



STANDARD OPERATING PROCEDURES (SOP) Shooting Sports Ranges (8-1-2022rah)

Governance

Committee Organization

1. Authority

- A. The Shooting Sports Committee (further identified as the S.S.C.) Operates under the authority of the Council Camping Director (further identified as the C.C.D.) along with the S.S.C. Chairman of the Middle Tennessee Council (further identified as M.T.C.) of the Boy Scouts of America (further identified as the BSA).
- B. The S.S.C. Chairman is charged with establishing policies, training, conducting events, and promoting ALL shooting related activities for Cub Scouts, Scouts BSA, Venturing, Sea Scouts, and **non Scouting Units** within the Council.
- C. All operations will be conducted in accordance with BSA Guidelines and M.T.C. policies which includes the following:
 - 1 BSA National Shooting Sports Manual:
<https://drive.google.com/drive/folders/1zR1OoTmLfSVdEr-y3GQrFhCANavSbaph>
 - 2
 - 1a Scouting Shooting Sports: [HERE](#)
 - 1b Cub Scout Shooting Sports: [HERE](#)
 - 1c Scouts BSA Shooting Sports: [HERE](#)
 - 1d Venturing & Sea Scout Shooting Sports: [HERE](#)
 - 1e National Camp Accreditation Program (NCAP) "Current Camp Standards" during summer camp and year round activities: [HERE](#)
 - 3 Guide to Safe Scouting: [HERE](#)
 - 4 Middle Tennessee Council Shooting Sports Permission Forms:
<https://drive.google.com/drive/folders/1AtL1QxF940H4uuUK0bCVHRApBOrkBU8y>
 - 5 NRA Basic Range Safety Officer Manual, (received during RSO Training: [NRA/RSO](#))
 - 6 Tennessee State / Local: [COVID](#)

2. Exceptions to Policies

- A. The MTC in cooperation with the Shooting Sports Committee (SSC), has chosen to restrict some activities, methodologies, and or policies that are allowed by the NRA and the BSA National Shooting Sports Manual.
- B. In all cases the more restrictive of these policies is to be followed.
- C. Camp Commissioners (year round camping), Camp Directors, and Program Directors (summer camp activities) cannot change or lesson any Range Standard Operation Procedure (further identified Range SOP) regulations or requirements.
- D. Camp Commissioners (off season camping), Camp Directors, and Program Directors (summer camp activities) only have the authority to make any SOP stricter for the reason of health and/or safety.



STANDARD OPERATING PROCEDURES (SOP) Shooting Sports Ranges (8-1-2022rah)

3. Scope and Control

A. This document shall be the written regulation for ALL shooting sports shooting events on Council Property, Commercial or Private Property. When Private Property is used, the “Private Property Approval Form 430-065” must have the Council’s approval: [HERE](#)

4. Management Change

A. This Range SOP shall be reviewed by the S.S.C. and the C.C.D. regularly to ensure that they comply with all local, state, national laws and the BSA guidelines as well as accepted best practices for youth shooting events.

B. In the event that there is a change to BSA’s National Shooting Sports Manual, the MTC’s S.S.C. shall be responsible to revise the Range SOP and submit changes to the MTC for approval.

C. Requests for changes must be submitted in writing to MTC, S.S.C. Chairman.

Range Operations Directive

1. General

Live fire conducted at the Shooting Sports Ranges of M.T.C., is designed to provide authorized users access to a safe facility where they can become proficient with firearms and/or participate in M.T.C. sponsored events.

2. Facilities for use

Range availability is at the discretion of the C.C.D.(Boxwell Reservation) and the Independent Contractor (Latimer Reservation) The C.C.D. will establish the operational days and times for the ranges. The C.C.D. 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 (further Identified as CRSO), in cooperation with M.T.C. S.S.C., makes decisions regarding safety. These decisions are final. The Range Safety Officer (further identified as RSO) on duty, handles the daily operation of the range and is responsible for all safety and handling practices while on the range. (See NRA Basic Range Safety Officer Course “Student Study Guide” Lesson III-11 concerning “GENERAL RANGE RULES”).

1. **Always** keep the firearm pointed in a safe direction.
2. **Always** keep your finger off the trigger until ready to shoot.
3. **Always** keep the firearm unloaded until ready to shoot.
 - a. Know your target and what is beyond.
 - b. Be sure the gun is safe to operate.
 - c. Know how to use the gun safely.
 - d. Use only the correct ammunition for your gun.
 - e. Wear eye and ear protection as appropriate. (See Appendix #1)
 - f. Never use alcohol or drugs before or while shooting.
 - g. Know and obey the range commands.
 - h. Know where others are at all times.



STANDARD OPERATING PROCEDURES (SOP)

Shooting Sports Ranges (8-1-2022rah)

- l. Shoot only at authorized targets.
- j. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
- k. Stop shooting immediately upon the command of "Cease Firing".

4. Authorized and Prohibited Firearms and Ammunition

- A. No rifle caliber larger than .22 LR rimfire (ball ammunition only) is allowed on Middle Tennessee rifle ranges. **Venturing /Sea Scouts Activities ONLY** is allowed to have larger calibers on the Ranges. **ANY CALIBER LARGER THAN THE ABOVE MENTIONED MUST BE APPROVED THROUGH THE SHOOTING SPORTS COMMITTEE.** "Breech-loading", single shot, bolt action, .22-caliber short or long rifle, rimfire cartridges, or repeater type bolt-action .22-caliber rifle with a clip-fed magazine are allowed. (Tubular magazines are **not** allowed.) The allowable trigger pull test must be between 3 to 5 pounds. This is without exception. (Current Boy Scouts of America Shooting Sports Manual, Chapter 1, "Five Levels of Shooting Activities")
- B. No pistol caliber larger than 9mm (ball ammunition only) **Venturing /Sea Scouts Activities ONLY** is allowed on the pistol range. The allowable trigger pull test must be between 3 to 5 pounds. This is without exception. (Current Boy Scouts of America Shooting Sports Manual, Chapter 1, "Five Levels of Shooting Activities")
- C. Only 20-gauge shotguns are used on the shotgun range while at Boxwell Reservation. Latimer Reservation is allowed 12 gauge and 20 gauge shotgun use.
- D. Only number **#7 & 1/2 or #8 shot can be used.**
- E. No more than 50 grains of black powder or its substitute will be used on the muzzleloading rifle range. Although 30 grains of powder is sufficient and recommended for M.T.C. properties.
- F. In the event that there is more than one caliber, or more than one type of firearm used on a single range, the approval must come from the M.T.C. S.S.C. and C.C.D.

5. Authorized Targets

- A. Paper or cardboard **ONLY** on rifle & pistol ranges, clay targets on shotgun ranges.
- B. Metallic targets will be approved by the CRSO, S.S.C. and C.C.D.
- C. No cylindrical, spherical or any objects that could shatter and/or ricochet
- D. No exploding targets, such as tannerite.
- E. Scouts BSA, Venturers, and Sea Scouts are allowed to use tasteful, appropriate animal silhouette targets (paper or 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.
- F. The center of the rifle and pistol targets must be twenty-four (24) inches off the ground to ensure the base of the berm absorbs the impact of the lead rounds.
- G. Cowboy action range is a Council activity only. It is not allowable at Unit or District level activities. **(SEE 8-D)**



STANDARD OPERATING PROCEDURES (SOP) Shooting Sports Ranges (8-1-2022rah)

6. Authorized Usage

- A. Current members of the Middle Tennessee Council and the Boy Scouts of America must use the Guide to Safe Scouting for age-appropriate shooting activities. [HERE](#)
- B. **NON Scouting units/groups will adhere to the same age appropriate shooting activities.** [HERE](#)
- C. Middle Tennessee Council camp usage agreements are to be followed.
- D. The Council will assign a “Range Coordinator” who has authorized access, and will assist with issuing necessary Range Safety Equipment to the RSO in charge of specified range. When a group provides their own NRA Instructor (s) and NRA RSO (s), they will provide the Camping Department with their necessary NRA Credentials, and a Range Coordinator will be assigned.
- E. The council will assign an NRA Instructor and a NRA RSO when the unit does not have the necessary certified NRA personnel.
- E. Groups that provide their own firearms and ammunition must first receive approval through the Middle Tennessee Council Shooting Sports Committee. A detailed list of firearm make, model, and serial number will be provided to the S.S.C. for approval. All firearms will comply with **Shooting Sports Manual Section 4, Authorized and Prohibited Firearms and Ammunition.**
- F. Non-scout groups and organization are to be encouraged to use the camp shooting sports facilities. All property, Range Rules, Policies and Procedures will apply.
- G. All participants on the live fire Range, under the age of 21, must have the written shooting permission form, signed by Parent or Legal Guardian, in that shooting activity, supplied by the M. T. C. S.S.C .
<https://drive.google.com/drive/folders/1AtL1QxF940H4uuUK0bCVHRApBOrkBU8y>

7. Range Personnel

ALL RANGE PERSONNEL WILL HAVE THEIR OWN RANGE BAG WHICH CONSISTS OF EYE AND EAR PROTECTION, PERSONAL FIRST AID KIT, NRA IDENTIFICATION BADGE, AND BSA MEDICAL FORM PART A, B, & C. NO EXCEPTIONS!

A. CRSO (Chief Range Safety Officer)

The CRSO, or his/her designated representative, is responsible for the continued safety of the ranges. If an unsafe condition exists he/she will cause the shutdown of that portion of the range complex and inform the C.C.D. of the condition that caused this shutdown.

B. NRA Range Safety Officer (RSO)

- 1. The RSO must be currently certified by the NRA as an RSO and must have a current NRA RSO card with him/her while supervising any range on MTC.
- 2. The RSO MUST complete a range orientation conducted by the S.S.C. and CRSO or their designee.



STANDARD OPERATING PROCEDURES (SOP)

Shooting Sports Ranges (8-1-2022rah)

3. The RSO will conduct the general operation of the range for that day.
4. The RSO will report all serious problems to the CRSO and enter them in the daily log.

C. NRA Assistant RSO, if required by National Camp Standards or the Nation Shooting Sports Manual

1. Assists the RSO in daily operations
2. Enforces Range Rules
3. Periodically walks the ranges to ensure safety rules and Range Rules in general are observed.
4. Performs minor range maintenance, cleaning and general clean up.
5. Repair and reface target carriers.
6. Performs other duties assigned by the CRSO.

D. NRA Instructor

1. NRA instructor.

The Instructor must be twenty-one years of age or older, have a current NRA instructor rating in the specific shooting sports program for which supervision and instruction is required. For example; Shotgun Instructor for the Shotgun Range, Muzzleloading Rifle Instructor for the Muzzleloading Rifle Range, etc. The BSA National Camping School shooting sports director (with current UP TO DATE certification) can be the NRA Instructor, provided they carry the certification for that specific discipline.

8. Range Supervision

A. Rifle Range

Non-scout groups/units, and organization are to be encouraged to use the camp shooting sports facilities. Small Caliber .177 and/or .22 rimfire are the only small bore rifle and ammunition that are allowable. Air Rifle, of the same calibers, and BB Guns are also authorized. All property rules, range rules, permission forms, policies and procedures will apply.

A current certified NRA RSO is to directly supervise all live fire on the range. Additionally, the instruction offered must be done by a current NRA certified National Camping School shooting sports director certified as an NRA Rifle Instructor, a current NRA certified Rifle Instructor, a NRA/USA Shooting Coach, or a CMP Certified Coach (Summer Camp ONLY). These must be two separate individuals. The Rifle Instructor is responsible for administering the National ***“30 Minute Rifle Briefing”***

<https://drive.google.com/drive/folders/1pgy5oPsWRypHiMBOeXFYQ6-k4XmY1IMA>

Both RSO and Instructor must have a current NRA card with them and on file with the C.C.D. while on any range in MTC.

- Ratio.** One NRA RSO for 8 shooters. (Minimum Requirement)
One NRA Rifle Instructor for 8 shooters. (Minimum Requirement)



STANDARD OPERATING PROCEDURES (SOP)

Shooting Sports Ranges (8-1-2022rah)

B. Shotgun Range

Non-scout groups/units and organization are to be encouraged to use the camp shooting sports facilities, only 20 gauge shotguns and ammunition is allowable. All property, range rules, permission forms, policies and procedures will apply.

A current certified NRA RSO is to directly supervise all live fire on the range. Additionally, the instruction offered must be done by a current NRA certified National Camping School shooting sports director certified as an NRA Shotgun Instructor, a current NRA certified Shotgun Instructor, a NRA/USA Shotgun Coach, or a CMP Certified Coach, Summer Camp Only. These must be two separate individuals. The Shotgun Instructor is responsible for administering the National **“30 Minute Shotgun Briefing”**

<https://drive.google.com/drive/folders/1pgy5oPsWRypHiMBOeXFYQ6-k4XmY1IMA>

Both RSO and Instructor must have a current NRA card with them and on file with the C.C.D. while on any range in M.T.C.

Ratio One NRA RSO must be present for each group consisting of a maximum of **6 shooters**.
One NRA Shotgun Instructor for each student is required when loading and firing a shotgun.
(Minimum Requirements)

C Pistol Range (Venturing & Sea Scout only)

Pistol/Handgun Shooting is only available for registered participants in the Boy Scouts of America, and NOT authorized for NON Scouting Units/Groups.

All Pistol shooting activities must be approved by the Shooting Sports Committee (S.S.C.)

A current certified NRA RSO is to directly supervise all live fire on the range. Additionally, the instruction offered must be done by a current NRA certified National Camping School shooting sports director certified as an NRA Pistol Instructor, or a current NRA certified Pistol Instructor. These must be two separate individuals. The Pistol Instructor is responsible for administering the National **“30 Minute Pistol Briefing”**

<https://drive.google.com/drive/folders/1pgy5oPsWRypHiMBOeXFYQ6-k4XmY1IMA>

Both RSO and Instructor must have a current NRA card with them and on file with the C.C.D. while on any range in MTC.

Ratio. One NRA RSO per 3 shooters. Minimum Requirement
One NRA Pistol Instructor per shooters while shooting. Minimum Requirement



STANDARD OPERATING PROCEDURES (SOP)

Shooting Sports Ranges (8-1-2022rah)

D. Cowboy Action Program Range

Cowboy Action Program Shooting, is only available for registered participants in the Boy Scouts of America, and is NOT authorized for NON Scouting Units/Groups.

The Cowboy Action Program is a Council Approved activity for individuals who have a current registration with the Boy Scouts of America. All Cowboy Action Program activities will follow the Cowboy Action Program Guide #510-318 2017 printing. <https://drive.google.com/drive/folders/1pgy5oPsWRypHiMBOeXFYQ6-k4XmY1IMA>

E. Muzzleloading Rifle Range

Muzzleloading Rifle Shooting is only available for registered participants in the Boy Scouts of America, and NOT authorized for NON Scouting Units/Groups.

Training. A 30-minute rifle briefing taught by a National Camping School shooting sports director certified as an NRA/NMLRA muzzleloading rifle instructor or an NRA/NMLRA muzzleloading rifle instructor. Use the Rifle 30 Minute briefing .

<https://drive.google.com/drive/folders/1pgy5oPsWRypHiMBOeXFYQ6-k4XmY1IMA>

Range supervision. A certified NRA range safety officer is directly supervising 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/NMLRA muzzleloading rifle instructor or an NMLRA muzzleloading rifle instructor. These must be two separate individuals.

Ratio. One NRA range safety officer per eight shooters. One NRA/NMLRA muzzleloading rifle instructor per shooter while loading and firing.

Course. Bench rest or cradled, rifle loaded by instructor only. Targets could be paper, balloons, and other fun breakable targets (environmentally friendly materials). You can also use the Winchester/NRA Marksmanship Qualification Program. A current certified NRA RSO is to directly supervise all livefiring.

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

9. Range Areas

- A. All Ranges must have a MTC approved RSO on duty at all times
 1. Comply with all General Rules and Safety requirements
 2. All shooting activities must supply a "Certified First Aid" person while on the range
 3. Must follow the Range Key Chain of Custody for each range (See Appendix #9), and the "Open & Closing" checklist. (See Appendix #3)
 4. Use only designated firearms, ammunition and targets.
 5. Must provide and use the hand washing station to minimize lead contamination. (See Appendix #1)



STANDARD OPERATING PROCEDURES (SOP) Shooting Sports Ranges (8-1-2022rah)

10. Emergency Action Procedures (Appendix #7)

- A. During normal Summer Camp activity, the National Camp Standards will be followed in the event of an emergency.
- B. During Middle Tennessee Council activities, emergency procedures will follow council procedure.
- C. Unit activities, weekend events and non scouting usage, the following practices will be followed.
 - 1. The RSO will take charge of the situation and determine the seriousness.
 - 2. All RSO's are encouraged to have First Aid and CPR Training
 - 3. Each unit or group will have a First Aid/CPR trained adult accompanying that group
 - 4. Call the Camp Ranger on duty
 - 5. Call 911 for help via cellular telephone
 - 6. Assign necessary individuals to direct medical emergency to the exact location
 - 7. Take adequate notes to be used with filing appropriate and necessary paperwork with the Council (See Appendix #5)

11. RSO "In Charge of the Range"

- A. Safety Briefing can be found in Appendix #6 and is to include:
 - 1. Purpose of the Shooting Event
 - a. To include, introduction of staff
 - b. Explanation of the event
 - 2. Range Layout and Limits
 - 3. Range Safety Rules
 - a. NRA Gun Safety Rules
 - Always*** keep the gun pointed in a safe direction
 - Always*** keep you finger off the trigger until ready to shoot
 - Always*** keep the gun unloaded until ready to use it
 - 4. Firing Line Commands (See Appendix #2)
 - 5. Emergency Procedures (See Section 10 Emergency Action Procedures)
- B. Review "Range" Safety Rules
- C. Review "Misfire, Hang fire, and Squib Load" procedures.



STANDARD OPERATING PROCEDURES (SOP) Shooting Sports Ranges (8-1-2022rah)

The Middle Tennessee Council Shooting Sports Committee and the Professional Staff within, requests your utmost cooperation while conducting Shooting Activities and Programs on and off Council Property. This will be accomplished by following the Scout Oath and Scout Law. Noncompliance of the guidance set forth in the Range Standard Operating Procedures could result in loss of future Range privileges. Furthermore, failure to follow established NRA Trainer Ethics, Policies and Procedures could result in the loss of your NRA credentials. For those who do not possess the *Knowledge, Skills, and Attitude* necessary to conduct responsible and safe shooting activities will be evaluated under the three “R’s” policy. Retrain, Redirect, and Reject, specified in the NRA Training Counselor Guide Book for NRA Instructors; Section C, Effective Evaluation.

Larry Brown
Scout Executive
Middle Tennessee Council

Jason Flannery
Council Camping Director
Middle Tennessee Council

Rob Hersh
Shooting Sports Advisor
Middle Tennessee Council
NRA Training Counselor



STANDARD OPERATING PROCEDURES (SOP) Shooting Sports Ranges (8-1-2022rah)

APPENDIX #1

Health

Chapter 7: Health Considerations (BSA Shooting Sports Manual) General

1. **Eye protection.** When a firearm or BB gun is fired, the bullet or BB is discharged at a very high speed. When the projectile hits a stationary object, the projectile and/or the stationary object may break apart, sending fragments flying. The fragments might fly back toward the firing line. Also of concern, when the firearm discharges, small amounts of powder may blow back toward the shooter. To help minimize the risk of serious injury to the eyes while shooting, shatter resistant or shatterproof glasses must be worn by all people when granted permission to be on the Range. Additionally, ALL eye protection must have side shields.

Hearing protection. The discharge of a firearm creates a sharp report loud enough to damage the human ear. To reduce the potential for hearing damage, earplugs, passive earmuffs, or active ear protection must be worn by all people when granted permission to be on the Range. The level of hearing protection should be a noise reduction ratio of at least 20 decibels.
2. **Lead protection.** Lead is a soft, dense metal that is an integral part of most bullets. Lead is toxic to humans in relatively small concentrations, with the most susceptible organs being the eyes, central nervous system, and gastrointestinal tract. Handling ammunition, setting up a range for shooting, counting out rounds for firing, loading and unloading a firearm, discharging a firearm, and cleaning a firearm can all leave lead residues on the skin. Two easy precautions can minimize the risk of inhaling or ingesting lead residues.
 - A. When handling ammunition or a recently discharged firearm, minimize contact of the hands with other parts of the body, particularly the eyes, mouth, and skin. When you are finished handling ammunition or firearms, immediately wash your hands with soap and water. It is required that a hand washing station be next to all shooting ranges and storage areas where ammunition or firearms may be handled or used.
 - B. Second, food and drink will not be permitted on a shooting range or in storage areas. This will remove the temptation to eat around a source of lead.
 - C. All Ranges will use a “Hand Washing Station” for shooting participants and Range Personnel. It is the recommendation of the S.S.C. (Shooting Sports Committee) that a “Permatex” FAST ORANGE FINE PUMICE LOTION HAND CLEANER be used. This is a biodegradable, waterless, petroleum solvent-free hand cleaner that contains no harsh chemicals, petroleum solvents or ammonia that can sting cuts or abrasions. This item will be supplied by the M.T.C. At the end of the activity, “Range Reports,” refills will be requested through the S.S.C. as needed.
3. **Sanitation.** ALL persons who enter the Range area will sanitize before departing the Range. (Guidance under COVID-19 local and state guidelines. <https://covid19.tn.gov/>)



STANDARD OPERATING PROCEDURES
(SOP)
Shooting Sports Ranges (8-1-2022rah)

APPENDIX #2

Range Commands

Definition must be given to ALL Ranges, by establishing a “Spectator Area,” “Ready Line,” “Firing Line,” and “Target Line.”

All shooters should start their experience at the “Ready Line.”

When ready to start firing, the *Range Safety Officer* moves the Shooters to the firing line and gives the commands: “**ON THE FIRING LINE.**” Immediately, each shooter takes his assigned place at his firing point and prepares to fire but does not load. The *Range Safety Officer* and the Instructor checks the location of each shooter to ensure correct firing point and target number. This is the beginning of the “Step-By-Step” teaching sequence under the guidance of the Instructor

The *Range Safety Officer* makes sure the range is clear, and then asks: “**IS THE LINE READY?**”

If there is any shooter who is not ready or whose target is in bad order, that shooter immediately raises his arm and calls: “**NOT READY**” and gives the number of his target.

The *Range Safety Officer* will immediately call: “**THE LINE IS NOT READY.**” The *Range Safety Officer* will investigate the difficulty and assist in correcting it. When the difficulty has been corrected, the *Range Safety Officer* calls: “**IS THE LINE READY?**”

If all is ready, the *Range Safety Officer* then calls:

“**THE LINE IS READY.**” (This means the line is ready on the right, ready on the left, and ready on the firing line.)

The *Range Safety Officer* calls: “**LOAD.**” Shooters load the gun chambers.

The *Range Safety Officer* calls: “**READY ON THE FIRING LINE.**”

The *Range Safety Officer* commands: “**COMMENCE FIRING.**”

After firing, the *Range Safety Officer* commands:

“**CEASE FIRING—CLEAR ALL GUNS.**” All gun chambers and magazines are unloaded and shooters leave the firing line with the actions of their guns open. Repeat the above steps for all succeeding shooters. The *Range Safety Officer* will immediately command “**CEASE FIRING**” if any incident occurs that could result in possible injury to some living thing should firing continue.

“**AS YOU WERE**” means to disregard the command that was just given.

“**CARRY ON**” means to proceed with whatever was being done before the interruption occurred.



STANDARD OPERATING PROCEDURES
(SOP)
Shooting Sports Ranges (8-1-2022rah)

APPENDIX #3

The following guidelines will be followed by the Lead R.S.O. supervising firearms Ranges operated by the Middle Tennessee Council.

A copy of this Checklist must be completed, signed, and the Checklist must be returned to the Camp Ranger and/or Range Coordinator upon completion of all weekend range activities.

OPENING PROCEDURES

Initial

- 1 ____ Sign for requested Range key, Range box Cleaning Kit Assigned Firearms, and Ammunition from Camp Ranger on The Chain of Custody form (**Appendix #9**) and Range Activity Report (**Appendix #4**).
- 2 ____ Verify ALL contents and “Readiness” of Item 1.
- 3 ____ Place First Aid Kit and Fire Extinguisher on firing line. (Inspection Tag Current & Charge Gauge)
- 4 ____ Place a shooting rest, eye and hearing protection, and chairs at each firing point and extra Safety Equipment at the Range entrance.
- 5 ____ Set targets ,(IAW Range SOP) for each firing point and inspect backstop (berm) for ricochet hazards.
- 6 ____ Retrieve firearms and ammunition, from storage lockers.
- 7 ____ Review all range rules and safety procedures with shooters,(Range Safety Briefing)
- 8 ____ There must be at least one Instructor **AND** one Range Safety Officer while shooting is taking place. Follow SOP guidance on Instructor/Student Ratio for the activity being conducted.
- 9 ____ Set up the Hand Washing Station and Disinfecting Station.
- 10 ____ Check Trigger Pull using the Scale on ALL Firearms and Log on the Hand Receipt.
- 11 ____ Raise the RED Range Flag.
- 12 ____ Ensure mechanical target thrower is ready. (Hardware is stowed in high/low house Shotgun Range Only)

CLOSING PROCEDURES

Initial

- 1 ____ Remove paper targets from target line.
- 2 ____ Police range for litter and debris.
- 3 ____ Police all expended brass (deposit brass in collection container in the Arms Room), Sweep the floor take paper and trash, from and around the firing line, to the Dumpster.
- 4 ____ Put up chairs and shooting rests, return all protective equipment to the Range Box.
- 5 ____ Clean firearms and secure in storage lockers.
- 6 ____ Take Range flag down.
- 7 ____ Make one final sweep of the area to ensure all personal items and Camp property is collected and or secured.
- 8 ____ Lock the Range House.
- 9 ____ Return all items to the Arms Room/Armory with the Ranger.
- 10 ____ Inform the Ranger / Camping Director of any supplies needed.



STANDARD OPERATING PROCEDURES (SOP)

Shooting Sports Ranges (8-1-2022rah)

11 Complete Open/Close Checklist, (Appendix 3) Range Activity Report (Appendix 4), and request clearance from the Ranger.

12 Ensure mechanical target thrower is stored and hardware is stowed in high/low house Shotgun Range Only)

Make copies as appropriate

APPENDIX #4

Range Activity Report:

Start Date: _____

End Date: _____

Range: Craig Stahlman Parnell Shotgun Cowboy Action Latimer

Issued Ammo: Returned Ammo: Ammo Used: Clays Used:

Number of shooters _____

If any problems were encountered with equipment, cleanliness of the range or unsecured property list those deficiencies below:

By signing this form, it is understood that I am certifying that all checklist items were accomplished and any discrepancies have been annotated on this form.

Multiple horizontal lines for text entry.

Signature

Printed Name

Organization

Additional Notes:



**STANDARD OPERATING PROCEDURES
(SOP)
Shooting Sports Ranges (8-1-2022rah)**

Make copies as appropriate

APPENDIX #5

INCIDENT REPORT:

Date of Incident: _____ Time: _____

Name of Injured Party: _____

Home Address: _____

Person Injured: Youth _____ Adult _____ Staff: _____ Other: _____

Describe what you were doing at the time of the Incident and what happened.
Include as much detail as you remember, if necessary attach additional paperwork.
REMEMBER: Who, What, When, Where, How and Why.

What type of Injury was sustained? Be Specific (ie; Fall, Bee Sting, Slide Bite)

Describe Environmental Conditions: (ie; Hot, Wet, Windy) _____

EXACT Location of Incident: Range _____ Classroom _____ Parking Area _____ Other _____

Was the Injured Party warned of the possible dangers? Yes _____ No _____

Did the Injured Party Accept _____ Refuse _____ First Aid/Accept _____ Refuse _____ Medical Treatment

Did the Injured Party sign a medical waiver Yes _____ No _____

Did you see the incident or was it reported to you? _____

If Reported to you, by whom? Name: _____ Phone # _____

Address: _____

Was the Injured Party encouraged to seek medical treatment? Yes _____ No _____

Did the Injured Party see or receive medical treatment? Yes _____ No _____ Unknown _____



STANDARD OPERATING PROCEDURES
(SOP)
Shooting Sports Ranges (8-1-2022rah)

Report Submitted by: (print)Name: _____ Phone# _____

Signature: _____ Date: _____

APPENDIX #6

RANGE SAFETY BRIEFING

(To be done by the RSO)

The Range Safety Officer (RSO) is in charge at all times!

Issue copies of the shooting range rules to all range users. A short briefing will be administered prior to range use. The rules, demonstrations, and explanations of range equipment will be posted in plain sight and explained in the briefing area. All range users need to read the rules posted on the posters and handouts. Only the Instructor (s) are allowed to use firearms during the briefing, the Instructor and RSO must follow the NRA Gun Safety Rules.

1. PURPOSE OF THE SHOOTING EVENT

Recreational/Merit Badge/NRA Winchester Marksmanship shooting for members of the Boy Scouts of America, participating at Boxwell Scout Reservation. We will be shooting at all ranges all day.

Range Personnel Introduction.

A Range Safety Officer (RSO) and one or more certified instructors will be located at each range. The range personnel's role is to ensure safety and to give Marksmanship instruction.

The certified RSO (s) will be identified by yellow caps and/or vests. All certified NRA Instructor (s) will be identified by orange caps and/or vests.

2. RANGE LAYOUT AND LIMITS

Conduct: Rules will be posted in plain sight and must be followed.

Main areas for the range:

- 1 Spectator Area: Located behind the ready line where visitors and range users may wait and observe activities. Everyone must have eye and ear protection.
- 2 Ready Area: This is the area behind the firing line where shooters may store and prepare their firearms.
- 3 Firing Line: Shooters may occupy their firing points at the fire line when authorized to do so. Points are numbered or clearly marked corresponding to their target number.
Shooters should only handle firearms when authorized to do so.
- 4 Backstop: Located downrange behind the target line. Guns should point down range at the backstop at all times. All firing should be directed forward from the shooters' firing points so projections impact with designated impact areas.

3. RANGE SAFETY RULES



STANDARD OPERATING PROCEDURES (SOP)

Shooting Sports Ranges (8-1-2022rah)

BSA/NRA Gun Safety Rules- And the three Fundamental Rules for Gun Safety:

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

Rules for Safe Use while on the Range:

- Know your target and what is beyond.** The shooter must know that projectiles will safely impact the backstop.
- Be sure the gun is safe to operate.** Make sure the Empty Chamber Indicator (ECI) is in place.
- Know how to use the gun safely.** Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove the ammunition or projectiles.
- Use only the correct ammunition for your gun.** Only the ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge cases match. This is especially true for antique guns.
- Wear eye and ear protection as appropriate.** Many guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
- All users and guests need to wear eye and ear protection.**
- NO Personal Electronic devices are to be used while on any range.
- Never use drugs or alcohol before or while shooting.** Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness nervousness, balance problems, etc. Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range. **NO EXEPTIONS. SCOUT LEADERS MUST ENSURE THAT ANY MEDICATION WILL NOT IMPAIR THE SHOOTER.**

General Range Safety Rules

- Know and obey all range commands.
- Know where others are at all times.
- Shoot only at authorized targets.
- Do NOT handle a firearm or stand at the firing line where firearms are present while others are downrange.
- Stop shooting immediately upon the command of “Cease Fire.”** In the case of a “**Cease Fire**” You should, stop shooting immediately and wait for further instructions from your RSO.

- Stoppages and the safe way to handle them.

MISFIRE is when a cartridge does not fire after the primer has been struck by the firing pin.

HANGFIRE is when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

SQUIB LOAD is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise.

- The normal procedure for handling misfires, hangfires, and squibs is to: “SHOUT” Misfire
- Keep the gun pointed down range (safe direction).
- Continue holding the firearm pointed down range, raise your hand, and wait until someone gets to you.



STANDARD OPERATING PROCEDURES (SOP)

Shooting Sports Ranges (8-1-2022rah)

Site-Specific range Rules

Please read the rules posted and observe the range posters to refer to handouts.

- Targets must be placed to ensure bullets hit the impact area.
- Leave dropped ammunition on the floor until the stage of fire is completed and guns are benched. This policy prevents shooters from unintentionally pointing the gun at others while retrieving dropped ammunition, or inadvertently moving in front of the firing line.
- Notify the RSO when there is a gun stoppage or malfunction. Notification is critical for safety.
- All guns must remain unloaded with actions open and the ECI in place except when on the firing line and authorized to be loaded.
- When guns are benched, keep the actions open and ejection ports facing upward so the ECI is visible.
- NO loose ammunition is allowed outside the range.
- ALL personal electronics will be silenced while on the range, and those in the observation area will silence their electronics so that no one is distracted while shooting.

BSA/NRA Hygiene Guidelines

The BSA/NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning products residues. Everyone exposed to the range - even if he or she did not participate in the shooting session - should follow these guidelines.

- Refrain from eating, drinking, and 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 soap and 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 to airborne particulate lead or solvent and cleaning product residues.

4. FIRING LINE COMMANDS

“ON THE FIRING LINE”

“IS THE LINE READY?”

“THE LINE IS NOT READY.”

“READY ON THE FIRING LINE.”

THE LINE IS READY.”

CEASE FIRING—CLEAR ALL GUNS.”

“CEASE FIRING”

“AS YOU WERE”

“CARRY ON”



STANDARD OPERATING PROCEDURES (SOP) Shooting Sports Ranges (8-1-2022rah)

5. EMERGENCY PROCEDURES

- Take charge of the situation. (Determine seriousness of injury and assigned duties)
- Render aid. First-aid kit should be centrally located in the range office.
- Call for help via radio or telephone. Emergency phone number and information list should be centrally located.
- Direct help to location.
- Nearest AED Camp Stahlman Dining Hall, Camp Craig Dining Hall, High Adventure Building.
- Take notes. Incident Report Form (**See Appendix #5** in SOP)
- Emotional and Physical Emergencies, follow Youth Protection Guidelines



**STANDARD OPERATING PROCEDURES
(SOP)
Shooting Sports Ranges (8-1-2022rah)**

APPENDIX #7

BOXWELL RESERVATION EMERGENCY PHONE NUMBERS

Non Emergency

WILSON COUNTY SHERIFF	911	615-444-1412
WILSON COUNTY EMS	911	615-444-8777
WILSON COUNTY FIRE	911	615-444-8777
SUMNER REGIONAL MEDICAL CENTER	Office	615-328-8888
ANY CARE 24	Office	615-444-2121
CARE NOW URGENT CARE	Office	615-938-8332

BOXWELL RANGER STAFF

RANGER ON DUTY	I	CELL	615-945-1479
DAVID & KATHY BAUER	(Emergency Only)	CELL	865-466-7422

BOXWELL RESERVATION DIRECTOR

JASON FLANNERY	CELL	615-294-0865
----------------	------	--------------

MIDDLE TENNESSEE COUNCIL OFFICE

615-383-9724

MIDDLE TENNESSEE COUNCIL SHOOTING SPORTS ARMS ROOM COORDINATORS:

John Richardson	(scoutshoot@gmail.com)	615-974-0351
Mike Pentecost	(MikeP@southeasternsound.com)	615-812-3259
Linda Stinson	(lstinsonscouting@gmail.com)	615-804-7731
Rob Hersh	(hblakerd@charter.net)	931-237-3559



STANDARD OPERATING PROCEDURES
(SOP)
Shooting Sports Ranges (8-1-2022rah)

APPENDIX #8

LATIMER RESERVATION EMERGENCY PHONE NUMBERS

EMERGENCY

911

When dialing 911 from a cell phone it may go to another county, therefore, state that you need Van Buren County.

VAN BUREN COUNTY SHERIFF	911	931-946-2118
VAN BUREN CENTRAL DISPATCH	911	931-946-4357
VAN BUREN EMERGENCE MANAGEMENT	911	931-946-7727
VAN BUREN EMS		931-946-8181
CHILD ABUSE HOTLINE		1-800-422-4453
COOKVILLE HIGHWAY PATROL		931-526-6143
BLEDSON COUNTY EMS		423-447-7050
BLEDSON COUNTY CENTRAL DISPATCH		423-447-5555
BLEDSON COUNTY SHERIFF		423-447-2197

LOCAL FIRE DEPARTMENT. IS FALL CREEK FALLS FIRE DEPARTMENT

LATIMER ADDRESS: 334 Plantation Road, Spencer, TN 38585

Latimer Phone: 4234-881-5376

LATIMER STAFF

RANGER MARK SMITH	I	CELL	423-322-7310
RON TURPIN	(Emergency Only)	CELL	615-516-9751

MIDDLE TENNESSEE COUNCIL SHOOTING SPORTS ADVISOR

JASON FLANNERY	CELL	615-294-0865
----------------	------	--------------

MIDDLE TENNESSEE COUNCIL OFFICE	615-383-9724
--	--------------

MIDDLE TENNESSEE COUNCIL SHOOTING SPORTS COORDINATORS:

Rob Hersh Council Shooting Sports Chair	(hblakerd@charter.net)	931-237-3559
Tom Kelly MTC Sub-Committee Chair Latimer	(tom.kelly@tek-sands.com)	931-224-5356



**STANDARD OPERATING PROCEDURES
(SOP)**

Shooting Sports Ranges (8-1-2022rah)

APPENDIX #9

Range Chain Key Custody

Specific Range (i.e. Craig Rifle Range)
For use of this item see instructions below

The specific Range SOP, keys, range box, and range cleaning kit are issued at the time of Check-Out and returned at Check In. Ammo, firearms status, and equipment and materials used are reported on the Activity Report.

Line	Issued Check-Out Range RSO Name	Issued Date	Issued Time	Return Check-In CRSO/Armour Name	Return Date	Return Time
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						