The Old North State Council, Boy Scouts of America, Inc. operates under charter by the Boy Scouts of America and under Articles of Consolidation, dated January 17, 1992, under the North Carolina General Statutes. (the articles of Consolidation, Incorporation & Council By-Laws are available for review from the ONSC office.)
STANDARD OPERATING PROCEDURES FOR SHOOTING RANGES
Approved by the Old North State Council Shooting Sports Committee on 4/16/2013.

All ONSC shooting sports programs will adhere to the BSA guidelines established in the Guide to Safe Scouting, the National Camp Standards & the BSA National Shooting Sports Manual.

Facilities for Use:

1) Rifle, Shotgun, Sporting Clays, Pistol, Muzzleloading & Archery ranges at Cherokee Scout Reservation.

2) Archery & BB ranges at Woodfield Scout Preservation

3) This guide addresses any Old North State Council/District shooting event.

Authorized and Prohibited Guns:

- **Cub Scouts:** Archery and BB gun shooting are restricted to day camps, Cub Scout/Webelos Scout resident camps, council-managed family camping programs, or to council activities where there are properly trained supervisors and all standards for BSA shooting sports are enforced. Archery and BB gun shooting are not to be done at the Pack level. Cub Scouts are not permitted to use any other type of handgun or firearm. Webelos may use air rifles (pellet) following current BSA Camp Standards.

- **Boy Scouts / Venturers / Explorers / Sea Scouts:** Guns used will comply with the guidelines, as applicable; in the National Camp Standards & the BSA National Shooting Sports Manual (see 5 Levels of Shooting Activities.

- **Centerfire Rifles:** Centerfire rifles may only be used with the prior approval of the Council’s Chief Range Officer and at a site he approves.

- **Cannons:** BSA policy will be followed which prohibits the use of cannons, unless they have met standards for safety inspections and certification of the cannon crew.

Supervision: All firearm shooting must be under the supervision of a 21 (or older) year old adult who holds either a current BSA National Camp School card as a Shooting Sports Director or a National Rifle Association Range Safety Officer certification. In addition, instruction must be done by a 21+ year old adult who is currently certified as an NRA Instructor in the discipline being shot. Range supervision, instructor ratios & training is outlined in BSA National Camp Standards & the BSA National Shooting Sports Manual (5 Levels of Shooting Activities.)

Prior to supervising shooting ranges, copies of current certifications must be provided to the ONSC Shooting Sports Committee, as well as on their person while operating the range.

Cub Scout BB & Archery Ranges must be supervised by a currently certified range officer, at least 18 years of age, as defined in Camp Program and Property Management No. 20-920B. A National Camp School-trained shooting director must train the BB gun & Archery range officers and issue a Training Course Pocket Certification, No. 33767. Certification is valid for two years. (All Cub Scout shooting must adhere to the current National Camp Standards.)

Explosive targets are prohibited at any scout shooting activity.

The Old North State Council, BSA Shooting Sports Committee appointed John A. Young to the position of Council Chief Range Safety Officer on October 30, 2008. (Guidelines and further clarification of approved Range Personnel is found in the Guide to Safe Scouting, National Camp Standards and the BSA National Shooting Sports Manual. The BSA SS Decision Tree, Appendix 4, in the BSA National Shooting Sports Manual can help identify standards that apply to a specific shooting activity.)
Range Use:

1) The shooting ranges may be available for BSA chartered groups, and for 4-H clubs, hunter safety groups, NRA training courses, and military or law enforcement agencies on a scheduled basis. The Sporting Clays course is also available to non-scouting groups. All ranges must be under the supervision of a Cherokee RangeMaster.

2) All groups must file Short-Term Facility Use Form with the Council Service Center at least two weeks prior to their arrival. The reservation is only official when a Council designee signs the application.

3) All firearms used on the ranges must meet the previously defined standards and be approved by the Reservation Ranger or Camp Master/Rangemaster on duty for the weekend.

4) Fees: Fees for use of ONS Council facilities and equipment are subject to change without notice. A fee schedule may be accessed on the council website at www.bsaonsc.net.

Council Owned Firearm Use:

1) The council will provide the use of guns as a part of the range use fee.

2) All firearms will be cleaned and functioning (or with defects noted) and returned at the end of the shooting period. To clean the arms, lubricate the action, but **do not disassemble the arm**, wipe the exterior with appropriate oil and run cleaning and lubricating patches through the bore. Cleaning of all council guns, in the off-season, is to be performed under the supervision of a Rangemaster.

3) Council owned firearms are available for use off-Reservation for District and Council events. These events must meet all BSA and Shooting Sports Standard Operating Procedures.

Personal Firearms on Council Property:

Personal firearms should only be brought to camp for scheduled shooting sports activities. All firearms must be unloaded and under the supervision of an adult leader or parent/guardian while being transported to and from camp and while on camp property. Personal firearms and archery equipment are not allowed during summer camp. Personal Firearms must meet the firearm guidelines, as outlined in the BSA National Shooting Sports Manual, 5 Levels of Shooting Activity. All personal firearms & archery equipment must be inspected by the Range Safety Officer before being allowed on the range. All personal firearms must be checked with the Campmaster or Rangemaster upon entering camp and secured by an adult in a locked manner in accordance with state regulations and not accessible to others.

Cherokee Archery:

1. Bows are restricted to a maximum of 25 pounds of pull for Cub Scouts, Webelos Scouts and Boy Scouts & not more than 35 pounds of pull for Venturers.
2. Only target arrows may be used. Broadhead or other hunting tips are not allowed.
3. Proper safety equipment must be worn by all participants.
4. The firing range must be supervised by a certified Archery instructor.
5. When not on the range each personal bow will be secured in a locked manner not accessible to others.
6. Crossbows are not allowed.

CSR Range Supervision:

Archery Ranges must be supervised by a currently certified range officer, at least 18 years of age, as defined in Camp Program and Property Management No. 20-920B. A National Camp School-trained shooting sports director must train the 3D Archery Range officer and issue a Training Course Pocket Certification, No. 33767. Certification is valid for two years. A National Archery Association Level I Archery Basic Instructor Certification is also acceptable.
CSR Archery Range Commands:

- You may take your bow
- Step to the shooting line (or post)
- You may nock your arrow
- Commence firing when ready
- Cease fire
- Step back from the shooting line
- Step to the target line
- Retrieve your arrows

Archery Trail Qualification:

- Prospective Trail archers will practice and qualify on practice archery range.
- Prospectives may practice shooting differing target sizes and target distances set up at 10, 15 and 20 yards on the practice archery range.
- Prospectives must be able to hit a 22” target at 45 feet with two of three consecutive arrows in two consecutive ends before shooting on the Trail range.

Archery Trail Course Procedures:

- A trained RO must be present in each group while on the range.
- RO must set up signage on regular archery range indicating 3D course is in use or is being maintained and standard archery is not permitted at range. 3D Range Flag must be raised.
- Group size is limited to 4 shooters maximum (not including RO and observer).
- Check-in / Check-out post at entrance will indicate each group on the 3D range.
- Arrows must be carried in rigid tube quivers at all times unless shooting.
- Groups will enter and exit 3D range only at designated entrance/exit.
- Groups will start at entrance, follow trail and shoot stations in order.
- Bows will be placed on bow hangers when not in use unless otherwise directed by the RO.
- RO will orient shooters at all shooting posts as to what constitutes the established shooting lane.
- Shooters must shoot from the designated shooting position and shoot within the shooting lane.
- Each participant in group will take turns as shooter, scorer, and spotters at each post.
- Range recommendation is two groups on range, with a maximum of three.
- First group will advance to fourth post before second group enters range (If three groups, then second group must be at fourth post before third group enters).
- Groups will maintain a two post buffer between groups.
- Only one shooter at a time. Shooters will be allowed only three arrows per target (maximum).
- Spotters will note missed arrow trajectories.
- Safety Flag will be placed against target face while entire group helps retrieve arrows.
- RO is responsible for making sure all group participants and other groups are accounted for and clear of the shooting lane before commence fire.
- Groups will only travel from post to post, not target to post, when shooting course, and stay on designated trail.
- Shooters entering range with group must stay with group (unless there is an emergency - then follow appropriate emergency procedures).
- At action targets, RO will appoint/operate action of target.
- At action targets, RO will make sure target is reset for next group before group leaves station.
- RO will carry extra arrows, first aid kit, emergency communication device, scoring materials, spotters’ note cards.
A. **Range Check-in Procedures**
   1. Check in at the camp office or with the Campmaster or ranger
   2. Pick up: Standard Operating Procedures, communications equipment, range keys

B. **Conduct a range inspection**
   1. Condition of range on arrival. Clean or dirty?
   2. Impact area (backstop functional)?
   3. Safety lines surrounding the range intact?
   4. Range area clear of personnel?
   5. Targets ready?
   6. Communication system working?
   7. Correct ammunition for the firearms being used?
   8. Safety briefing prepared?
   9. Eye and ear protection on hand?

C. **NRA Gun Safety Rules**
   1. **ALWAYS** keep the gun pointed in a safe direction.
   2. **ALWAYS** keep your finger off the trigger until ready to shoot.
   3. **ALWAYS** keep the gun unloaded until ready to use.

**Rules for Using or Storing a Gun**
1. Know your target and what is beyond
2. Be sure the gun is safe to operate
3. Know how to use the gun safely
4. Use only the correct ammunition for your gun
5. Wear eye and ear protection.
6. Never use alcohol or drugs (including prescription and over the counter medications) before or while shooting
7. Store guns so they are not accessible to unauthorized persons.
8. Be aware that certain types of guns and many shooting activities require additional safety precautions.

**General Range Safety Rules**
1. Know and obey all range rules
2. Know where others are at all times
3. Shoot only at authorized targets
4. Malfunctions
   Gun Malfunction – signal the Range Officer for assistance
   Ammunition Malfunction – signal the Range Officer for assistance
5. Do not handle a gun or stand at the firing line where guns are present while others are downrange.
6. Stop shooting immediately upon the command “Cease Firing!”
7. Hygiene Guidelines
   a) Refrain from eating, drinking, smoking or placing your hands in proximity to your mouth or nose while on the range or cleaning a gun.
   b) Wash hands with soap and cold water and change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.
8. Physical contact – always ask permission before touching any student, or shooter.
D. Medical Support

1. Each range will have an emergency first aid kit.
2. Each range will have a means of emergency transportation designated for that purpose.
   a. During summer camp, there will be a council or staff owned vehicle in camp.
   b. In the off-season, a designated emergency vehicle shall be parked in proximity to the
      shooting range.
3. Emergency communication
   a. During summer camp, each range will have a camp radio that will allow them to
      communicate with the camp office where the telephone will be manned during shooting
      hours.
   b. In the off season in case of an emergency that you need EMS do the following:

   **CHEROKEE:**
   - Take charge of the situation & secure the gun & ammunition.
   - Give immediate first aid to the victim.
   - If you have a cell phone that works, call 911. If you reach a 911 operator make sure you are
     talking to the Caswell County 911 center. (If you are unable to reach 911 with your cell
     phone or anyone else cell phone in the group, send an adult if possible to the Campmaster’s
     Cabin and use the land line phone to call 911). Ask them to send EMS to the main entrance
     of the Boy Scout Camp at Boy Scout Camp Road. Immediately send two adults in a vehicle
     to the entrance of the camp to meet the EMS. If First Responders arrive, send the second
     adult with one of the First Responders. The other adult should wait for the EMS. Once the
     EMS arrives, take them to the victim.
   - After the victim is taken care of, call Rodney Carpenter at 336-210-0881 or Ted Williams at
     336-706-4044.
   - Keep everyone that was at the activity together and ask them not to discuss the incident until
     someone from the Scout Office is contacted.
   - Do not talk to the media at all. Rodney Carpenter, or his designee, is the spokesman for the
     Council. All media contact should be through Rodney Carpenter, or his designee.

   **WOODFIELD:**
   - Take charge of the situation & secure the gun & ammunition; bow and arrows.
   - Give immediate first aid to the victim.
   - If you have a cell phone that works, call 911. If you reach a 911 operator make sure you are
     talking to the Randolph County 911 center. (If you are unable to reach 911 with your cell
     phone or anyone else cell phone in the group, send an adult if possible to the Campmaster’s
     Cabin and use the land line phone to call 911). Ask them to send EMS to the main entrance
     of the Cub Scout Camp at Woodfield Scout Trail. Immediately send two adults in a vehicle
     to the entrance of the camp to meet the EMS. If First Responders arrive, send the second
     adult with one of the First Responders. The other adult should wait for the EMS. Once the
     EMS arrives, take them to the victim.
   - After the victim is taken care of, call Rodney Carpenter at 336-210-0881 or Ted Williams at
     336-706-4044.
   - Keep everyone that was at the activity together and ask them not to discuss the incident until
     someone from the Scout Office is contacted.
   - Do not talk to the media at all. Rodney Carpenter, or his designee, is the spokesman for the
     Council. All media contact should be through Rodney Carpenter, or his designee.

   c. Emergency telephone numbers are posted by each camp business phone.

(Primary Source – NRA sample Standard Operating Guide)
• The course may only be opened by & entrance to the range is restricted to supervision by a certified RSO & Cherokee RangeMaster.

• One unit adult must accompany each group of shooters (2-6 shooters) and a minimum of two adults are required for each Troop or Crew. These adults must attend the Adult Coach orientations.

• Only Council provided ammunition & clays may be used on the course (exceptions must be approved by the Chief RSO.) Fees are outlined on the council website, shooting sports pages.

• Youth shooting may take place under two scenarios:

  Option A: One Unit Adult (21 yrs +) accompanies each shooting group through the course, serving as the group Station Officer. Only course guns & ammunition will be used by under this scenario.

  Option B: A Unit shooting option is available for parent/son shooting. This shooting will be conducted separately from other scout shooting on the course. (No more than 2 parent/son teams per shooting group) Scouts must have earned the Shotgun Shooting Merit Badge; & both the parent & son must be NC Hunter Safety certified. Both parent & son may carry their own shotgun (12g or 20g only) on the course. No personal ammunition is allowed on the course.

• Adults, who are not serving as Youth Shooting Group Coaches, may shoot in separate adult groups. However, Youth shooting groups take precedence over Adult shooting. Adults shooting in these groups may use their own gun (12 or 20 ga only) but must buy ammo/clays tickets, like the scouts. No personal ammunition is allowed on the course.
STANDARD OPERATING PROCEDURES FOR CHEROKEE SHOTGUN RANGE

- The course may only be opened by & entrance to the range is restricted to supervision by a certified RSO & Cherokee RangeMaster.

- Reservations are required through the Old North State Council Office at least 2 weeks in advance of a shoot date. (Reservations can be made by contacting Ted Williams, at the ONS office or at twilliam@bsamail.org)
- If your unit desires to camp, an “Application for Use of Facilities” must also be submitted.
- All shoots begin with a Range Safety Briefing.

- Only Council guns, ammunition & clays may be used on the course (exceptions must be approved by the Chief RSO.) Fees are outlined on the council website, shooting sports pages.

- Youth shooting may take place following the guidelines found in BSA national Camp Standards or the BSA National Shooting Sports Manual (depending upon activity.)

- The Shotgun Range Commands include:
  o “____# of Shooters may enter the range”
  o “Move into position”
  o “Is the line ready?”
  o “Commence firing”
  o “Cease Firing”
  o “Pull”
  o “Misfire”
  o “Unload”
  o “Move out of position”
  o “Change Roles”
  o “Police the firing line”

5-Stand Set-up

1. Connect (plug-in to thrower controller plug) Receiver Modules to each thrower (receivers are numbered on back, be sure to connect correct receiver to corresponding thrower. See map below)
2. Load clays into throwers, then hook-up batteries to throwers.
3. Follows directions on Remote to throw. (Press button to turn-on the remote & then press the thrower # for the bird you want thrown)
4. After shooting return batteries to maintenance area, return Receiver Modules to top of SG safe in SG storage building & return/plug-in to charger the Remote unit in the gun room.
5-STAND Thrower Map

1. Basic Instruction/MB shooting:
   - Utilize Shooting stations 1-6, based upon class size & available certified instructors/RSOs per BSA Level III requirements: “One NRA range safety officer must be present for each group consisting of a maximum of six shooters. One NRA instructor for each student is required when loading and firing a shotgun.”
   - Utilize single thrower manual cable/switch for each of the 3 training throwers (#T-1, T-2, T-3. These are set for slow straight away targets, per MB manual guidelines.) The manual cable switches are stored in the SG shed. (Do not utilize throwers 4-6 for MB qualification shooting. These should be utilized for more advanced practice of shooting games)
   - NEVER SHOOT THROWERS 5 OR 6 FROM Stations 1, 2 or 3! (shot path may be unsafe)

2. Advanced shotgun shooting (utilizing the Remote thrower module):
   Fun shoots should follow the range supervision guidelines required for Level II & III shooting (“One NRA range safety officer must be present for each group consisting of a maximum of six shooters. One NRA instructor for each student is required when loading and firing a shotgun.”) In a 5-Stand shoot, only 1 person is shooting at a time. So, required supervision is: 1 RSO + 1 SG Inst. RSO supervises the range & Inst moves, with ammo, from shooter to shooter. A third person (certification not required) can operate the remote, if the RSO does not.
   - 5-Stand (25 bird shoot, cost $10 per round)
      - Utilize 5 shooting stations
      - Up to 5 shooters on-line @ same time (one @ each station)
      - Each station has pre-determined throw configuration:
        - Station #1 Throws from T1 & T4
        - Station #2 Throws T2 & T4
        - Station #3 Throws T3 & T1
        - Station #4 Throws T2 & T5
        - Station #5 Throws T3 & T6
Explanation of 5-Stand shoot:

1. Five shooters stand in cages marked 1 - 5.
2. The shooter beginning at station #1 is always the first shooter for every rotation.
3. Each cage has a menu that delineates which numbered trap throws the bird. 5 birds presented at each stand.
4. In sequence at each station the first presentation is a single, the second presentation is a double (report), and the last presentation is a double (either report or true pair).
5. One shot is allowed for each bird thrown.
6. To begin, the shooter at station 1 shoots a single, then the shooter at station 2 shoots a single...so on.. through shooter 5.
7. Back to shooter 1, who shoots a pair, then # 2 a pair.. so on..through shooter 5.
8. Back to shooter 1, who shoots a pair, then #2 a pair.. so on..through shooter 5.
9. Stay in the cage until the trapper tells you to step out and rotate. Shooter 1 goes to #2 stand, #2 goes to #3 stand.. so on..Shooter 5 goes to #1 stand.
10. Shooter in cage 2 now is the first shooter, same rotation (single, double, double) then that shooter rotates to #3 stand and the whole thing begins again with the shooter in #3 stand.
11. No choke changing allowed after the round starts.
12. Broken birds should be called as a “NO BIRD” & should not be fired upon. The bird is rethrown.
13. Prior to beginning each round, a “show bird” is thrown from each thrower @ each station to show the shooters the flight path they will shoot at that station.
STANDARD OPERATING PROCEDURES FOR CHEROKEE .22 RANGE

• The course may only be opened by & entrance to the range is restricted to supervision by a certified RSO & Cherokee RangeMaster.

• Reservations are required through the Old North State Council Office at least 2 weeks in advance of a shoot date. (Reservations can be made by contacting Ted Williams, at the ONS office or at twilliam@bsamail.org.)
• If your unit desires to camp, an “Application for Use of Facilities” must also be submitted.
• All shoots begin with a Range Safety Briefing.

• Only Council guns & ammunition may be used on the course (exceptions must be approved by the Chief RSO.) Fees are outlined on the council website, shooting sports pages.

• Shooting may take place following the guidelines found in BSA national Camp Standards or the BSA National Shooting Sports Manual (depending upon activity.)

• The 22 Range Commands include:
  o “____# of Shooters may enter the range”
  o “Move into position”
  o “Is the line ready?”
  o “Commence firing”
  o “Cease Firing”
  o “Misfire”
  o “Unload”
  o “Move out of position”
  o “Change Roles”
  o “Police the firing line”

• The Rifle range may be used to conduct **22 cal rifle shooting & muzzleloading rifle shooting**, if approved for the program & age group utilizing the range.
**SOP FOR THE MUZZLELOADING RIFLE TRAIL RANGE**

- The course may only be opened by & entrance to the range is restricted to supervision by a certified RSO/ Muzzleloading Rifle Instructor & Cherokee RangeMaster.

- All shoots begin with a Range Safety Briefing.
- Youth shooters on the Muzzleloading Rifle Trail Range must have earned the Rifle Shooting Merit Badge, Shotgun Shooting Merit Badge or completed a NRA rifle/shotgun or muzzleloading 1st Steps course. Exceptions by the ONSC CRSO or ASE.
- Only Council provided ammunition (powder, ball & caps) may be used on the range.
- Shooting may take place following the guidelines found in BSA national Camp Standards or the BSA National Shooting Sports Manual (depending upon activity.)

- **Shooters do not move downrange of shooting stations, except by permission of the RSO.**
- The Range Commands include:
  - “Move into position”
  - “Charge your firelock”
  - “Cap your firelock”
  - “Commence firing”
  - “Cease Firing”
  - “Misfire”
  - “Move out of position”
  - “Change Roles”
STANDARD OPERATING PROCEDURES FOR CHEROKEE PISTOL RANGE

- The course may only be opened by & entrance to the range is restricted to supervision by a certified RSO & Cherokee RangeMaster.

- Reservations are required through the Old North State Council Office at least 2 weeks in advance of a shoot date. (Reservations can be made by contacting Ted Williams, at the ONS office or at twilliam@bsamail.org.

- If your unit desires to camp, an “Application for Use of Facilities” must also be submitted.

- All shoots begin with a Range Safety Briefing.

- Only Council guns & ammunition may be used on the course (exceptions must be approved by the Chief RSO.) Fees are outlined on the council website, shooting sports pages.

- Shooting may take place following the guidelines found in BSA national Camp Standards or the BSA National Shooting Sports Manual (depending upon activity.)

- The 22 Range Commands include:
  o “____# of Shooters may enter the range”
  o “Move into position”
  o “Is the line ready?”
  o “Commence firing”
  o “Cease Firing”
  o “Misfire”
  o “Unload”
  o “Move out of position”
  o “Change Roles”
  o “Police the firing line”

- The Pistol range may only be used to conduct pistol shooting & is approved for use by Venturers, Explorers, Sea Scouts & adults.
STANDARD OPERATING PROCEDURES FOR WOODFIELD BB/Archery RANGES

• The course may only be opened by & entrance to the range is restricted to supervision by a currently certified Woodfield Range Officer (WRO).

• WROs will be responsible for opening, closing & inspection of the designated ranges & equipment for safety & compliance. WROs report directly to the Camp Ranger upon arrival/departure and give written status of ranges and equipment using the appropriate checklist & turns in a sign/sign-out sheet with unit leaders/range officer signatures.

• Prior to opening the range, the RO inspects the range to assure all is as it should be & that there is no possibility of anyone inadvertently walking in front of or behind the targets

• Reservations are required through the Old North State Council Office at least 2 weeks in advance of a shoot date. (Reservations can be made by contacting Ted Williams, at the ONS office or at twilliam@bsamail.org.)

• An “Application for Use of Facilities” must also be submitted.

• All shoots begin with a Range Safety Briefing.

• Fees: A Shooting Sports Fee (youth or adult) of $3/person/day of shooting (plus the normal $2/person/day camp usage fee) is payable with pack registration. Only Council provided ammunition may be used on the range.

• Shooting may take place following the guidelines found in BSA National Camp Standards, the BSA national Shooting Sports Manual and as outlined in the ONSC Woodfield Range Officer Orientation.

• The BB (Archery) Range Commands include:
  o “____ # of Shooters may enter the range”
  o “Shooters to the line”
  o “You may handle” (Archery – “You may pick up your Bow”)
  o “Is the line ready?”
  o “The line is not ready” or “The line is ready”
  o “Load” (Archery – “You may nock your arrow”)
  o “Ready on the firing line?”
  o “Commence firing”
  o “Cease Firing, Stop Firing”
  o “Misfire”
  o “Unload” (Archery – “Rack your bow and step back from the line”)
  o “Retrieve your targets” (Archery – “You may retrieve your arrows”)
  o “As you were” or “Carry on”
  o “Exit the Range”

• The BB ranges may only be used to conduct BB gun shooting.
• The Archery ranges may only be used to conduct Archery activities.
RESOURCES

- Sample Range Safety Briefing
- Sporting Clays Course Pre-Shoot Check-list
- Sporting Clays Course Post-Shoot Check-list
- Shotgun Merit Badge Checklist for Friday night book session
- Shotgun Merit Badge Checklist for Saturday Session at the Range
- Post Merit Badge Checklist
- Shotgun Range Pre-Shoot Check-list
- Shotgun Range Post-Shoot Check-list
- .22 Range Pre-Shoot Check-list
- .22 Range Post-Shoot Check-list
- Woodfield BB Pre-shoot/Post Shoot Check-list
- Woodfield Archery Pre-shoot/Post Shoot Check-list

Rifle & Shotgun Merit Badge Counselors should utilize the NRA/BSA MB Teaching Guides found as Appendix 1 & 2 in the BSA National Shooting Sports Manual:

➤ NRA FIRST Steps/BSA Shotgun Shooting Merit Badge Teaching Guide
➤ NRA FIRST Steps/BSA Rifle Shooting Merit Badge Teaching Guide
Sample Range Safety Briefing:

(minimal suggested – additional topics should be added as appropriate to group & activity. BSA discipline specific 30 minute Briefings are required for certain BS SS Level activities. (see ONSC website-SS Resources or BSA National SS manual.)

Purpose of the Event & Introduction of Range Staff & Roles:

Range Layout & Limits:

- Ready Area
- Firing Line
- Target Area
- Impact Area
- Left & right range limits
- Firearms to be used
- Other specific to range

Range Safety Rules: (Use Range Specific or use wall poster)

NRA GUN SAFETY RULES
1. ALWAYS keep the gun pointed in a safe direction.
2. ALWAYS keep your finger off the trigger until ready to shoot.
3. ALWAYS keep the gun unloaded until ready to use.

Rules for Safe usage:
1. Know your target and what is beyond
2. Be sure the gun is safe to operate
3. Know how to use the gun safely
4. Use only the correct ammunition for your gun
5. Wear eye and ear protection.
6. Never use alcohol or drugs (including prescription and over the counter medications) before or while shooting
7. Store guns so they are not accessible to unauthorized persons.
8. Be aware that certain types of guns and many shooting activities require additional safety precautions.

General Range Safety Rules
1. Know and obey all range rules
2. Know where others are at all times
3. Shoot only at authorized targets
4. Malfunctions
   Gun Malfunction – signal the Range Officer for assistance
   Ammunition Malfunction – signal the Range Officer for assistance
5. Do not handle a gun or stand at the firing line where guns are present while others are downrange.
Stop shooting immediately upon the command “Cease Firing!” (explain anyone can call cease fire & when it is appropriate)

Hygiene Guidelines

a) Refrain from eating, drinking, smoking or placing your hands in proximity to your mouth or nose while on the range or cleaning a gun.

b) Wash hands with soap and cold water and change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

Range Specific Rules:

Firearm operation (specific to gun being used):

Firing Line Commands: (explain the appropriate action for each command)

Emergency Procedures:
### Sporting Clays Course Pre-Shoot Check-list:
(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RSO.)

Inspected by: _______________________________ Date: ______

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<tr>
<td>Dud/Hull buckets/clipboards in place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gun racks in place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientation Area clean/Bulletin Board/signs posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range Rules posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Communications working</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid kit filled / Accessible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies (score cards/ammo/eyes/ears)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guns on course in lockable storage (empty &amp; clean)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wash Area ready (water/basins/soap/towels/trashcan)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________

### Sporting Clays Course Post-Shoot Check-list:

Controlled Access / Fencing/ Gates Closed |     |    |
Red Flag secured                          |     |    |
Batteries Disconnected                    |     |    |
Thrower Cables Disconnected / secured     |     |    |
Firing Stations Clean                     |     |    |
Dud/Hull buckets emptied                  |     |    |
Gun racks secured                         |     |    |
Orientation Area clean/Bulletin Board secured |     |    |
Emergency Communications radios secured   |     |    |
Supplies secured (score cards/ammo/eyes/ears) |     |    |
Guns on course cleaned & secured to gun safe (empty & clean) |     |    |
Wash Area secured (water/basins/soap/towels/trashcan) |     |    |
Gator/ carts cleaned if necessary & returned to Maint area |     |    |

Comments: ________________________________________________________________
Shotgun Merit Badge Checklist for Friday night book session
(things to consider, may be adapted for other ss MBs)

___ Name placards one for each learner
___ Posters from gun room
___ Merit Badge pamphlets learners are supposed to bring but you may want extras
___ Blank test to be given at the end of the evening at least one per learner
___ Merit Badge application one for each learner
___ Outline for evening events
___ Videos from Council office
___ Power Point presentation from Council office
___ Lap top available from Council office
___ Digital projector with extension cord available from Council office
___ At least 1 gun like they will be shooting on Saturday to demo handling and loading
___ Snap caps for guns you will be using for demo
___ Other shotgun types as you feel necessary and have access to
___ Samples of ear and eye protection
___ Name tags for staff and learners

Shotgun Merit Badge Checklist for Saturday Session at the Range

___ Shotguns depending on group size always carry at least 1 extra
___ Shells take at least 75 rounds per shooter
___ Clays take at least 75 clays per shooter
___ Clearing rod in case of a jam
___ Eye and ear protection for each shooter and scorer
___ Red Flag
___ Radios if others will be in camp to hear you
___ Tote bags for ammo
___ Score cards for each shooter
___ Batteries for throwers bring at least one extra
___ Check with Marvin to make sure throwers are at the range and working
___ First Aid Kit
___ Range Rules
___ Field of fire/Impact area inspected and cleared
___ Gun rack available
___ Name tags to put on backs of shooters so they can be called and instructed by name
___ Make sure range is clean before leaving

Post Merit Badge Checklist
___ Make sure all materials removed from gun room are returned
___ Make sure all guns are cleaned and returned to the safe
___ Deliver signed Merit Badge applications to Unit leaders
___ Insure all facilities used; HQ building, range and sleeping quarters are clean
___ Fill out NRA Firearm Training Course Report and post report online with NRA.
___ Fill out Shotgun Merit Badge Shoot Report and mail to Council Office
___ Be certain to return keys to lock box
**Shotgun Range Pre-Shoot Check-list:**

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RSO.)

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspected by: _____________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:_______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controlled Access / Fencing/ Gates Closed</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Red Flag Displayed</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Field of Fire / Impact area Inspected</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Throwers filled/ Batteries hooked up/ Inspected</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Thrower Cables Connected / Inspected / Tested</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Firing Stations Clean / Signs in Place</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Orientation Area clean/Bulletin Board/signs posted</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Range Rules posted</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Emergency Communications working</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>First Aid kit filled / Accessible</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Supplies (score cards/ammo/eyes/ears)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Guns on course in lockable storage (empty &amp; clean)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Wash Area ready (water/basins/soap/towels/trashcan)</td>
<td>___</td>
<td>___</td>
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<tr>
<td>Comments: _________________________________________________________</td>
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</tbody>
</table>

**Shotgun Range Post-Shoot Check-list:**

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled Access / Fencing/ Gates Closed</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Red Flag secured</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Batteries Disconnected</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Thrower Cables Disconnected / secured</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Firing Stations Clean</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Hulls policed from ground</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Orientation Area clean/Bulletin Board secured</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Emergency Communications radios secured</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Supplies secured (score cards/ammo/eyes/ears)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Guns on course cleaned &amp; secured to gun safe (empty &amp; clean)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Wash Area secured (water/basins/soap/towels/trashcan)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Comments: _________________________________________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### .22 Range Pre-Shoot Check-list:

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RSO.)

Inspected by: ___________________________  Date: __________

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled Access / Fencing / Gates Closed</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Red Flag Displayed</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Field of Fire / Impact area Inspected</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Target Area Ready</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Firing Stations Clean / Signs in Place</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Orientation Area clean / Bulletin Board / signs posted</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Range Rules posted</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Emergency Communications working</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>First Aid kit filled / Accessible</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Supplies (Ammo blocks filled / eyes / ears / targets / clothes pins)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Guns on course in lockable storage (empty &amp; clean)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Wash Area ready (water / basins / soap / towels / trashcan)</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________

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### .22 Range Post-Shoot Check-list:

Controlled Access / Fencing / Gates Closed                | ___ | ___ |
Red Flag secured                                         | ___ | ___ |
Firing Stations Clean                                     | ___ | ___ |
Orientation Area clean / Bulletin Board / secured         | ___ | ___ |
Emergency Communications radios secured                   | ___ | ___ |
Supplies secured (Ammo blocks / eyes / ears / targets / clothes pins) | ___ | ___ |
Guns on course cleaned & secured to gun safe (empty & clean) | ___ | ___ |
Wash Area secured (water / basins / soap / towels / trashcan) | ___ | ___ |

Comments: ________________________________________________________________
Archery Trail Range Pre-Shoot Checklist
(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RO.)
Inspected by: _____________________________________________ Date: __________
YES NO
Controlled Access / Fencing/ Gates Closed/Sign Posted ____ _____
Red Flag Displayed for Action Archery Range ____ _____
Group sign in posted on entrance to range _____ _____
Target Areas Ready _____ _____
Practice Range is setup, Firing Stations Clean _____ _____
Orientation Area clean _____ _____
Range Rules posted _____ _____
Emergency Communications working _____ _____
First Aid pack checked _____ _____
Supplies (Bows/Arrows/armguards/fingerguards/eyes/targets) _____ _____
Comments: _______________________________________________________________________________

Archery Trail Range Post-Shoot Checklist
Controlled Access / Fencing/ Gates Closed _________
Group tag moved to inactive, Red Flag secured if last group _____ _____
Firing Stations Clean _________
Practice Range, Orientation Area clean /secured _________
Emergency Communications radios secured _________
Supplies secured (Bows/Arrows/armguards/fingerguards/eyes/targets) _____ _____
Trash can emptied & contents placed in dumpster @ Dining Hall _____ _____
Mark damaged equipment, place repairable arrows in repair bin _____ _____
Turn in keys to Ranger with signed Checklist _____ _____
Comments: _______________________________________________________________________________
CSR Archery Range Pre-Shoot Check-list:
(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RSO.)
Inspected by: ________________________________ Date: _________

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Controlled Access / Fencing/ Gates Closed</td>
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<td></td>
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<tr>
<td>Target Area Ready</td>
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<td></td>
</tr>
<tr>
<td>Orientation Area clean/Bulletin Board/signs posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range Rules posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Communications working</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid kit filled / Accessible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies (bows/arrows/wrist pads/targets/eye protection)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________

Archery Range Post-Shoot Check-list:
Controlled Access / Fencing/ Gates Closed                      |     |    |
Red Flag secured                                             |     |    |
Firing Stations Clean                                        |     |    |
Orientation Area clean                                       |     |    |
Emergency Communications radios secured                      |     |    |
Supplies secured (bows/arrows/wrist pads/targets/eye protection) |     |    |
Comments: ________________________________________________________________
Woodfield BB Range Pre-Shoot Checklist
(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RO.)
Inspected by: ___________________________ Date:_________

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>Controlled Access / Fencing/ Gates Closed</td>
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<td>Field of Fire / Impact area Inspected</td>
<td></td>
</tr>
<tr>
<td>Target Area Ready</td>
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</tr>
<tr>
<td>Firing Stations Clean / Signs in Place</td>
<td></td>
</tr>
<tr>
<td>Orientation Area clean</td>
<td></td>
</tr>
<tr>
<td>Range Rules posted</td>
<td></td>
</tr>
<tr>
<td>Emergency Communications working</td>
<td></td>
</tr>
<tr>
<td>First Aid kit filled / Accessible</td>
<td></td>
</tr>
<tr>
<td>Supplies (Ammo cups filled/guns/eyes/targets/clothes pins)</td>
<td></td>
</tr>
<tr>
<td>Guns on course in lockable storage (empty &amp; clean)</td>
<td></td>
</tr>
<tr>
<td>Check to assure guns are operable</td>
<td></td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________

Woodfield BB Range Post-Shoot Checklist

Controlled Access / Fencing/ Gates Closed |     |     |
Red Flag secured |     |     |
Firing Stations Clean |     |     |
Orientation Area clean /secured |     |     |
Emergency Communications radios secured |     |     |
Supplies secured (Ammo/eyes/targets/clothes pins) |     |     |
Guns on course cleaned & secured in Range shed (empty & clean) |     |     |
Trash can emptied & contents placed in dumpster @ Dining Hall |     |     |
Mark damaged equipment |     |     |
Turn in keys to Ranger with signed Checklist |     |     |

Comments: ________________________________________________________________
**Woodfield Archery Range Pre-Shoot Checklist**

(This Check-list is to be followed, completed, signed, dated & turned in after each shoot by the RO.)

Inspected by: ___________________________ Date: _______

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Controlled Access / Fencing/ Gates Closed
- Red Flag Displayed
- Field of Fire / Impact area Inspected
- Target Area Ready
- Firing Stations Clean / Signs in Place
- Orientation Area clean
- Range Rules posted
- Emergency Communications working
- First Aid kit filled / Accessible
- Supplies (Bows/Arrows/armguards/fingerguards/eyes/targets)

Comments: ________________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
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<tbody>
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</tbody>
</table>

**Woodfield Archery Range Post-Shoot Checklist**

- Controlled Access / Fencing/ Gates Closed
- Red Flag secured
- Firing Stations Clean
- Orientation Area clean /secured
- Emergency Communications radios secured
- Supplies secured (Bows/Arrows/armguards/fingerguards/eyes/targets)
- Trash can emptied & contents placed in dumpster @ Dining Hall
- Mark damaged equipment
- Turn in keys to Ranger with signed Checklist

Comments: ________________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
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