

STANDARD OPERATING PROCEDURES

General Archery Range Buffalo Trace Council

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

1. 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 Range and Target Activities Director, Range Safety Officer, Rangemaster or 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. Ranges should meet at least the minimum requirements specified by the Scouting America or US Archery Association (US Archery) program guidance documents.
- c. The range must be under the supervision of an adult (≥ 18 years old) who has been trained and certified as per Scouting America requirements and is supervised by the Range and Target Activities Director who has certifications as a Rangemaster or Archery Basic Instructor (Level 1)
- d. Units are encouraged to have adults trained as archery instructors to assist or coach. An USAA Archery Basic Instructor Level 1 course and Scouting Archery Range Master certification is offered several times a year by the Council Range and Target Activities Committee.
- e. No one is allowed to bring personal archery equipment to district and Council events.
- f. 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.
- g. 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).
- h. An Archery Range Master or 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.
- i. A First Aid kit will be located on the range.

2. Range Operating Rules

- a. The Archery Instructor or Archery Range Safety Officer will be responsible for all commands and actions on the range. Standard

USAA 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. The whistle command (2 whistle blasts) or verbal command will tell the shooters to advance to the shooting line.
- d. 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.
- e. A loaded bow may only be drawn at the firing line (e.g., no "dry firing")
- f. A loaded bow must only be pointed at the assigned target.
- g. The whistle command (1 whistle blast) or verbal command tells the shooters to nock arrows & commence shooting.
- h. Cease Fire may be called by anyone. A verbal command can be followed by the whistle command (5 whistle blasts)
- i. When archers have shot their designated arrows, they should step back from the shooting line to the waiting line.
- j. 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.
- k. 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.
- l. 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
- m. Archers will walk forward to collect the arrows and stop at the target line.
- n. Shooters will be permitted to withdraw their arrows when instructed. The Archery Instructor will control the shooters during this process.
- o. 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.
- p. 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.
- q. The Archery Instructor will allow the shooters to walk to the target line end to search for missing arrows. No shooter is allowed behind the targets unless permitted by the Archery Instructor.
- r. Everyone shooting should help to find any arrows that may have missed the target.
- s. When carrying arrows, always hold the points with your hand, hold them in both hands outstretched arms, and walk slowly like a "zombie".

- t. 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.
- u. 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.
- v. 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 and Range Masters.

3. Weather Hazards

As per BSA Weather Hazard policies & procedures, upon the determination of lightning 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 during by the Range and Target Activities Director, Program Director, Camp Director, the RSO or CSRO will determine the reopening of the ranges. Operation during storms is very hazardous and shooting activity will be stopped during such storms.

4. 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:
 - i. The Archery Instructor using both whistle command & verbal command 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 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 up to the accident, the accident itself, what followed it, and those involved should be given to the Camp Director as soon as possible but before leaving camp. Immediately following the accident, have the witnesses write a memo detailing what they saw. Be sure they sign their written statement.

**STANDARD OPERATING PROCEDURES APPROVAL
Buffalo Trace Council, SCOUTING AMERICA**

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Council Risk Assessment Chairperson

Joe Everitt

Council Vice President Programs

Mark Dicken

Council Range and Target Activities Staff Advisor

Ryan Abbott

Council Scout Executive

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