

STANDARD OPERATING PROCEDURES
Alamo Area Council
Shooting Sports Ranges

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Governance

1. Authority

- A. The Shooting Sports Committee (SSC) operates under the authority of the Outdoor Adventures Committee Chairman of the Alamo Area Council (AAC) of the Boy Scouts of America (BSA).
- B. The SSC is charged with establishing policies, conducting events, and promoting all shooting related activities for Cub Scouts, Boy Scouts, and Venturing Units within the council.
- C. All operations will be conducted in accordance with all National and AAC policies which includes the following:
 - a. BSA National Shooting Sports Manual
 - b. NRA Range Safety Officer Manual
 - c. Shooting Sports Section of the Camp Program Guide
 - d. Properties Management Guide
 - e. Guide to Safe Scouting

2. Exceptions to Policies

- A. The Alamo Area Council (AAC) has chosen to restrict some activities, methodologies, and or policies that are allowed by the NRA and BSA National Shooting Sport Manual.
- B. In all cases the more restrictive of the policies is to be followed.
- C. Camp Directors/Rangers cannot change or lessen any SOP's, regulations, or requirements
 - a. Camp Directors/Rangers only have authority to make any SOP stricter for the reasons of health and/or safety.

3. Scope of Control

- A. This document shall be the written regulation for all shooting sports events at McGimsey Scout Park, Bear Creek Scout Reservation and Mays Family Scout Ranch.

4. Management of Change

- A. This Standard Operating Procedure (SOP) shall be reviewed by the Shooting Sports Committee regularly to ensure that they comply with all local, state, national laws and Boy Scout guidelines as well as accepted best practices for youth shooting events.

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- B. In the event that there is a change to the BSA's National Shooting Sports Manual, the AAC Shooting Sports Committee shall be responsible to revise the SOP and submit changes to the Council Outdoor Adventure Director for approval.
- C. Requests for changes must be submitted in writing to AAC Shooting Sports Committee Chairman, Phillip Farmer, at phillip@efiscout.com

Range Operations Guide

1. General

Live firing conducted at the Shooting Sports Ranges of the Alamo 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 Director of Scouting Operations. The Director of Scouting Operations will establish the operational days and times for the ranges. The Director of Scouting Operations may close all or part of the ranges for other activities or safety concerns.

3. Check in Procedures

All NRA/NAA Instructors and Range Safety Officers must present their current certification cards to the camp ranger prior to going to the range. Any troop or crew who has reserved a range(s) must check in with the camp ranger, prior to going to the range and turn in a hold harmless agreement for every scout participating in the activity.

4. General Rules and Safety Requirements

A certified NRA Range Safety Officer (RSO) is to directly supervise all live fire on the range. The 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.

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- 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.
- i. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- j. Fire only on designated ranges.
- k. Fire only authorized firearms and ammunition.
- l. Use of appropriate ear and eye protection is mandatory for all individuals.
- m. Ensure all projectiles impact within the established range safety limits.
- n. Call "Cease firing" and make safe all firearms when observing any unsafe condition or when a shooter moves forward of the firing line.
- o. Notify the Range Safety Officer or Chief Range Safety Officer of any safety infractions.
- p. Do not climb on the berm.
- q. Children are to be supervised and under the control of an adult at all times.

5. Authorized & Prohibited Firearms and Ammunition

- a. Authorized firearms and ammunition are included in the specific description in section 9.

6. Authorized Targets

- a. Paper and cardboard at the rifle and archery range and Clays at the shotgun range.
- b. Metallic targets approved by the RSO.
- c. No cylindrical or spherical objects that could shatter or cause ricochets
- d. No other materials that shatter.
- e. No exploding targets
- f. Boy Scouts, Varsity Scouts, Venture Scouts, and Sea Scouts are allowed to use tasteful, appropriate animal silhouette targets (paper and 3-D targets) for use with archery and all approved firearms. Appropriate animal silhouettes include wild game species that are normally hunted. Human form and zombie silhouette targets are not approved for use.
- g. Targets must be twenty-four inches from the ground and never more than halfway up on the target stand.

7. Authorized Participants

- a. Current members of the Boy Scouts of America.
- b. Non-registered Scout family members in the waiting area only.
- c. Participants in council sponsored activities.

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8. Range Personnel

a. Range Safety Officer.

- (1) The RSO must be currently certified by the NRA as an RSO and must have a current NRA RSO card with them when on the range.
- (2) The RSO must complete a range orientation conducted by the Camp Ranger or his designee.
- (3) The RSO will conduct the general operation of the range that day
- (4) The RSO will report all serious problems to the Ranger and enter them in a daily log.
- (5) Notify the Ranger 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.

b. Instructor

- a. The Instructor must hold a current instructor certification according to the firearm on the range they are instructing.
- b. Enforce Range Rules
- c. Periodically walk the ranges to ensure safety rules and Range Rules, in general, are observed.
- d. Perform minor range maintenance, cleaning and general upkeep.
- e. Repair and re-face target frames.
- f. Perform other duties assigned by the Range Safety Officer and/or the Camp Ranger

9. Range Supervision

Rifle

Range supervision. A certified NRA range safety officer is to directly supervise all live fire on the range.

Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA rifle instructor or an NRA certified rifle instructor or an NRA/USA Shooting/CMP certified rifle coach. These must be two separate individuals.

Actions. .22-caliber rimfire, bolt-action rifles. Either a breech-loading, single-shot, bolt-action rifle or a repeater bolt- action rifle with a box magazine must be used. If a magazine-fed rifle is used, the cartridges must be loaded directly into the rifle's chamber and not fed from the magazine into the chamber. (Tubular magazines are **not** allowed.) Trigger pull will be a minimum of three pounds.

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If a unit wishes to use their own rifles or shotguns, they must meet all BSA requirements. The firearms must be inspected and approved by the NRA Range Safety Officer prior to use. It is the responsibility of the NRA or BSA Range Safety Officer to ensure that all BSA policies are followed.

Ratio. One NRA range safety officer per eight shooters. One NRA rifle instructor to eight shooters while firing.

Shotgun

Range supervision. A certified NRA range safety officer is to directly supervise live fire on the range.

Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA shotgun instructor or an NRA certified shotgun instructor or NRA/USA Shooting/CMP certified shotgun coach. These must be two separate individuals.

Caliber. Youth- and adult-size gas-operated semiautomatic shotguns are recommended. It is recommended that 20-, 16-, or 12-gauge semiautomatic shotguns be used.

Ratio. 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.

All firearms and ammunition must be secured in or by a locking device before the instructor and/or RSO are allowed to leave range observation or firing line area.

Archery

Range supervision. Archery must be conducted by trained, qualified on-site range masters who actually direct the operation of the range program and archery instruction. To qualify as an archery range master, the range master must be at least 18 years old and be trained by a National Camping School-trained shooting sports director or a USA Archery/NFAA instructor.

Equipment. Archery equipment is available with a rental fee (see below), but if a

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unit wishes to use its own archery equipment, it must meet the following requirements:

- Bows will be limited to 40 pounds draw weight and in good working order.
- Arrows must weigh at least five (5) grains per pound of the bow's maximum shooting weight.
- The bows must be inspected and approved by the NAA Instructor prior to use. It is the responsibility of the NAA instructor to ensure that these policies are followed.
- Units may not use crossbows, which are allowed only at council Venturing events and under the direction of certified instructors who have been checked out on their use.

Ratio. One USAA Level 1 or 2 Instructor must be present for each group to act as Range Safety Officer consisting of a maximum of eight shooters. One USAA Level 1 or 2 instructor for every eight students is required.

10. Emergency Procedures

See Appendix C

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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

1. 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.
2. Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking.
3. Change and wash clothing after a shooting or gun cleaning session to minimize exposure airborne particulate lead or solvent and cleaning product residues.

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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!"** notifies shooters to stop firing immediately, keep their firearm pointed in a safe direction, finger off the trigger and await further instructions. The Cease fire command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- **"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. Only the RSO can issue this command.
- **"AS YOU WERE"** means to disregard the command just given.
- **"CARRY ON"** means to proceed with whatever was being done before the interruption occurred. Only the RSO can issue this command.
- **"RANGE IS COLD"** means all shooters to safe line; line has been verified to confirm that all firearms are empty and flagged; eyes and ears can be removed
- **"RANGE IS HOT"** means that eye and ear protection is required on all shooters, instructors and range personnel. Live ammunition is available to firearms and firing will shortly commence.

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APPENDIX C

Emergency Procedures

1. RSO will take charge of the situation.
(Determine seriousness of injury)
2. Render first aid if qualified.
3. Call **911** for help via cellular telephone if necessary.
4. Direct help to location.
5. Call the Ranger on duty. (Ken: 210-296-7582, Chris S: 210-296-7628, Jacob: 210-740-9368)
6. Sean Magnuson, Director of Scouting Operations at office: **210-341-8611** cell: **210-294-3319**.
7. Take notes. An Incident Information Report should be in possession while on the range.

Incident Information Report

(Events or allegations of injury, illness, or property damage including employment and directors and officers issues)

Incident date: _____ Time: _____

Reporting date: _____ Time: _____

Council/BSA location: _____ ☐ Leader ☐ Parent ☐ Other: _____

Reporting person: _____

Location of incident: _____

Specific area where incident occurred: _____

Cause of incident: _____

Program/event/adventure code: _____

Did the incident occur while transporting to/from an activity? ☐ Yes ☐ No

Comments: _____

Individuals Involved (Duplicate if Needed)

Name: _____
First Middle Last

Address: _____
City State Zip

Home phone: _____ Cell phone: _____ Work phone: _____

DOB: _____ Age: _____ Unit No.: _____ Council: _____

Scouting role: _____

Type of injury or property damage: _____ Injured body part: _____

Was medical treatment given at scene? ☐ Yes ☐ No Type: _____

Medical disposition (transported to hospital, etc.): _____

Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.



BOY SCOUTS OF AMERICA®

Witnesses

Name: _____
First Middle Last

Address: _____
City State Zip

Home phone: _____ Cell phone: _____ Work phone: _____

Others

Name: _____
First Middle Last

Address: _____
City State Zip

Home phone: _____ Cell phone: _____ Work phone: _____

Property Damage (if applicable)

Property or vehicle make/model/year: _____

Color: _____ License plate No.: _____

Driver Contact Information (if applicable)

Name: _____
First Middle Last

Address: _____
City State Zip

Home phone: _____ Cell phone: _____ Work phone: _____

Passengers: _____ Contact information: _____

Additional information:

Information gathered at scene by: _____

Contact information: _____

Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.

APPENDIX E
Participant Hold Harmless Agreement

**RANGE FACILITIES/EQUIPMENT RENTALS AND PARTICIPATION
RELEASE AND HOLD HARMLESS AGREEMENT**

Alamo Area Council will be renting range facilities/equipment for shooting programs to Chartered units in good standing. In this program, Scouts will shoot a rifle, shotgun, and/or bow under the supervision of an NRA Range Safety Officer, and NRA certified instructors or BSA/AAA certified archery instructors. For firearms, Scouts will be required to wear eye protection and hearing protection at all times while on the range. For archery, Scouts will be required to wear an arm guard, and finger guards. Scouts are expected to abide by all safety rules and the instructions of the Range Safety Officer(s) and archery, rifle, and shotgun instructor(s).

I, the undersigned, give my child, _____, permission to participate in this program. I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by the rules and standards of conduct. I release and hold harmless the Boy Scouts of America, the Alamo Area Council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

For safety, my child and I agree that he/she will do the following or he/ she will be removed from the program. I understand that any additional cost associated with participation in this program will not be refunded if my child is removed for not following the rules below.

1. Complete a range safety briefing.
2. Wear all safety gear at all times while on the range.
3. Follow all the safety rules provided in the briefing.
4. Follow the instructions of the Range Safety Officer(s) and archery, rifle, and shotgun instructor(s).
5. Do not handle the firearms, or bows, until instructed to do so by the instructor(s).

Participant signature _____ Date: _____

Parent/guardian signature _____ Date: _____

Parent/guardian signature _____ Date: _____

Parent/guardian printed name _____ Date: _____

Parent/guardian printed name _____ Date: _____

Home phone _____ Cell phone _____

Email address _____

APPENDIX F

Fee Schedule for Rentals

RESERVATION PROCEDURES & AVAILABILITY

1. The rifle, archery or shotgun range must be reserved at least two weeks in advance through the Council Website. The online reservation for using ranges & equipment should be completed at the same time as reserving a camp site, if the unit is planning to camp at the park.
2. Reservations are for a half day. Either 8:00am – 12:00pm or 1:00pm-5:00 pm. Large units (30 or more) can make reservation for two half days.
3. Cub Scouts cannot reserve a range.
4. Ranges for rent are for members of BSA only.

EQUIPMENT RENTAL FEE:

RIFLES: Rifles can be rented for use on the rifle range. No AAC rifles can leave AAC property. Maximum of 8 rifles per instructor are available for loan. The rental fee is \$10.00 per rifle per half day. This fee includes hearing protection, eye protection, sandbags, a list of range rules, range commands and use of a cleaning kit and target. Ammunition is not included. All fees must be paid at the time of reservation. *Cost of Ammunition at market rate.

NOTE: Cleaning of rifles must be done during the unit's half day timeframe and not after.

SHOTGUNS: Shotguns can be rented for use on the shotgun range. 1 shotgun per instructor with a maximum of 2 shotguns per rental. No AAC shotguns can leave AAC property. The rental fee is \$10.00 per shotgun per half day. This fee includes hearing protection, eye protection, a list of range rules, range commands and use of a cleaning kit. Ammunition and clays are not included. All fees must be paid at the Scout office at the time of registration. *Cost of ammunition and clays at market rate.

NOTE: Cleaning of shotguns must be done during the unit's half day timeframe and not after.

ARCHERY equipment: Archery equipment can be rented for use on the Archery Range. The rental fee is \$70.00 for a set of recurve bows for a half day. A set includes six bows (five right hand and one left hand), 24 arrows, arm guards, finger tabs, and 6 target butts and target stands.

NOTE: Bows must be strung using a bow stringer and put away unstrung. Any arrows with defects must be kept separate from others. Defects include bent, missing, damaged or coming unglued fletching or vanes.