

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

**RANGE OPERATIONS GUIDE**

**1. General**

Live firing conducted at the Shooting Sports Ranges of the Capitol Area Council, BSA is designed to provide authorized users access to a safe facility where they can become proficient with firearms and/or participate in council sponsored events.

**2. Facilities for Use**

Range availability is at the discretion of the Camping Director. The Camping Director will establish the operational days and times for the ranges. The Camping Director may close all or part of the ranges for other activities or safety concerns.

**3. General Rules and Safety Requirements**

The Chief Range Safety Officer (CRSO), in cooperation with the Council Shooting Sports Committee, makes all decisions regarding safety. These decisions are final. The Range Safety Officer (RSO) on duty handles the daily operation of the range and is responsible for all safety and handling practices while on the range.

- a. Treat all firearms as if they are loaded at all times.
- b. Keep finger off the trigger until aimed at target.
- c. Never let the muzzle cover anything you are not willing to destroy.
- d. Know the target and what is beyond.
- e. No intoxicating substances of any kind or intoxicated people are allowed on the range.
- f. Cooperate with others as to cease fires for target placement and obey all range commands.
- g. Shoot only in the appropriate direction from the designated firing lines.
- h. Fire at authorized targets only.
- g. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- i. Fire only on designated ranges.
- j. Fire only authorized firearms and ammunition.
- k. Use of appropriate ear and eye protection is mandatory for all individuals.
- l. Ensure all projectiles impact within the established range safety limits.
- m. Call "Cease firing" and make safe all firearms when observing any unsafe condition or when a shooter moves forward of the firing line.
- n. Notify the Range Safety Officer (RSO) or Chief Range Safety Officer (CRSO) of any safety infractions.
- o. Do not climb on the berm.

p. Children are to be supervised and under the control of an adult at all times.

#### **4. Authorized & Prohibited Firearms and Ammunition**

- a. No caliber larger than .22 is allowed on the rifle range, and only under direct supervision of the CRSO or RSO.
- b. No armor piercing, jacketed or tracer ammunition.
- c. No fully automatic firearms.

#### **5. Authorized Targets**

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

#### **6. Authorized Personnel**

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

#### **7. Range Personnel**

- a. Chief Range Safety Officer.
  - (1) The CRSO is appointed by the Camping Committee Chair.
  - (2) The CSRO, or his designated representative, is responsible for the continued safety of the range. If an unsafe condition exists he will cause the shut down of that portion of the range complex and inform the Camping Director of the condition that caused this shutdown.
- b. Range Safety Officer
  - (1) The RSO is appointed by the CSRO.
  - (2) The RSO must be currently certified by the NRA as an RSO.
  - (3) The RSO must complete a TTC range orientation conducted by the CSRO or his/her designee.
  - (4) The RSO will conduct the general operation of the range that day
  - (5) The RSO will report all serious problems to the CSRO and enter them in a daily log.

- (6) Notify the CSRO of altercation details, license numbers and names. Call 911 if it is a serious safety problem and/or damage to BSA property. Do not confront armed individuals.

c. Assistant Range Officer

- (1) Assist the Range Safety Officer in daily range operations.
- (2) Enforce Range Rules
- (3) Periodically walk the ranges to ensure safety rules and Range Rules, in general, are observed.
- (4) Perform minor range maintenance, cleaning and general upkeep.
- (5) Repair and re-face target frames.
- (6) Perform other duties assigned by the Range Safety Officer and/or the Camp Ranger

## 8. Range Areas

a. All ranges

- (1) Must have an Capitol Area Council approved RSO on duty at all times

1. Comply with all general rules and safety requirements.

b. Registered member use areas

(1) General rules

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

(2) Rifle range

- i. Do not shoot across the range to other than your position target
- ii. Do not shoot at the ground, at non-approved targets, or above the berm

(3) Shotgun Area

- i. Number 6 shot or smaller. No slugs!
- ii. Throw clay targets in the approved direction.
- iii. No handguns or rifles on the shotgun range.

## 9. Alcoholic Beverages and Drugs

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

## 10. Emergency Procedures

RSO will take charge of the situation. (Determine seriousness of injury)

- Render first aid if qualified.
- Call 911 for help via cellular telephone if necessary.
- Direct help to location.

- Take notes. Emergency report sheet should be in possession while on the range.
- Call Will Hill, the Lost Pines Ranger at 966-1582 and Rick Denison, Director of Support Service at office: 617-8627 cell: 944-7751

## **12. RSO RUNNING THE RIFLE RANGE**

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

## **13. RSO RUNNING THE SHOTGUN RANGE**

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

11. Targets and equipment are gathered and stored.
12. Police the area for hulls, water bottles, targets, and trash – pack it out!

#### **14. RSO RUNNING THE MUZZLELOADER RIFLE PROGRAM**

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

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

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

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

### **Rules for Safe Use**

4. Know your target and what is beyond.
5. Be sure the gun is safe to operate.
6. Know how to use the gun safely.
7. Use only the correct ammunition for your gun.
8. Wear eye and ear protection as appropriate.
9. •Never use alcohol or drugs before or while shooting.
10. Know and obey all range commands.
11. Know where others are at all times.
12. Shoot only at authorized targets.
13. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
14. Stop shooting immediately upon the command of "Cease Firing."

### **NRA Hygiene Guidelines**

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure airborne particulate lead or solvent and cleaning product residues.

## **APPENDIX B**

### **Range Commands**

- **"ON THE FIRING LINE"** means for shooters to take their assigned place at their firing point and prepare to fire, but do not load.
- **"IS THE LINE READY?"** allows a shooter with problems to raise an arm and call **"NOT READY"** The range officer will immediately state: **"THE LINE IS NOT READY"**.
- **"LOAD"** means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- **"READY ON THE FIRING LINE!"** means that the rifle chambers are loaded and ready.
- **"THE LINE IS READY"** means all shooters are ready to begin.
- **"COMMENCE FIRING!"** signals shooters to begin shooting. This command may be signaled verbally, by a whistle or other means.
- **"CEASE FIRE!"** is called by the range officer if any incident occurs that indicates possible injury to some living thing should firing continue.
- **"CEASE FIRE—ACTIONS OPEN, SAFETIES ON!"** notifies shooters to stop firing immediately and all rifle chambers and magazines are unloaded and shooters leave the firing line with the actions of their rifles open.
- **"AS YOU WERE"** means to disregard the command just given.
- **"CARRY ON"** means to proceed with whatever was being done before the interruption occurred.