

STANDARD OPERATING PROCEDURES

Cub Scout-Webelos Scout Range and Target Activities BB & Pellet Rifle Ranges

Buffalo Trace Council

RANGE OPERATIONS GUIDE

1. General

BB Rifle or Pellet Rifle firing conducted at the Range and Target Activities Ranges of the Buffalo Trace Council is designed to provide authorized users access to a safe facility where they can become proficient with firearms and/or participate in Council or District sponsored events.

2. Facilities for Use

BB or Pellet Rifle Range availability is at the discretion of the Camp Director, Program Director & Range Master during Resident Camp, Council-District Day Camp, or Council sponsored events. The Director(s) and/or Council Range and Target Activities Committee will establish the operational days and times for the ranges. The Range Master may close all or part of the ranges for other activities or safety concerns.

3. General Rules and Safety Requirements

The Range Master, in cooperation with the Council Range and Target Activities Committee make all decisions regarding safety. These decisions are final. The Range Master on duty handles the daily operation of the range and is responsible for all safety and handling practices while on the range.

- a. Always keep the gun pointed in a safe direction.
- b. Always keep your finger off the trigger until you are ready to shoot.
- c. Always keep the gun unloaded until it is ready to use.
- d. Know your target and what is beyond; make sure the downrange area is unoccupied.
- e. Be sure the gun is safe to operate.
- f. Be thoroughly familiar with how the gun operates.
- g. Use only the correct ammunition (BB or Pellet) for your gun.
- h. Use eye and ear protection as appropriate.
- i. Never use drugs or alcohol before or while shooting.
- j. Unattended guns should not be accessible to unauthorized people.
- k. Treat all firearms as if they are always loaded.
- l. Cooperate with others to cease fires for target placement and obey all range commands.
- m. Shoot only in the appropriate direction from the designated firing lines.
- n. Fire at authorized targets only.
- o. Fire only on designated ranges.
- p. Ensure all projectiles impact within the established range safety limits.
- q. Do not climb on any berm.

- r. Police all paper, and other debris that accumulate on the range. Dispose of it in the containers provided.
- s. Call "Cease firing" and make safe all firearms when observing any unsafe condition or when a shooter moves forward of the firing line.
- t. Notify the Range Master of any safety infractions.
- p. Children are to be always supervised and under the control of an adult. Be aware that certain types of Range and Target Activities require additional safety precautions.

4. Authorized & Prohibited Firearms and Ammunition

- a. No rifle other than the Buffalo Trace Council purchased BB Gun Rifle or Pellet Rifle (Webelos) is allowed on the rifle range and only under direct supervision of the Range Master.
- b. Cub Scouts (Tigers and above) may only use BB Gun Rifles.
- c. Webelos Scouts may use approved Pellet Gun Rifles or BB Gun Rifles for the range and target activities program only.
- d. No personal firearms (e.g. BB or Pellet Rifles) are allowed under any circumstances.

5. Authorized Targets

- a. Paper and cardboard targets only, no dueling trees, pop-up plates, gongs, or other resettable metal targets. No human, humanoid, or animal targets are permitted.
- b. No cylindrical or spherical objects that could shatter or cause ricochets
- c. No other materials that shatter.
- d. Targets must be adhered to the target stand or wire and never more than halfway up on the target stand (if used).

6. Authorized Personnel

- a. Current registered members of the Scouting 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.
- c. Groups or Individuals approved by the Buffalo Trace Council and/or Range and Target Activities Committee Chair on a case-by-case basis.
- d. Non-registered Scout members in the waiting area only except with approval from the Camp Director or the Program Director or Range Master.
- e. Participants in Council or District sponsored activities.

7. Range Personnel

All Range Personnel must be trained & certified in both First Aid and CPR or have direct communication with the designated qualified first responder.

Range Master (BB Gun or Pellet Rifle: Training Code CS32):

- (1) Must be trained & certified for the appropriate discipline by a Range and Target Activities Director, NRA Rifle Instructor, or NRA Training Counselor as approved by the Council Range and Target activities Committee.
- (2) Must possess a current pocket training card for the Range Master discipline. Certification training must be completed every two (2) years and on file with the council.

8. Range Areas

- a. All ranges
 1. Must always have a Buffalo Trace Council approved & certified Range Master on duty.
 2. Comply with all general rules and safety requirements.
 3. Ranges must be setup in accordance with the requirements specified in the Scouting America Rangw and Target Activities Manual.
- b. Registered member use areas
 1. General rules
 - i. Camp Range SOP procedures & policies must be followed all times.
 - ii. Always close the entry gate when you enter or exit, and use red flags
 - iii. Check downrange for other shooters or range maintenance personnel. Do not set up downrange or up range of other shooters.
 - iv. Red flags indicate range use in progress and are always used on ranges.

9. Alcoholic Beverages and Drugs

Shooters may not consume alcoholic beverages or drugs before or during live firing. The Camp Director, Program Director, or Range Master will deny range access to anyone in violation.

10. Emergency Procedures

Emergency phone numbers are in the First Aid Kit on the range. In the event of an accident, the procedures listed below should be strictly followed:

- i. The Range Master using verbal commands will immediately call "Cease Fire". All shooting activity will cease immediately.
- ii. Keep calm and assess the situation.
- iii. Give priority attention to providing all possible care for the injured. Put another adult in charge to move / keep people out of the area.
- iv. In case of a life-threatening emergency, call the Camp Medical Director on duty immediately.
- v. Identify the nature of your emergency and location. Give the numbers and ages of victims, their condition and your exact location.

- vi. Render first aid as appropriate and within your training capabilities.
- vii. Stay with the victims until emergency medical help arrives.
- viii. Either take notes or designate a person to take notes of the incident, persons involved, witnesses, etc.
- ix. Parents or next of kin should be notified after emergency services by the Camp Director or representative according to the camp and Council policies/
- x. The Camp Director must call the Buffalo Trace Council Office. Give the phone number you are calling from and wait by the phone for a return call.
- xi. In the event of a fatality, the Camp Director will notify the police and act as the primary contact. Retain a responsible adult at the scene of the accident. Ensure that no disturbance of the victim or surroundings is permitted until police have assumed authority.
- xii. No statements are made either orally or in writing, which could be interpreted either as assumption or rejection of responsibility for the accident.
- xiii. Refer any media (press, radio, TV) inquiries to the Buffalo Trace Council Scout Office.
- xiv. A written memo noting the events leading to the accident, the accident itself, what followed it, and those involved should be given to the Medical Officer & Camp Director as soon as possible but before leaving camp. Immediately following the accident, have witnesses' document with a memo detailing what they saw. Be sure they sign their written statement.

11. Weather Hazards

As per Weather Hazard policies & procedures, upon the determination of lightening strike or hearing thunder all shooting activities will be suspended for 30 minutes from the last strike or thunder. The ranges will be shut down, and all equipment secured. Reopening the range for shooting activity will be determined by the Range Master, Program Director, or Camp Director. Operation during storms is very hazardous and shooting activity will be stopped during such storms.

12. BB & PELLET RIFLE RANGE OPERATING PROCEDURES

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 & Conduct BB Gun or Pellet Rifle Safety Instruction to every participant.
 - a. Cease Fire! May be shouted by anyone for a safety issue.
 - b. Eye protection is mandatory for everyone on the range.
 - c. Cleaning of hands and face after a shooting session is mandatory.
3. Identify Range Master (orange hat or yellow hat).
4. Ranges may not be used without a Range Master on station.
5. Prepare target area (set targets) as per specifications for range layout.
6. Prepare BB rifles or Pellet rifles for shooting (safe handling protocol).
7. Place BB or pellet rifles at shooting stations (safe handling protocol).
8. Shooting Positions allowed are detailed in the Cub Scout Rangw and Target Activities Guide.
9. Set up ammunition table (adult supervised until stored).
10. Begin live fire exercise.
11. All ammunition is gathered and stored upon completion of the event.
12. BB or Pellet Rifles are gathered, emptied and stored upon completion of the event.
13. Targets and equipment are gathered and stored upon completion of the event.
14. Police the area for debris, 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 it is ready to use.

Rules for Safe Use

4. Know your target and what is beyond; make sure the downrange area is unoccupied & safe.
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. No metallic targets are permitted.
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

- No eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range
- Wash your hands and face with cold water after leaving the range or cleaning area before eating or drinking.

APPENDIX B BB or Pellet RIFLE Range Commands

- "Shooters **ON THE FIRING LINE**" means for shooters to take their assigned place at their firing point and prepare to fire, but do not load.
- "**Eye Protection ON**" all shooters place their safety glasses on and adjust for good fit
- "**Adjust Your Shooting Position**" allows the shooter to achieve a comfortable & safe shooting position (Prone)
- "**Pick up the Rifle and Check Your Aim**" allows the shooter to confirm aiming & their hold with the empty rifle
- "**Instructor(s) Distribute Ammo**" the instructor or assistant instructor distributes the ammunition (i.e., BBs or Pellets) to each shooter.
- "**Cock the Rifle**" means shooters are given permission to cock the Daisy 499B BB gun rifle.
- "**LOAD & Make Ready**" means shooters are given permission to load the authorized BB or pellet and prepare for the shooting event. Keeping the rifle pointed in a safe direction.
- "**IS THE LINE READY?**" allows a shooter with problems to raise an arm and call "**NOT READY**" "**THE LINE IS READY**" means all shooters are ready to begin.
- "**READY ON THE FIRING LINE!**" means that the rifle chambers are loaded and ready.
- "**COMMENCE FIRING!**" signals shooters to begin shooting. A whistle, or other means may signal this command verbally.
- "**CEASE FIRE! CEASE FIRE!**" is called by the Range Master if any incident occurs that indicates possible injury to some living thing should firing continue.

- **“CEASE FIRE - SAFETIES ON! BENCH THE RIFLE, MAKE THE LINE SAFE”** all shooters to stop firing immediately place the rifle on the ground (or bench) – pointed in a safe direction. Shooters may stand & leave the firing line.
- **“AS YOU WERE,”** means to disregard the command just given.
- **“CARRY ON”** means to proceed with whatever was being done before the interruption occurred.

STANDARD OPERATING PROCEDURES APPROVAL
Buffalo Trace Council, SCOUTING AMERICA

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