make sure safes are locked.
10. Lock storage unit.
11. Police area for trash.
12. Take trash to dumpster.
13. Return keys to ranger/camp master to get your deposit item back.
14. Tag any firearms that have equipment issues and report to the Ranger / Camp Master.

Appendix D: Camp Durant Archery Range Check List

Check In:

1. BSA Archery Range Masters or Instructors must check in with the Ranger / Camp Master before proceeding to the range. Range Masters / Instructors must show proof of certification before receiving the range keys (original certification must be kept with you on the range). Before going to range the Ranger / Camp Master will brief you of any issues. The Ranger may require a deposit item to ensure keys are returned before releasing keys (people forgetting to return keys has been a problem). This will be agreed upon with the Ranger at time of check in.
2. If not shooting immediately lock private and camp bows and arrows in the storage unit. Lock storage unit when not in use.

Before Shooting:

1. Validate the credentials of everyone operating the range.
2. Make sure the gate is closed.
3. Walk around the range to make sure it is clear of any personnel and hazards.
4. Place caution signs on road and trail leading to range (ask Ranger where these signs need to be placed).
5. Keep storage unit locked even when on the range. Only open long enough to pull out what you need.
6. Pull out target and place on field.
7. Bows: The council has procured Matthews Genesis compound bows for year round use by units and district events. **DO NOT DRY SHOOT THE BOWS** *(release the string under tension without an arrow knocked for release)* – serious damage could occur to the bow causing the cable, under tension stress, to dislodge from the bow and could seriously hurt the archer or anyone nearby.
   a. Only adjust the tension on the bows if needed. Do not adjust anything else without proper training and equipment.
   b. **DO NOT** ATTEMPT TO RESTRING UNLESS YOU ARE COMPLETELY FAMILIAR WITH STRING THE GENESIS COMPOUND BOW!
8. Hang bows on the pegs at the shooting positions.
9. Distribute arrows in each quiver.
10. Distribute arm guards and finger guards to all archers.

Shooting:

1. Conduct safety Briefing for shooters according to the Standard Operating Procedures.
2. **Conduct shooting exercise according to Standard Operating Procedures**

After Shooting:

1. Archers retrieve the arrows.
2. Archers help clean up the range
3. Archers exit.
4. Put arrows and bows away.
5. Put targets back in the storage unit.
6. Lock the storage unit.
7. Walk field to look for lost arrows.
8. Police range area for trash.
9. Take trash to the dumpster.
10. Return keys to ranger/camp master to recover deposit item 11. Report any equipment or range issues to the Ranger / Camp Master.

Appendix E Pistol Hold Harmless Agreement

Occoneechee Scout Reservation
Scouting Pistol Safety and Marksmanship Program Participation and Hold Harmless Agreement

Camp _____, Occoneechee Council is conducting a Scouting Pistol Safety and Marksmanship program. Scouts will be instructed how to handle, maintain, and shoot a pistol safely and be provided instruction to increase their marksmanship skills. Scouts will have classroom instruction and range instruction in which they will fire a pistol under the supervision of a trained Range Safety Officer and NRA certified pistol instructor. Scouts will be required to wear eye protection and ear protection at all times while on the range. Scouts are expected to abide by all safety rules and the instructions of the Range Safety Officer(s) and pistol instructor(s).

I, the undersigned, give my child, _____, permission to participate in this program. I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct. I 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 claims or liability arising out of this participation

Participant signature _____ Date: _____

Parent/guardian signature _____ Date: _____

Parent/guardian printed name _____ Date: _____

Home phone _____ Cell phone_____

Email address_____

.

Appendix F CBA Hold Harmless Agreement

Occoneechee Scout Reservation
Scout Cowboy Action Shooting Program Participation and Hold Harmless Agreement

Camp _____ (Occoneechee Council) will be conducting a Scout cowboy action shooting program. In this program, Scouts will shoot a rifle, pistol, and shotgun under the supervision of an NRA Range Safety Officer and NRA certified instructors. Scouts will be required to wear eye protection and hearing protection at all times while on the range. Scouts are expected to abide by all safety rules and the instructions of the Range Safety Officer(s) and rifle, pistol, and shotgun instructor(s).

I, the undersigned, give my child, _____, permission to participate in this program. I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct. I 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 claims or liability arising out of this participation. For safety, my child and I agree that he/she will do the following or he/ she will be removed from the program. I understand that any additional cost associated with participation in this program will not be refunded if my child is removed for not following the rules below.

1. Complete a range safety briefing.
2. Wear all safety gear at all times while on the range.
3. Follow all the safety rules provided in the briefing.
4. Follow the instructions of the Range Safety Officer(s) and rifle, pistol, and shotgun instructor(s).
5. Do not handle the firearms until instructed to do so by the instructor(s).
6. Is 14 years of age, or 13 and has completed the eighth grade, as of the start of the class and will be in full compliance with all local, state, and federal guidelines, including age restrictions and original equipment manufacturer standards.

Participant signature _____ Date: _____
Parent/guardian signature _____ Date: _____
Parent/guardian printed name _____ Date: _____
Home phone _____ Cell phone_____
Email address_____

Appendix G Gun Decontamination Procedure

A. PURPOSE

The purpose of this procedure is to provide guidance on how to properly decontaminate guns used during Occoneechee Council shooting sports events. This procedure has been developed based on accepted best practices and in accordance with recommendations from the Centers for Disease Control and Prevention (CDC).

B. RESPONSIBILITIES

Shooting Sports staff will:

- Follow all gun safety rules.
- Implement and oversee the Gun Decontamination Procedure.
- Ensure that guns are decontaminated in accordance with the procedure.
- Conduct a periodic review to evaluate the effectiveness and necessity of the procedure.

C. PROCEDURE

1. Gun Safety

Occoneechee Council Shooting Sports staff shall follow the three safety rules when handling guns.

a) ALWAYS keep the gun pointed in a safe direction.
b) ALWAYS keep your finger off the trigger until ready to shoot.
c) ALWAYS keep the gun unloaded until ready to use.

Before cleaning the gun, point it in a safe direction, open the action, and **be absolutely sure that the gun is unloaded and all ammunition is removed from the area**. To assure safety, the action should be open during cleaning.

2. Gun Decontamination

Each gun should be decontaminated at the end of each day of use with an appropriate cleaning agent, such as wet wipes or a 10% bleach solution. Since bleach is corrosive and can cause significant damage to guns and gun parts, option 1 is to use unscented wet wipes (such as baby wipes). Alternatively, if there is concern that the cloth wipes would not effectively decontaminate the gun, staff can instead use a bleach solution as option 2.

Option 1 - wet wipes: Use an unscented wet wipe to wipe down the outside of the gun including the stock, action, barrel, and other components, as appropriate. Allow at least 5 minutes of cleaning solution contact time. After 5 minutes, use another slightly damp clean cloth (with water only) to wipe down the gun. The purpose is to remove any cleaning solution residue. Dry the gun with a clean dry cloth.

Option 2 - bleach solution: Since bleach solution is corrosive, staff should avoid direct skin contact with bleach by first putting on a pair of protective gloves, such as nitrile gloves. Protective eyewear is also recommended. Prepare a fresh batch of bleach solution by mixing 9 parts water with 1 part bleach. The 10% bleach solution should be placed in a spray bottle that is labeled “10% Bleach Solution”. Include the date of preparation on the label. Bleach is a household chemical that loses its activity over time and is greatly impacted by temperature. Therefore, do not used bleach solutions beyond the recommended shelf life of 3 months.

Lightly mist a clean cloth with the cleaning solution. The cloth should be slightly wet to the touch; not soaking wet or dripping. Wipe down the outside of the gun including the stock, action, barrel, and other components, as appropriate. Allow at least 5 minutes of cleaning solution contact time. After 5 minutes, use another slightly damp clean cloth (with water only) to wipe down the gun. The purpose is to remove any cleaning solution residue. Dry the gun with a clean dry cloth.

Lubricate any moving parts of the gun in accordance with manufacturer’s recommendations.

Place the gun in secure storage in accordance with Occonneechee Council Shooting Sports requirements.

Appendix H SQ-407 NCAP Standard Chart

RANGE AND TARGET ACTIVITIES PROGRAM STAFF

(Revised September 1, 2024)

SQ-407

Applies to:

Day camp

Short-term camp

Long-term camp

Range Supervision Chart

SQ	Camp and Range Type	Range Supervision Required	Alternate Supervision Option (requires waiver)
1.	**Any camp^** Archery range	Scouting America archery rangemaster* or USA Archery Level 1 instructor, 18 or more years old	None
2.	**Any camp^** Sporting Arrows Range	USA Archery level 1 instructor, 18 or more years old, and review Sporting Arrows section of *National Range and Target Activities Manual*	None
3.	**Any camp^** Throwing sports range (except slingshot)	Individual, 18 or more years old, meeting training requirements in camp's approved standard operating procedures	As provided in approved standard operating procedures and 18 or more years old
4.	**Any camp^** Slingshot range	Scouting America BB rangemaster* or NCS range activities director or NRA rifle instructor or ML4** instructor** All 18 or more years old	None
5.	**Any camp^** BB range	Scouting America BB rangemaster* or NCS range activities director or NRA rifle instructor or ML4** instructor** all 18 or more years old	None
6.	**Any camp^** Pellet rifle range *Scouts BSA, Sea Scouts, Venturers any camp; Webelos and Arrow of Light long-term camp only*	NCS range activities director or NRA rifle instructor; All 21 or more years old	ML4** instructor in the discipline offered **AND** NRA range safety officer or equivalent RSO from ML4** all 21 or more years old
7.	**Long-term camp;** Rifle, shotgun or muzzleloading range	NCS range activities director with current NRA instructor credential for firearms at range OR NRA instructor with current credentials for the firearms at range; All 21 or more years old	ML4** instructor in the discipline offered **AND** NRA range safety officer or equivalent RSO from ML4** all 21 or more years old
8.	**Day camp or Short-term camp**; Any firearms range except BB/pellet	NCS range activities director with current NRA instructor credentials for firearms at range OR Both NRA instructor with current credentials for firearms at range AND NRA range safety officer; all 21 or more years old	ML4** instructor for firearms at range **AND** NRA range safety officer or equivalent range safety officer from ML4** all 21 or more years old
9.	**Any camp^** Pistol range *Scouts BSA, Sea Scouts, Venturers only*	Both NCS range activities director with current NRA pistol instructor credential AND NRA range safety officer; all 21 or more years old	ML4** instructor for firearms at range AND NRA range safety officer or equivalent range safety officer from ML4** all 21 or more years old
10.	**Day camp or Short-term camp** Cowboy action range	Each station must have NRA instructor credentials for the firearm (separate certifications required for each firearm) AND NRA RSO; all 21 or more years old	None
11.	**Long-term camp** Cowboy action range	Each station must have NRA instructor credentials for the firearm (separate certifications required for each firearm); all 21 or more years old	None
12.	Chalk Ball range	NRA range safety officer 18 or more years old	None
13.	Multi-Gun Airsoft Experience range	BB rangemaster with Airsoft endorsement OR National Camping School range activities director OR NRA rifle instructor with Airsoft endorsement; all 18 or more years old	None

^ Camp as defined in NCAP Standard SA-001.

*** Archery or BB Rangemaster is trained by a National Camping School range activities director or National Rifle Association rifle instructor (BB guns only). This individual is in charge of the firing line at any time it is in operation.**

**** ML4 – Rifle instructor from military, law enforcement, 4-H in the discipline offered. These individuals also must review Cub Scout section of the *National Range and Activities Manual* and be familiar with Cub Scout range and target activities if program is offered to Cub Scouts.**

SQ-407-2