

STANDARD OPERATING PROCEDURES

Range and Target Activities Archery Ranges
FOR SCOUTS BSA UNIT COORDINATED EVENTS
Buffalo Trace Council

RANGE OPERATIONS GUIDE

1. General

Archery is one of the safest sports, but there are precautions that need to be considered before, during and after shooting.

2. Facilities for Use

Ranges should meet at least the minimum requirements specified by the Scouting America or US Archery Association (US Archery) program guidance documents and approved by the Buffalo Trace Council Range and Target Activities Committee.

3. Range Requirements

- a. Archery equipment must be used in places that are especially set up for archery target practice-such as an indoor or outdoor target range. No one shall release an arrow anywhere on the property without the express consent of the USA Archery Instructor on the range nor shall they release it in such a way that it will fall in any but the designated range.
- b. Units are encouraged to have adults trained as archery instructors to assist or coach. A USA Archery Basic Instructor Level 1 course and Scouting Archery Rangemaster certification is offered several times a year by the Council Range and Target Activities Committee.
- c. No one is allowed to use personal archery equipment.
- d. Council archery equipment is the only authorized equipment for any Unit, District or Council event.
- e. All archery equipment must be examined prior to any shoot. The Archery Instructor is responsible and should identify and remove any unsafe bows or arrows.
- f. Archery Ranges are open only during daylight hours. No shooting is permitted prior to 9:00am or after 8:00pm (1/2 hour before dusk).
- g. An Archery Instructor must have current First Aid and CPR certifications and be present in the range area when archers are shooting or have direct communication with the designated qualified first responder.
- h. A First Aid kit will be located on the range.

4. Authorized Targets

- a. Targets for Scouts BSA should be about 48 inches in diameter and made of straw or Ethafoam.

- b. Keep the targets close to the ground so missed arrows will not go far and so younger archers can reach the highest arrows easily
- c. Scouts BSA can shoot at appropriate 3D animal silhouette targets. Targets that are humanoid or "zombie" figures are not allowed.
- d. Balloons affixed to a target mat are also acceptable.

5. Authorized Personnel

- a. Current registered members of 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 instructor.

6. Range Personnel

All Range Personnel must be trained & certified in both First Aid and CPR or have direct communication with certified first responders. All certifications must be filed with the council 30 days prior to the unit event.

- a. **USA Archery Basic Instructor Level 1 or higher**
 - i. An adult (≥ 18 years old) who has completed the required coursework for the USA Archery Basic Instructor Level 1 Course and has provided certification to the Council for record keeping
- b. **Archery Merit Badge Counselor**
 - i. Registered Adult with Scouting America
 - ii. Approved by the Council Advancement Committee
 - iii. Approved by the Council Range and Target Activities Committee
 - iv. USA Archery Basic Level 1 Instructor or higher

7. Range Operating Rules

- a. The Archery Instructor will be responsible for all commands and actions on the range. Standard USA Archery Whistle Commands may be used. Verbal commands may be used alternately to the whistle commands.
- b. Archers must stay behind the waiting line until instructed to pick up a bow and advance to the shooting line.
- c. Archers are required to wear closed toe shoes. No sandals, crocks or similar footwear is allowed where the foot is not protected.

- d. The whistle command (2 whistle blasts) or verbal command will tell the shooters to advance to the shooting line.
- e. A bow must not be loaded (e.g., nocked) with an arrow unless standing on the "Shooting Line" and the signal to start shooting has been given.
- f. A loaded bow may only be drawn at the firing line (e.g., no "dry firing")
- g. A loaded bow must only be pointed at the assigned target.
- h. The whistle command (1 whistle blast) or verbal command tells the shooters to nock arrows & commence shooting.
- i. Cease Fire may be called by anyone. A verbal command can be followed by the whistle command (5 whistle blasts)
- j. When archers have shot their designated arrows, they should step back from the shooting line to the waiting line.
- k. Only when everyone has finished shooting should the whistle command (3 whistle blasts) or verbal command to move forward to collect the arrows be given. No one moves forward beyond the shooting line to collect arrows until instructed to do so.
- l. While someone else is shooting other's eyes and minds should be kept alert for possible danger. If one has doubts of any nature, one must not shoot.
- m. If an arrow or part of equipment is dropped, it can only be picked up after shooting has stopped and the Archery Instructor retrieves it
- n. Archers will walk forward to collect the arrows and stop at the target line.
- o. Shooters will be permitted to withdraw his or her arrows when instructed. The Archery Instructor will control the shooters during this process.
- p. Always walk up to the side of the target butt, so as to not to accidentally walk into the rear of the arrows lodged in the target.
- q. When withdrawing arrows from the target, make sure no person is standing in front of the target or in the way of the withdrawn arrows. Withdrawing the arrows may require some force and the arrows may come out suddenly from the target butt, and the rear end of the arrow could hit someone standing in front of the target.
- r. The Archery Instructor will allow the shooters to walk to the target line and aid in the search for missing arrows. No shooter is allowed behind the targets unless permitted by the Archery Instructor.
- s. Everyone shooting should help to find any arrows that may have missed the target.
- t. When carrying arrows, always hold the points with your hand, hold them in both hands outstretched arms, and walk slowly like a "zombie".
- u. Everyone must return to the shooting line and the range checked to make sure no one is behind the target butts or in the shooting zone

before the signal to commence shooting is given. The Archery Instructor should be the last one to walk to the shooting line.

- v. If any person or animal (i.e. dog) enters the shooting zone while shooting is in progress, the emergency signal must be given verbally or (5 or more blasts of a whistle) and all shooting must stop immediately. Even if the bow is held at full draw and the signal is given, the arrow must not be released. The bow should be pointed at the ground and the bowstring slowly let forward. The arrow should be removed from the bow until the range is clear.
- w. Any bow or arrow that becomes damaged is to be removed from the area, tagged, and held for repair by the designed repair person only. No onsite repairs are permitted by archers or instructors.

8. Emergency Procedures

- a. 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 and any special instructions for the range in use:
 - i. The Archery Instructor using both by whistle command & verbally will immediately call cease Fire.
 - 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 911 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 Scout Executive.
 - x. The Archery Instructor 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 Archery Instructor will notify the police and Scout Executive. 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 Executive.
- 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 Scout Executive as soon as possible. Immediately following the accident, the Instructor will have every witness write a memo detailing what they saw. Be sure they sign their written statement.

9. Weather Hazards

As per Scouting America Weather Hazard policies & procedures, upon the determination of lightning strike or hearing thunder all shooting activities at an outdoor commercial range 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 instructor. Operation during storms is very hazardous and shooting activity will be stopped during such storms.

STANDARD OPERATING PROCEDURES APPROVAL
Buffalo Trace Council, SCOUTING AMERICA

Council Chief Range Safety Officer, Range and Target Activities Chairperson

Robert W. Fielden

Council Risk Assessment Chairperson

Joe Everitt

Council Vice President Programs

Mark Dicken

Council Range and Target Activities Staff Advisor

Ryan Abbott

Council Scout Executive

John Harding
