

TO: MECKLENBURG COUNTY COUNCIL
FROM: ERIC BELONGIA, CHAIR, SHOOTING SPORTS COMMITTEE
SUBJECT: STANDARD OPERATING PROCEDURES
DATE: JUNE 3, 2019

The Mecklenburg County Council Shooting Sports Committee maintains Standard Operating Procedures (SOPs) for the shooting sports most commonly offered at Belk Scout Camp.

These SOPs were created by the Shooting Sports Committee to supplement the BSA Shooting Sports Manual, Cub Scout Shooting Sports Guide, and the National Camp Accreditation Program rules and guidelines. In the event of a contradiction between our SOPs and any of these governing documents, the most restrictive option will be effective. For example, Mecklenburg County Council may require an additional certification than is required by Scouts BSA, but Mecklenburg County Council may not remove a certification requirement as stated in any of those governing documents.

The Shooting Sports Committee created these SOPs to give our volunteer Range Officers/Range Masters the support and structure they need to offer a safe and quality experience to all young people who participate at our ranges and events. The SOPs and the appendices provide the process to open and close a range, the safety briefing and range commands, and a mechanism to report and track the condition of our ranges and equipment. All of this, together, will help our volunteers provide a consistent experience to participants and help ensure safe habits on and off the range.

These Standard Operating Procedures are in effect. I ask that any challenges presented by these SOPs be brought to the Shooting Sports Committee's attention, particularly if the SOP would prevent your program from taking place. The Shooting Sports Committee welcomes feedback on the Standard Operating Procedures. Please feel free to share your feedback with me directly by phone or email (preferred).

Yours in Scouting,

Eric Belongia
Chair, Shooting Sports Committee
Mecklenburg County Council
chair@mccshootingsports.com
704-651-6072 (cell)



BOY SCOUTS
OF AMERICA®

MECKLENBURG COUNTY COUNCIL

SHOOTING SPORTS COMMITTEE

STANDARD OPERATING PROCEDURES

for the

Air Rifle Ranges

at

Belk Scout Camp

9408 Belt Road

Midland, North Carolina 28107

JUNE 2019

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PREAMBLE

The Mecklenburg County Council (#415) of the Boys Scouts of America was officially chartered in 1940. Prior to that it was a part of a much larger Council, the Central North Carolina Council, which officially was formed in 1915 in Charlotte. The current Scout Executive is Mark Turner.

The Mecklenburg County Council Shooting Sports Committee (MCC-SSC) was formed in 2014 after long-time Council Shooting Sports Coordinator Mark Thompson passed away.

The purpose of the Shooting Sports Committee is to manage and provide resources to the Council, the Camping Committee and the Council camps for all activities involving shooting sports whether during summer camps or during year-round shooting opportunities. All shooting sports activities should be coordinated through the Shooting Sports Committee to verify that a safe and responsible program is planned and conducted by properly trained and currently certified personnel.

Mecklenburg County Council owns the following Camp properties:

Mecklenburg Scout Reservation (MSR)
(Currently only Camp Grimes is on that Property)
383 Vein Mountain Road
Nebo, North Carolina 28761
828-652-8592
Ranger: Troy Williams

Shooting Sports Ranges in place:

- 1) Rifle Range (Rimfire; BB Gun/Air Rifle; Chalk Ball)
- 2) Shotgun Range
- 3) Cowboy Action Range
- 4) Archery Range – both short and long distance
- 5) Tomahawk/Knife Throwing Range

Belk Scout Camp (formerly Clear Creek Scout Camp)
9108 Belt Road
Midland, North Carolina 28107
704-545-0958
Ranger: Mike Cook

Shooting Sports Ranges in place:

- 1) BB Range 1 (BB/Air Rifle/Slingshot/Catapult)
- 2) BB Range 2 (BB/Air Rifle/Slingshot/Catapult)
- 3) BB Range 3 (BB/Air Rifle/Slingshot/Catapult)
- 4) Archery 1
- 5) Archery 2

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CONSTITUTION

The Council's Articles of Incorporation and Bylaws are on file at the Council's office. Additionally, Mecklenburg County Council is Chartered annually by the Boy Scouts of America. Please contact Mr. Turner, Scout Executive/CEO at (704) 342-9330 during regular business hours with any question concerning the Organization.

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ORGANIZATION

The Shooting Sports Committee reports to the Vice President of Programs, as a working part of the Camping Committee. The Committee oversees the Council's Shooting Sports Program. The Committee is also responsible for the Council's Shooting Sports Policies and Procedures. The Committee Chairperson is appointed by the Council President or his/her designee. The Committee members are recruited and nominated by the Committee Chair and approved by the Council Executive or his/her designee. The Committee members generally serve for two-year terms and can be renewed twice. Staggered terms will allow for consistency from year to year. The number of members of the Committee is up to the judgment of the Chair, with a minimum of five members, including the Chair. Minimum positions are Committee Chair, Vice-Chair of Administration, Vice-Chair of Program, Vice-Chair of Properties and Vice-Chair of Training.

While not required, it is recommended that the Chair of the Committee have a working understanding of summer camp and off-season shooting programs, and possess the knowledge, skills, and attitude to organize and run safe ranges and shooting sports programs. While shooting sports training certification (either NRA, USA Archery, or National Camp School programs) is not required to serve on the Committee, such training is strongly recommended. The Chair and members must have the knowledge, skills, and attitude to oversee shooting sports in the Council.

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NON-PROFIT ORGANIZATION

Mecklenburg County Council #415, Boy Scouts of America is a North Carolina non-profit organization. Please contact Mr. Turner, Scout Executive/CEO at (704) 342-9330 during regular business hours with any question concerning the Organization.

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YEAR ROUND SAFETY PLAN

Any use of the Mecklenburg County Council Ranges must be approved by the Ranger assigned to that Council property. This requires a proper reservation application by a unit, district or council entity and an approval by the Ranger. All shooting sports activities require a certified and trained individual for the specific range to be identified and presented to the Ranger prior to his approval.

Each approved reservation receives a written confirmation from the Ranger with the Mecklenburg County Council Camp Policies attached. Each camp also has a specific set of emergency procedures that are to be followed. In addition, the Standard Operating Procedures (SOP) for each range has a section in the appendix detailing the Emergency Procedures for that Range.

A Range Safety Officer (Rifle, Cowboy Action, Air Rifle, Chalk Ball or Shotgun) or a Range Master (Tomahawk, Knife, Slingshot, Catapult, BB or Archery) is responsible for the operation of the specific range in use. He or she is to run the range, maintain safety and ensure that all of the range rules are followed. In order to fulfill these duties, he or she cannot be involved in any instruction during live fire on the range. The range safety briefing will be presented by the Range Safety Officer (RSO) or the Range Master (RM) on the range, prior to any live fire. Additionally, the RSO or the RM will take charge of any emergency situation that may occur while the range is open.

All camp policies and range rules are to be followed. The RSO or the RM has the authority to ask an unruly individual to be removed from the range, or in severe instances, close the range to maintain order and safety.

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MECKLENBURG COUNTY COUNCIL TRAINED PERSONNEL FOR SHOOTING SPORTS

MCC Range Safety Officer – required to run the Rifle (Rimfire, Air Rifle, Chalk Ball), Cowboy Action and Shotgun Ranges at Camp Grimes on the Mecklenburg Scout Reservation. Mecklenburg County Council Range Safety Officers will be trained by the MCC Shooting Sports Committee and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a. Current youth protection trained.
 - b. Current hazardous weather trained.
 - c. Current CPR trained.
- 2) Current National Rifle Association (NRA) trained Range Safety Officer (RSO) or Chief Ranger Safety Officer (CRSO).
- 3) Current Camp Grimes RSO/SOP trained in good standing.

MCC Air Rifle Range Master – required to run Air Rifles (CO₂) on a BB Gun Range at Belk Scout Camp. Mecklenburg County Council Air Rifle Range Masters will be trained by the MCC Shooting Sports Committee and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a) Current youth protection trained.
 - b) Current hazardous weather trained.
- 2) Current BSA Range Master trained – required to be renewed every 2 years.
- 3) Current NRA Rifle Instructor.
- 4) Current Belk Scout Camp SOP trained in good standing.

MCC Archery Range Master – required to run the Archery Range at Camp Grimes on the Mecklenburg Scout Reservation or at Belk Scout Camp. Mecklenburg County Council Archery Range Masters will be trained by the MCC Shooting Sports Committee and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a. Current youth protection trained.
 - b. Current hazardous weather trained.
 - c. Current CPR trained.
- 2) Current USA Archery Level I certification strongly recommended (future requirement) for Camp Grimes.
 - a. Current Camp Grimes SOP trained in good standing.
- 3) Current BSA Cub Scout Archery Range Master trained (required for Cub Scout archery) – required to be renewed every 2 years.
 - a. Current Belk Scout Camp SOP trained in good standing.

MCC BB Gun Range Master – required to run the BB Gun Range at Camp Grimes on the Mecklenburg Scout Reservation or a BB Gun Range at Belk Scout Camp. Mecklenburg County Council BB Gun Range Masters will be trained by the Shooting Sports Director and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a. Current youth protection trained.
 - b. Current hazardous weather trained.
- 2) Current BSA BB Range Master trained – required to be renewed every 2 years.
 - a. Current Belk Scout Camp SOP trained in good standing.

MCC Range Master – required to run the Catapult/Slingshot/Tomahawk/Knife Throwing Range at Camp Grimes on the Mecklenburg Scout Reservation or at Belk Scout Camp. Mecklenburg County Council Range Masters will be trained by the Shooting Sports Director and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a) Current youth protection trained.
 - b) Current hazardous weather trained.
 - c) Current CPR trained.
- 2) Current BSA Range Master trained – required to be renewed every 2 years.
 - a) Current BSA Cub Scout BB/Archery Range Master credentials satisfy this requirement.

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Air Rifle Range Operations

A General Information

- 1) The Air Rifle Ranges at Belk Scout Camp are designed to provide youth the opportunity to participate in a fun and safe introduction to rifle shooting under the direct supervision of a trained and responsible Range Master.
- 2) The Air Rifle Ranges are setup for bench rest and/or prone position, but bench rest is recommended.
- 3) Eye protection is REQUIRED for all participants and range staff while the range is in operation.

B Authorized Use of Range Facilities

- 1) The Air Rifle Ranges at Belk Scout Camp (from here forward referred to as the Air Rifle Range) may be in operation only when the Camp Ranger gives permission through the established reservation procedure and the event coordinator, such as a camp director, has provided the appropriately certified range personnel.
- 2) The Air Rifle Range will be under the direct supervision of a Range Master – approved by and in good-standing with the Council’s Shooting Sports Committee.
 - a) The Range Master will open the Air Rifle Range.
 - b) The Range Master is to run the range, maintain safety and ensure that all of the range rules are followed. In order to fulfill these duties, he or she cannot be involved in anything other than operating the Air Rifle Range while participants are on inside the range.
 - c) A maximum of eight (8) participants to one (1) Range Master for all Air Rifle Range events. Helpers (adults) are highly recommended for each participant, but do not affect the 8-to-1 ratio unless they are also Range Masters.
 - d) The Range Master must ensure that the Air Rifle safety briefing (refer to Appendix F) is properly conducted. This must occur at the Air Rifle Range and prior to any live fire. Minimum items to be covered:
 - (1) Safety Guidelines
 - (2) Equipment
 - (a) Review Air Rifles, mechanisms, safety devices, ammunition, targets and backstops.
 - (b) Review how to maintain, store, and care for equipment.
 - e) The Range Master is in charge of any emergency situation while the range is open.
 - f) The Range Master will close the Air Rifle Range.

- 3) The Range Master must have a copy of their current certifications on file with the Shooting Sports Committee and the Camp Ranger. They must also have a copy on their person while operating the Air Rifle Range. It is recommended that range staff wear their credentials on a lanyard so all participants and parents can see it.
- 4) Only the shooting sports equipment provided by the Council is permitted in camp. No personal firearms of any kind are allowed in camp or on the range. This includes ammunition and targets. Range staff are allowed to bring their own eye/ear protection. All range equipment will be checked out by the Camp Ranger to the Range Master, who will transport it to/from the range.
- 5) The Range operation will conform to this SOP and the following:
 - a) The current version of the BSA National Shooting Sports Manual.
 - b) The current version of the BSA Guide to Safe Scouting.
 - c) The current version of the BSA National Camp Standards.
- 6) The log for the Air Rifle Range must be signed and dated by the Range Master involved with the event. The Air Rifle Range Opening/Closing Checklist & Report (Appendix E) must also be completed by the Range Master prior to and after each event. (Use one of the pre-printed forms located in this Log Book).

C Opening the Air Rifle Range:

- 1) Prior to arriving at the Air Rifle Range, the Range Master is to communicate with the Camp Ranger about the proposed event. The Range Master should:
 - a) Identify the event and the number of expected participants.
 - b) Identify who will be assisting as range staff and provide the Ranger with a copy of the Range Master's credentials if he does not have them currently on file.
 - c) Consider visiting the range(s) to be used during the week prior to the event to ensure all needed equipment/supplies are present.
- 2) Upon arriving at Belk Scout Camp, the Range Master is to meet with the Camp Ranger or Camp Master at the camp compound to check out the equipment:
 - a) Keys to the Range storage room
 - b) Air Rifles
 - c) Ammunition (pellets and CO₂) for the event
 - d) Targets for the event (most programs purchase/provide the targets)
- 3) The Range Master is to transport the equipment to the Range.
- 4) Upon arriving at the Range, the Range Master is to attach range flag to the flag pole and run it to the top.
- 5) Follow the Air Rifle Range Opening/Closing Checklist & Report (Appendix E) for opening of the Range.

D Operating the Air Rifle Range:

- 1) The Range Master is to ensure that the range safety briefing has been conducted prior to any live fire at the Range.
 - a) Safety Guidelines
 - b) What Causes Gun Accidents?
 - c) Safety Reminders
 - d) Sun Safety on the Shooting Range
- 2) The Range Master is to go over the Range Commands (Appendix G) with the participants in their positions.
- 3) The Range Master (or assistant) may distribute pellets.
- 4) The Range Master should begin calling the range commands (Appendix G).
- 5) Only the Range Master or an adult assistant may change the CO₂ canisters.

E Closing the Air Rifle Range:

- 1) The Range Master is to clear the Range of all nonessential personnel.
- 2) The Range Master is to put all of the Range Equipment away properly – refer to Appendix E.
- 3) The Range Master is to lower the range flag and return to its original location.
- 4) The Range Master is to lock the range storage.
- 5) The Range Master is to finish filling out the checklist/report (Appendix E), sign and date it. The Range Master will need to make a copy of the checklist/report to send to the committee designee listed on the bottom of the report. The original must remain in the log book.
- 6) The Range Master is to return all checked-out equipment to the Compound and check all back in with the Camp Ranger or Camp Master.

F Emergency Procedures:

- 1) Prior to any event, the Range Master should have a clear understanding about the Emergency Procedures for Belk Scout Camp. Emergency procedures for the event will take precedence over these procedures. Before an emergency, the Range Master should:
 - a) Check for cell phone coverage while at the range. Cell phones should be on silence during the event, but on so contact can be made to and from the Range.
 - b) Be familiar with where land lines can be found and where any emergency personnel may be in camp.
 - c) The First Aid Kit should be reviewed for familiarization.
- 2) The Range Master is to calmly take charge of the situation.
 - a) Call for a Cease Fire and determine the nature of the situation.
 - b) Direct others, as appropriate.
 - c) Secure Air Rifles before leaving the range to prevent a secondary emergency.
- 3) The Range Master is to render aid to the best of his/her training and abilities.
 - a) Notify the Camp Ranger/Camp Master and call 911, if necessary. Use a land line, if at all possible, to ensure the right emergency personnel are dispatched.
 - b) Send an adult to the main camp gate to direct help to the Range.
- 4) Afterwards, the Range Master is to make notes and speak to any witnesses.
- 5) The Range Master is to fill out any reports.
 - a) Minor injuries – make notes on range Checklist/Report.
 - (1) Note items used from the First Aid Kit.
 - (2) Note type of injury and how it happened.
 - (3) Indicate who, what and which unit, etc.
 - (4) Consult with Camp Ranger or Camp Master about whether a BSA Near Miss Report is needed.
 - b) Major Injury – fill out Appendix B: BSA Incident Report Form.
 - (1) Contact Camp Ranger
 - (2) and/or Scout Executive

Appendix A

Belk Scout Camp Emergency Procedures

The first thing to remember in an emergency situation or incident is to remain calm and use common sense. This helps to keep others calm and prevent future injury or illness. It is also important to only state facts concerning the incident to anyone that was not present at the time of the incident. Finally, confirm that you have cell service and transportation available at your activity location. Use these procedures only if the event/program did not provide any instruction for emergencies.

Serious Injury or Illness

1. Provide first aid within the limits of your qualifications.
2. Notify Camp Ranger or Camp Master and call 911 if necessary (use a land line to ensure the right units respond).
3. Complete an incident report.

Severe Storm or Tornado

In the event of an impending storm:

1. If there is time, secure equipment before seeking shelter. Otherwise, leave the equipment.
2. Afterward, attend to any injured, notify Camp Ranger or Camp Master and call 911 if necessary (use a land line to ensure the right units respond).

Earthquake, Flooding, other Extreme Weather

1. Secure equipment and evacuate camp.

Fire in Camp

1. Secure equipment and evacuate camp.
2. Notify Camp Ranger or Camp Master and call 911 if necessary (use a land line to ensure the right units respond).

Missing Person

1. Notify Camp Ranger or Camp Master.

Closest Medical Facilities

Novant Health Matthews Medical Center 704-384-6500
1500 Matthews Township Pkwy
Matthews, NC 28105

Phone Numbers for fast reference

The following buildings have telephone lines for making outside calls. Confirm with Ranger or Camp Master which ones will be available to you during your stay/event:

- Ranger's Office
- Ranger's Home
- Camp Office
- Pool Area
- Dining Hall Kitchen

Appendix B

BSA Incident Report Form

Incident Information Report

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

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.): _____

Incident Information Report

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

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

Contact information: _____

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

Near Miss Reporting Tool

(A near miss does not result in injury, illness, or damage, by definition, but it had the potential to do so.
This form is a tool to gather information. If an injury has occurred, use the incident reporting tool.)

General Incident Details

***Required Fields**

*Incident Date: _____ Incident Time (in 24-hour format): _____

*Report Date: _____

Date Reported to Council/BSA Location: _____

Reported by Name: _____

Reported by Primary Phone: _____ Reported by Secondary Phone: _____

Reported by Email: _____

Reported by Address: _____

Reported by City: _____ Reported by State: _____ Reported by Zip Code: _____

*Council/BSA Location: _____ *Location of Incident: _____

Specific area where incident occurred: _____

Incident Address: _____

Incident City: _____ *Incident State: _____ Incident Zip Code: _____

*Description of Incident (clear/concise/complete facts):

Was an Agency or Authority Notified? ☐ Yes ☐ No Whom: _____

Near Miss Details

Adventure/Program/Event: _____

General Classification (Cub Scout/Registered Leader/etc.): _____

*Lessons Learned (what could be done to prevent future occurrences):

Severity Rating: ☐ Catastrophic-I ☐ Critical-II ☐ Marginal-III ☐ Negligible-IV ☐ Unknown

Witnesses

(Use back of form to record other details and witness contact information)

Appendix E

Air Rifle (Pellet) Range Opening/Closing Checklist & Report:

Range Master: _____ Event/Date: _____

Event: _____ Event Contact: _____

Contact Email: _____ Phone: _____

Compound Items

<u>Open</u>	<u>Close</u>	<u>Issue/Comments</u>
--------------------	---------------------	------------------------------

Keys		
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Range Items

<u>Open</u>	<u>Close</u>	<u>Issue/Comments</u>
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Range Master Vest		
-------------------	--	--

First Aid Kit		
---------------	--	--

Rifles [Numbers]		
------------------	--	--

(mark broken/damaged rifles		
-----------------------------	--	--

and place in safe)		
--------------------	--	--

Accessories Kit:		
------------------	--	--

Pellets [Count]		
-----------------	--	--

CO ₂ [Count]		
-------------------------	--	--

Targets		
---------	--	--

Staplers/Staples/Clothes Pins		
-------------------------------	--	--

Range Flag		
------------	--	--

Inspect Range Boundary		
------------------------	--	--

Inspect Range Gate		
--------------------	--	--

Inspect Storage		
-----------------	--	--

Inspect Backstop		
------------------	--	--

Inspect Target Holders		
------------------------	--	--

Setup Shooting Tables/Chairs		
------------------------------	--	--

Setup Shooting Mats		
---------------------	--	--

Setup Shooting Rests/Bags		
---------------------------	--	--

Setup Ammo Station		
--------------------	--	--

Setup Range Master Area		
-------------------------	--	--

Setup Trash Can		
-----------------	--	--

Set-up Eye Protection [#]		
---------------------------	--	--

Lock all Locks		
----------------	--	--

Take Trash to Dumpster		
------------------------	--	--

Return Equipment to Ranger		
----------------------------	--	--

Assistant Sign: _____ Date: _____

Assistant Name: _____ Unit: _____

Final Report

Youth

Adults

Rounds

Comments:

Range Master Sign: _____ Date: _____

Sign: _____ Date: _____

Ranger/Camp Master

Scan or take a picture of completed document and send to programs@mccshootingsports.com immediately after event. If you are unable scan or take a picture, leave log in range book.

Multi-day events may require multiple checklists, particularly when Range Masters change.

Appendix F

Air Rifle Range Safety Briefing

A General:

- 1) A Safety Briefing is required for all Mecklenburg County Council Shooting Sports Ranges prior to any live fire, regardless of shooter experience or Range Master familiarity with the shooters.
- 2) Information needs to be consistent – The Range Master is responsible for ensuring that the information in this safety briefing is delivered prior to live fire.
- 3) Use this Safety Briefing as written. Some of the information may be delivered by the Range Assistants working with the Range Master.

B Air Rifle Range Safety Briefing:

- 1) While gathered in the spectator area of the Air Rifle Range, introduce yourself and explain your role for the event.
 - a) Introduce any other assistants for the event.
- 2) Explain to participants:
 - a) The most important safety element is attitude. All the safety knowledge and skills are of little value unless they are used.
 - b) Being safe means consciously keeping a gun under control.
 - c) Before handling any gun, a youth must always get permission from a parent or guardian.
 - d) An air rifle is NOT a toy.
- 3) Explain to participants that before using a gun:
 - a) Always get permission from your parent or guardian.
 - b) Always have an adult present when you use a gun.
 - c) Know how the gun works and how to use it.
 - d) Always be sure of your target and what is beyond the target.
 - e) Always wear eye protection.
 - f) Never reuse pellets.
- 4) Explain the basic rules that apply to handling an air rifle:
 - a) **ALWAYS** keep the gun pointed in a safe direction.
 - b) **ALWAYS** keep your finger off of the trigger until ready to shoot.
 - c) **ALWAYS** keep the gun unloaded until ready to use.
 - d) Know how to use a gun safely.
 - e) Be sure the gun is safe to operate.
 - f) Use only the correct ammunition for the gun.
 - g) Wear eye protection.
 - h) Never use alcohol or drugs before or when shooting.
 - i) Most guns have a mechanism called a safety that helps prevent the gun from accidentally firing, but do not rely on a mechanical safety.

- j) Although not required for air rifle shooting, ear protection can be worn.
 - k) Know your target and what is beyond the target.
 - l) Store guns so they are not accessible to any unauthorized person.
- 5) Explain that most gun accidents are caused by ignorance and/or carelessness.
- a) Ignorance is a lack of knowledge.
 - b) Carelessness is a failure to use knowledge.
- 6) Explain Safety Reminders:
What should a Cub Scout do if he/she finds a gun in another place?
- a) STOP!
 - b) DON'T TOUCH!
 - c) LEAVE THE AREA!
 - d) TELL AN ADULT!
- 7) Explain Sun Safety on the Shooting Range:
- a) Limit exposure to the sun between 10 am and 4 pm.
 - b) Generously apply sun screen, even on cloudy days.
 - c) Wear protective, tightly woven clothing.
 - d) Wear a hat with a wide brim and sunglasses with UV protection.
 - e) Stay in the shade whenever possible.
 - f) Avoid reflective surfaces, which can reflect up to 85% of the sun's damaging rays.
- 8) Review all of the specific Belk Scout Camp Range rules:
- a) Listen to and obey the Range Master and Assistants at all times.
 - b) No Running or Horse play.
 - c) Shoot only at authorized targets and only at your target.
 - d) Never handle a gun or even be at the firing line while others are downrange.

C Air Rifle Shooting Basics and Equipment Handling:

1) Eye Dominance

- a) Explain and demonstrate how to determine eye dominance (hands extended, make a small hole, look at distant object, bring hands to face).

2) Shooting Shoulder

- a) Recommended to use same shoulder as dominant eye.

3) Breathing

- a) Stop breathing briefly before firing a shot as breathing will cause the body to move, making it difficult to maintain a steady aim.

4) Sight Alignment

- a) Relationship between the front and rear sights.
- b) Correct sight picture is having the proper sight alignment aimed at the target.

5) Trigger Squeeze

- a) Trigger should be halfway between the fingertip and the first joint.
- b) Squeeze the trigger straight back in a smooth, continuous movement.

6) Follow-Through

- a) Continue to do everything above (eye, shoulder, breathing, sight alignment, trigger squeeze) until the pellet reaches the target to avoid accidentally redirecting the pellet.

7) Demonstrate the Prone or Bench Rest Position.

- a) Explain and demonstrate how to hold the gun in this position.
- b) Explain and demonstrate how to operate the gun.
- c) Explain and demonstrate how to load the pellets and prepare to fire.
- d) Explain the sight picture and how to sight in on the target.
- e) Explain how to place the gun back down on the table or shooting mat safely.

8) Review the Targets:

- a) Explain to the shooters what they will be shooting.
- b) Explain to the shooters what they are attempting to do.
- c) Explain about grouping their shots.

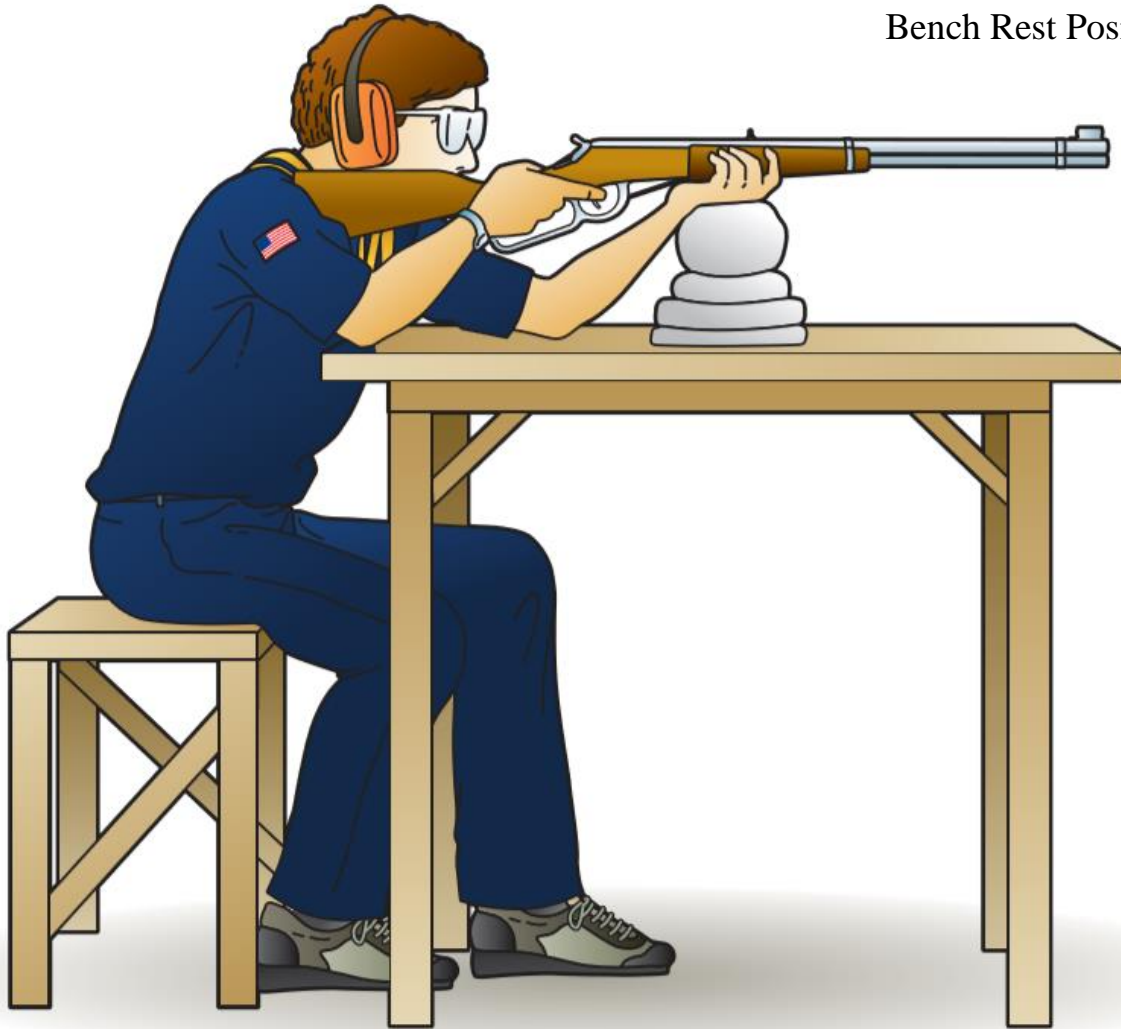
9) Explain “CEASE FIRE”

- a) Everyone is a “Range Officer” and anyone can call for a Cease Fire
- b) Purpose is to stop shooting routinely, or,
- c) In Case of Emergency – Immediately.
- d) If “Cease Fire” is called:
 - (1) Stop Shooting,
 - (2) Remove finger from trigger – get finger out of the trigger guard.
 - (3) Keep muzzle pointed down range,
 - (4) Wait for further instruction from the Range Master – regardless of who called the “Cease Fire”

Prone Position



Bench Rest Position



D Air Rifle Range Operation:

- 1) To prepare the range for live fire, the following Range Commands are recommended for use by the Range Master. Range commands need to be consistent and clearly delivered.
- 2) These commands start with the shooters in the Firing Line Area, but not in position at the Shooting Mats or Benches/Chairs.
- 3) During the briefing, explain each command – have an Assistant demonstrate the action for each command as you call it out and explain to the group. Allow for questions.

E Air Rifle Range Commands

1) "On the Firing Line"

- a) Shooters may already be in the Firing Line Area. This instructs shooters and assistants to move to their assigned shooting positions on the firing line.
- b) They are to get prone/seated and comfortable.
- c) They are NOT TO TOUCH THE GUNS UNTIL ALL ARE IN POSITION.

2) "Is the Line Ready?"

- a) If a shooter is ready—he/she does nothing—the helper should be hands-off when ready.
- b) If a shooter is not ready—he/she raises a hand or the helper raises a hand.
- c) Range Master is to wait until all shooters are ready and all helpers are backed away from the shooters (not actively helping).

3) "The Line is not Ready."

- a) This command is only given when a shooter has indicated that more time is needed.
- b) Shooters are to remain in position and await further commands.

4) "The Line is Ready."

- a) Range Master has determined that all shooters are ready to proceed.
- b) Shooters are to remain in position and await further commands.

5) "Load."

- a) Shooters may insert a single pellet or pellet magazine into the action.

6) "Ready on the Firing Line."

- a) If a shooter is ready—he/she does nothing—the helper should be hands-off when ready.
- b) If a shooter is not ready—he/she raises a hand or the helper raises a hand.
- c) Range Master is to wait until all shooters are ready and all helpers are backed away from the shooters (not actively helping).

7) "Commence Firing."

- a) Shooters are to take aim and fire their prescribed course of fire.
- b) After the shooters have completed their course of fire, they are to "Clear all guns".

8) "Cease Firing."

- a) After all shooters are complete with the course of fire or
- b) As needed to stop live fire.

9) "Clear all guns."

- a) Show your gun is empty. Every shooter will:
 - (1) Open the action,
 - (2) Engage the safety,
 - (3) Lay the gun down, action facing up.
 - (4) Remain in place and await further instructions.

Appendix G

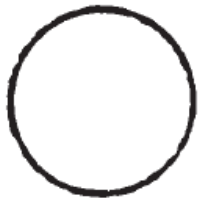
Air Rifle Range Commands

A AIR RIFLE RANGE COMMANDS

- 1) ***“Load”*** = *Load your gun.*
- 2) ***“Ready on the Firing Line”*** = *All shooters are ready.*
- 3) ***“Commence Firing”*** = *You may fire your gun.*
- 4) ***“Cease Firing”*** = *Stop shooting.*
- 5) ***“Clear All Guns”*** = *Show your gun is empty. Lay it down.*



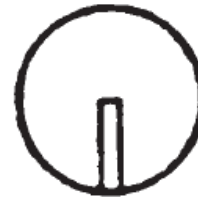
SIGHTING CHART



PEEP
REAR SIGHT



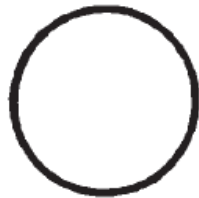
POST
FRONT SIGHT



PROPER
ALIGNMENT



PROPER SIGHT
PICTURE



PEEP
REAR SIGHT



APERTURE
FRONT SIGHT



PROPER
ALIGNMENT



PROPER SIGHT
PICTURE



OPEN
REAR SIGHT



POST
FRONT SIGHT



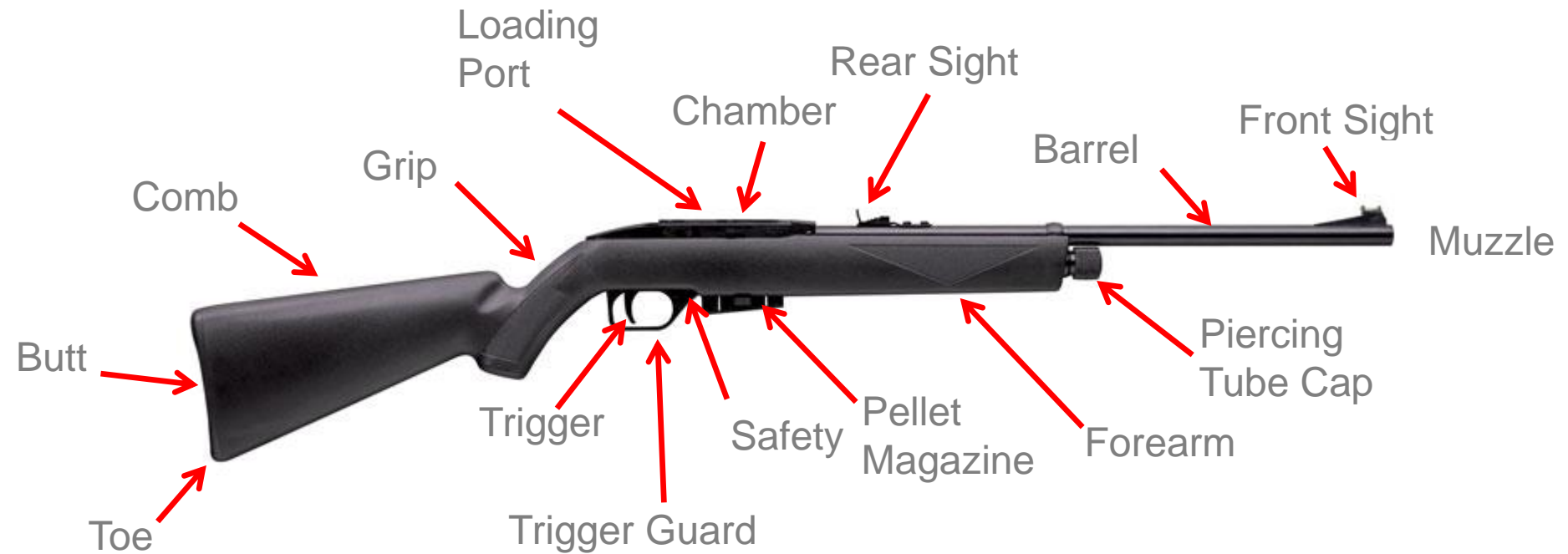
PROPER
ALIGNMENT



PROPER SIGHT
PICTURE



PARTS OF AN AIR RIFLE





RANGE COMMANDS

LOAD.	LOAD YOUR BB GUN.
READY ON THE FIRING LINE.	ALL SHOOTERS ARE READY.
COMMENCE FIRING.	YOU MAY FIRE YOUR BB GUN.
CEASE FIRING.	STOP SHOOTING.
CLEAR ALL GUNS.	SHOW YOUR BB GUN IS EMPTY. LAY IT DOWN.



BB GUN SAFETY RULES

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until you are ready to shoot.
3. Always keep the gun unloaded until ready to use.
4. Know how to use a gun safely.
5. Be sure the gun is safe to operate.
6. Use only the correct ammunition for the gun.



BB GUN SHOOTING POSITIONS



PRONE POSITION



SITTING POSITION



BENCHREST POSITION



FREE-ARM STANDING
POSITION