

# **Standard Operating Procedures**

## **Mid Iowa Council Scouts BSA Shooting Sports**

Revised in 2022

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## Chapter 1 Introduction and Facilities

All shooting sports programs will adhere to the BSA guidelines established in the Guide to Safe Scouting, the National Camp Standards & the BSA National Shooting Sports Manual

The Mid Iowa council operates ranges at three of its properties.

1. Camp Mitigwa has a Rifle Range, Shotgun Range, Archery range and Tomahawk Range. Camp Akela (at Mitigwa) has Archery, BB Gun and Wrist Rocket (Slingshot) ranges.
2. Grinnell Scoutland has Wrist Rocket (Slingshot), BB Gun and Archery ranges
3. Foster Acres (Ottumwa) can be set up with Wrist Rocket (Slingshot), BB Gun and Archery ranges

### Camp Mitigwa Range details:

RIFLE RANGE: The range is also used for BB Guns, Muzzle Loading Rifle or Pistol, Cartridge Pistol, and Cowboy Action Shooting. Range restriction limits this range to the following calibers- .

- Rifle --22 long rifle cartridges,
- Muzzle loader -- 45 or 50 caliber Loading lead balls,
- Handgun -- .22 cal. and .38 Special. Other calibers for pistol can only be used with approval of the Council Shooting Sports Committee.
- Shotgun – 12, 16 or 20-gauge shotguns may be used, but only for cowboy action style targets, no flying clays.

SHOTGUN RANGE: The range is located to the south of the rifle range. It is a Trap range only. The camp uses 20 gauge shells with #8 shot. A clay thrower is available. The camp furnishes shells and clays for use during the Summer Camp Season and Open Shoots. All shooting must be done through a shooting frame. 12 ga and 16 ga shotguns personally owned shotguns may be used as well following the instructions for personal owned firearms use. Shooters will need to furnish their own non-magnum ammunition for 12ga and 16ga shotguns.

ARCHERY RANGE: The range is located to the northeast of the rifle range. All shooting at the Archery Range will follow BSA guidelines as to draw weight.

TOMAHAWK RANGE: The range is located to the east of the rifle range. Only BSA owned tomahawks and throwing knives may be used. Adult supervision is required for range use. Refer to National Shooting Sports manual

### **Cub Scout Facilities**

Archery range, BB gun range, and Wrist Rocket ranges are set up as needed on Camp Akela, Foster Acres and Grinnell Scoutland. Only BSA owned equipment & supplies bows, BB guns and Sling Shots may be used on these ranges. Frangible sling shot ammunition, such as dog food, is the only authorized projectile for the wrist rockets.

**Open Shoot Event:** The council will schedule Open Shoots that are made available in the council on a first come basis. There is a fee schedule for this activity and will be published with the event notification.

**Range Use.** Use of the above ranges for shooting outside of Summer Camp Program is permitted. A Camp Use Application permit shall be read, filled out, and submitted with proper fees within the required time line.

It is the responsibility of the unit requesting to use the range to read and follow the rules regarding shooting sports. All Mid Iowa Council and BSA rules must be followed, including requirements for NRA certified instructors and RSOs. BB Gun and Archery Range masters must have current certification as outlined in the BSA National Shooting Sports Manual.

**Instructor and RSO credentials must be submitted with the application.**

## Chapter 2 Range Safety Plan

**This chapter contains a safety plan for the range facility. In addition, Administrative Policies covering disciplinary actions and insurance regulations are included.**

### Range Restrictions.

- a) Appropriate steel targets may be used for cowboy shooting of .22 caliber firearms. Plastic reactive targets or appropriate steel targets may be used for cowboy shotgun shooting. Fixed steel targets may not be used.
- b) Range equipment must be inspected prior to the firing to insure a safe firing range. Repairs shall be made before firing begins. A range flag must be put up before putting any firearms on the shooting benches and taken down when firing is complete and all equipment was removed from the range.
- c) To facilitate the shooting experience and support throughput of shooters, training on firearms handling for cowboy shooting or other purposes may take place adjacent to the range. Muzzle discipline must be maintained at all times, and no live ammunition is allowed in this area. Snap caps and dummy ammunition may be used.
- d) **Current BSA Shooting Sports Manual requirements state how many shooters the Range RSO and Instructors can have on the line at one time.**
  - a. **Rifle - Ratio.** One NRA range safety officer per eight shooters and one NRA rifle instructor for eight shooters while firing.
  - b. **Shotgun -- 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.
  - c. **Pistol -- Ratio.** One NRA range safety officer per three shooters. One NRA pistol instructor per shooter while shooting.
  - d. **Cowboy Action Shooting -- Same as above for Rifle and Shotgun. For pistol -- Ratio.** One NRA range safety officer per three shooters. One NRA pistol instructor per two shooters while loading and shooting. The one RSO can supervise Rifle, Pistol and Shotgun up to a total of eight shooters.
  - e. **Muzzle Loader -- Ratio.** One NRA range safety officer per eight shooters. One NRA/NMLRA muzzleloading rifle instructor per shooter while loading and firing
- e) **Personally Owned Firearms**
  - a. Personally owned firearms may only be used to support shooting sports activities with the permission of the Shooting Sports Committee. ALL firearms used must comply with scouting regulations as to caliber/gauge, type of action, etc. All personally owned firearms must be inspected by the RSO for safety and suitability for the purpose intended.
  - b. An orientation event to expose scouts to various types of firearms can be held under the sponsorship of the Shooting Sports Committee. This can be conducted at the range or other suitable location. Care must be taken that no live ammunition is allowed in proximity to the firearms unless on a range where live-fire is permitted, and that all firearms are pointed in a safe direction at all times.
  - c. Scouts who are allowed to shoot firearms per BSA regulations may bring personally owned firearms with a permission note from a parent or guardian endorsed by troop adult leadership. These firearms must remain under the control of an adult at all times when not being used for shooting.

RSOs must inspect and tag personally owned firearms for safety and suitability for the purpose intended. Personally owned firearms, whether at summer camp or a scheduled shooting event must be

stored in locked safes at the range or the Deere center along with BSA owned firearms, tagged with the owner's name when not in use. Scouts may bring factory loaded ammunition, packaged and labeled with their name. Ammunition will be stored locked with camp ammunition. A scout may allow another shooter to use his or her firearm only with a pre-signed note from their parent or guardian allowing it, and only with approval from the RSO.

- d. Shooting sports staff may bring personally owned firearms to serve as spares or to supplement the training and shooting at scheduled shoots. These firearms must be tagged and must comply with BSA rules for the purpose intended (ex no semi auto .22 rifles ).
- e. Shooting sports staff (RSO, Instructors, assistants, committee members) may bring and wear unloaded cowboy style handguns along with dressing in period style in order to help "set the mood" for cowboy action shooting events. No live ammunition may be in the gun or on the person, dummy ammunition may be carried in belt loops. Guidelines on period costumes may be found on the Single Action Shooting Society web site, and other cowboy action shooting sites. Period dress includes the various cowboy disciplines including Wild Bunch. Steampunk and Dance Hall are not approved at this time. Normally staff will not bring cowboy style long arms to the shoots.
- f. Demonstrations of various shooting sports disciplines may take place under the sponsorship of the shooting sports committee as they can be supported appropriately and safely with the range facilities. Demonstrators may use personally owned firearms for these demonstrations. Targets must comply with BSA guidelines, no silhouette or animal targets.
- g. Carry Permit holders must leave their firearms unloaded, secured in a locked case either in their locked vehicle, secured in the camp office, or with the Ranger. Firearms must be unloaded and secured prior to entering camp property.
- h. Law Enforcement officers who are required to carry a firearm within their jurisdiction may do so.
- i. Military personnel may carry while on official business under orders in compliance with military regulations.
- j. Possession and storage of personally owned firearms by camp staff is at the discretion of the Ranger and the Camp Director

**5- Shooters and staff must wear appropriate hearing and eye protection while firing. When cowboy action shooting is taking place or any time steel / reactive targets are being used, observers and people waiting their turn to fire must also wear eye and hearing protection. This is due to the type of targets being used and the increased noise of the cowboy firearms.**

**6- The RSO must check out a camp radio to use as emergency communications.**

**7-A** First Aid Kit shall be on the range any time the range is open. It must be inspected every day the range is used and restocked as needed.

**8 – A** wash station must be provided at the rifle & shotgun ranges.

**Accidents-** Camp Accident Reporting Procedures are to be followed any time there is an accident on any of the ranges. **The forms and procedures are included in APPENDIX 4.**

## Administration-

The RSO must complete a headcount of all personnel on the range or at the shooting activity and turn the headcount in to the Camp Master in charge of the weekend or to the camp ranger at the conclusion of the activity. Daily headcounts must also be reported during summer camp. A sample roster is in Appendix 7

1- The RSO must inform the Camp Master or Ranger if any damage occurred or if any of the participants were asked to leave the range/camp.

3. The RSO must turn in the completed Range Inspection Checklist and keys to the Camp Master or Ranger upon completion of the shooting activity.

4. If Hold Harmless Agreement Forms were completed by the shooters these should also be turned in to the Camp Master or Ranger at checkout time. Record retention should follow council policy.

### Disciplinary Action:

Shooters using the range must follow all range safety commands and other range instructions given by the RSO. **When a person violates any of the rules, the following action shall be taken by the RSO.**

- 1) **First violation**: A general reminder to the group about following actions discussed during the Safety briefing.
- 2) **Second violation**: The individual involved is told that she/he isn't following the rules and must comply with the range safety rules.
- 3) **Third violation**: Ammunition is removed from this person and he/she is escorted off the range and denied access to the range for the remainder of their time at camp. A written report must be made and filed. Camp masters and Scout Executive or designee on duty shall be immediately notified and made aware of the situation.



## Chapter 3 Range Operations

**General.** Live fire conducted at the Mitigwa Range complex is designed to provide authorized personnel access to a facility where they can become proficient with BSA Approved firearms.

**Facilities for use.** Range availability is at the discretion of the Chief Range Safety Officer (CRSO). Live fire is limited to the following ranges and equipment.

Rifle Range-Rifles .22-caliber rimfire rifles, handguns (non-magnum calibers), Muzzle Loading Rifles, .177-caliber Air Rifles, and BB Guns. Pistol caliber to be determined prior to event. 12 or 20ga shotguns for Cowboy Action only

Shotgun Range—12 & 20 gauge shotguns only using #7 ½ or 8 shot.

BB gun ranges – Only BSA owned BB guns and air rifles may be used. This is to ensure that BSA guidelines on energy and muzzle velocity are met.

**Range operating restrictions.** All personnel operating this range must have in their possession a current NRA Rifle, Pistol, Shotgun or Muzzle Loading Rifle Instructor card. A Range Safety Officer (RSO) is also required to supervise the range any time it is open. A person can only serve as range instructor in the disciplines that he/she holds.

### Range Limitations and Safety Requirements.

Live-fire shooters will:

- a. Fire only on scheduled ranges that have a Range Safety Officer (RSO) present.
- b. Fire only authorized guns and ammunition.
- c. Fire at authorized targets only. Metal targets are to be used for silhouette and Cowboy Action matches. Other reactive targets may be used for Cowboy Action as well (example plastic targets designed as shooting targets). Exploding targets are not permitted.
- d. Non-registered Boy Scout members must have completed a “Hold Harmless” agreement before firing.
- e. Ensure all projectiles impact within the established range safety limits.
- f. Ensure the range flag are displayed at the entrance to the range.
- g. Call “**Cease Fire**” and unload & inspect all guns before a shooter moves forward of the firing line or during any unsafe condition.
- h. Call “**Cease Fire**” if a firing line becomes staggered (one shooter forward of another) anywhere on the range.
- i. Use appropriate hearing protection.
- j. Wear appropriate eye protection.
- k. Notify the RSO or Chief Range Safety Officer (CRSO) of any safety infractions.
- l. Clean up all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- m. No live rounds or empty brass cases shall be removed from the ranges.
- n. No shooting at clothes pins or other target holding equipment permitted

**Authorized and Prohibited Firearms.** See the Range Safety Plan above for authorized firearms.

**Authorized Personnel.** The following persons are allowed to fire:

- a. BSA registered members of the Mid Iowa Area BSA Council.

- b. Guardian of scouts accompanying the unit on an approved camp use permit.
- c. Students participating in NRA Certification Training.
- d. Council approved events
- e. Hunter's safety course participants
- f. Other events such a LOE training and certification as pre-approved by the council executive or designee and the shooting sports committee.

## Personnel Responsibilities.

**Council Camping Committee Chairman** -- Approves use of the ranges after reviewing the submitted Camp Use Permit to ensure qualified personnel are available to operate the requested range/activity.

**Council Shooting Sports Coordinator** -- Provides the Council, the Camp Ranger and the Camping Committee Chairman with a list of approved Range Safety Officers (RSO) that can operate the ranges. Schedules specific discipline training as required (NRA Certification Courses). NRA courses include RSO, Rifle, Shotgun, Pistol and Muzzle Loading Rifle.

**Chief Range Safety Officer.**

- a) Report for duty one hour prior to the first scheduled live fire for the day.
- b) Ensure each RSO understands and can execute live-fire procedure. (Live fire must be conducted according to this chapter).
- c) Ensure that each RSO checks in prior to going downrange.
- d) Check to see that each RSO has "RSO" indicated on his NRA membership card and is not expired.
- e) The RSO will sign out one radio, appropriate keys, required range flags, SOP binder, Hold Harmless agreements, first-aid kit and necessary equipment to run the range.
- f) Inspect the range with the RSO after a "**cease fire**" (if present for the firing event).

**Range Safety Officer (RSO)** - The CRSO and the Mid Iowa Council must first approve anyone desiring to become a RSO. RSO status is established by attending the RSO class instructed by a CRSO or attending National Camp School for Shooting Sports Directors.

- a) Report in with the CRSO at least one hour prior to the first scheduled live fire.
- b) Sign out from the CRSO or the camp Ranger any keys and equipment required for the range.
- c) Test the Radio to ensure it works properly.
- d) Inspect the range using the Range check sheet (APPENDIX 1) for the range being used.
- e) Fill out attendance record for all shooters or anyone on the range. Ensure that at least two adult individuals (RSO+1) are on the range at all times. If Hold Harmless agreements are required fill them out prior to live fire.
- f) Conduct range safety briefing using APPENDIX 5.
- g) Conduct live fire in accordance with section 6 (d) of this chapter. Failure of shooters to abide by the procedures listed in section 6 (d) will result in immediate eviction from the range (see Discipline Section). Report all incidents to either the CRSO, Camp Master or the Camp Ranger.
- h) Notify the Camp Master, Camp Ranger, or the CRSO when live firing is complete.
- i) Turn in all gear and clean all camp firearms used. Keys are to be returned to the Camp Ranger.

**Shooting Participant**

- a) All shooters must check in with the RSO on the scheduled range.
- b) Shooters will conduct themselves in an orderly manner at all times.
- c) Guns must be benched. (Actions open and facing up, chambers empty, muzzles pointing down range, and safeties on).
- d) Do not point guns at anything other than authorized targets.
- e) Fire only at your own target.
- f) Give the command "Cease Fire" if an unsafe condition exists.
- g) Follow instructions from the RSO.

- h) Assist in policing the area of brass and any other debris.

**Hours of operation and scheduling.** The CRSO develops a special event live fire scheduled based on requests received. Requests for time will be determined by receipt of camp use permit.

**Alcoholic, Beverages, Food and Drugs.** Alcoholic beverages and drugs are not allowed on the Mitigwa Scout Reservation Ranges. Prescription and over-the-counter medicines should not be taken before or during live firing. Anyone taking medications needs to report it to the CRSO prior to shooting. The CRSO or the RSO can deny access to anyone in violation. Food is generally not permitted on the range, though in special circumstances where hygiene factors are recognized and reasonable precautions are taken, food may be permitted on the range when live-fire is not taking place.

**Medical Support.** In the event of a medical emergency, follow the Camp Mitigwa Scout Reservation Emergency procedures. If the camp ranger or no camp masters are present follow the medical notification listed in Appendix 3.

**Hold harmless Agreement Forms.** All persons not registered members of the BSA or those attending a special NRA training course will complete the "Hold Harmless Form", Appendix 7.

#### About the appendices

Appendices are current as of the time of the publication of this SOP, however it is the responsibility of the reader to ensure that any updated references are used if the appendix in this SOP is out of date.

## Appendix 1 Outdoor Rifle Range Inspection Sheet

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing lines marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Gun rests on hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Comments \_\_\_\_\_

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\_\_\_\_\_

See Attached form for damages to equipment, firearms, or range equipment.

## Appendix 2 Shotgun Range Inspection Sheet

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Clay Thrower Filled/Inspected	_____	_____
Cables for thrower Connected/Inspected	_____	_____
Firing Stations Marked/Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Comments \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

See attached form for damages to equipment, firearms or range equipment.

## Appendix 3 Emergency Procedures

Although safety is a primary issue in planning Scouting activities, the possibility always exists for serious accidents, injuries, or fatalities. The following procedures are in place for council staff and volunteers. Their primary focus is on getting swift aid to the individual and then making proper notifications and collecting necessary information. **Guide to Safe Scouting** can help you plan a safe Scouting event.

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### PROCEDURES FOR MEDICAL EMERGENCY OR SERIOUS ACCIDENT/FATALITY

1. Alert hospital or doctor.
  2. Notify Camping Director or Camp Director (if occurs at council camp).
  3. Notify Scout Executive or Assistant Scout Executive.
  4. Parents should be notified through a designated council staff member.
  5. Collect all information if medical care is required and submit an Accident/Incident Report Form to the Scout Service Center within 3 days via fax- 515-265-4143 or mail to:  
Mid-Iowa Council  
6123 Scout Trail  
Des Moines, IA 50321
  6. The Scout Executive or Assistant Scout Executive will be the public voice, if needed.
- 

### COUNCIL EMERGENCY CONTACT PERSONNEL

Camping Director 515-400-7366

Director of Support Service 515-499-5554

### **MITIGWA SCOUT RESERVATION** **IMPORTANT TELEPHONE NUMBERS**

Ambulance*	911
Fire Department	911
Sheriff	911
Boone County Hospital Emergency *	1-515-432-3140 ?
Sheriff- Boone County (Administration)	1-515-433-0524 ?

*\* The cost for ambulances, doctors and hospitals are the responsibility of the patient. The council does provide limited secondary accident insurance for its members while they are participating in Scout activities. A report must be filed for all accidents or injuries requiring medical attention. Accurate?*

## Appendix 4 Injury Report Form

Name: \_\_\_\_\_ Date of Injury: \_\_\_\_\_  
Address: \_\_\_\_\_ Time of injury: \_\_\_\_\_  
Telephone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_  
Weather Conditions \_\_\_\_\_

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Describe nature and extent of injury (specify parts of body)

Describe how the injury occurred: \_\_\_\_\_

Describe first aid given: \_\_\_\_\_

First aid provided by (include name and phone number): \_\_\_\_\_

Disposition (specify name of hospital, telephone number, time of transport, etc): \_\_\_\_\_

Notify next of kin (specify time, person contacted, and method): \_\_\_\_\_

Location of incident and condition of area: \_\_\_\_\_

Was protective equipment worn (if applicable)? \_\_\_\_\_

Describe steps taken to preserve the scene (equipment, photographs, etc): \_\_\_\_\_

Witness Statements: Interview witnesses separately. Use attachments if needed.

A- Witness (Name): \_\_\_\_\_ Statement Attached Yes No

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ Evening \_\_\_\_\_

B- Witness (Name): \_\_\_\_\_ Statement Attached Yes No

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ Evening \_\_\_\_\_

Notes and Comments: \_\_\_\_\_

Injury Report complete by (Name): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Disposition and follow-up: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## Appendix 5 Range Safety Briefing

**Follow** this outline when conducting range safety briefings. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. **Involve** the range user. Ask questions to reinforce understanding.

### 1. Purpose of the shooting event.

- a. State the purpose of the shooting event, e.g. Merit Badge or recreation.
- b. Provide an overview of the event.
- c. State the total number of shots and time available.
- d. State where range personnel will be located.
- e. Introduce range personnel.
- f. Indicate how they will be identified.

### 2. Range Layout and Limits.

- a. Point out key areas on the range.
- b. Spectator Area- located outside the fence.
- c. Ready Area - Located behind the firing line.
- d. Firing points- Points are numbered.
- e. Backstops - Muzzles point down range / in a safe direction at all times.
- f. Cleaning Area - Designated by the RSO for the range being used.
- g. Shotgun Traps-- Must use leather gloves when operating. Traps require demonstration on loading and releasing.

### 3. Range Safety Rules.

- a. **THREE FUNDAMENTAL NRA Rules for Safe Gun Handling.**  
(ALWAYS ----- ALWAYS, ----- ALWAYS).
- b. Rules for Safe Use.
  1. Know your target and what is beyond.
  2. Be sure the gun is safe to operate.
  3. Know how to use the gun safely.
  4. Use only correct ammunition for your gun.
  5. Wear eye and ear protection.
  6. Never use drugs before or while shooting.
  7. Know and obey all range commands.
  8. Know where others are at all times.
  9. Shoot only at authorized targets.
  10. Stop shooting immediately upon the command “**CEASE FIRE**”.
  11. Stoppages- what to do.

### NRA Hygiene Guidelines.

Explain that NRA hygiene guidelines are intended to minimize exposure to airborne particles of lead and cleaning product residues. Everyone at the range is exposed to lead and cleaning chemicals - even if he/she did not participate in shooting.

- a. **Refrain** from eating, drinking, or otherwise placing hands in the proximity of the mouth or nose while on the range or cleaning a gun.
- b. **Wash** your hands and face after shooting a gun or gun cleaning session to minimize exposure to airborne particles of lead or solvent.

4. **Site-Specific Range Rules.**

- a. Leave dropped ammunition on the floor until all firing is completed.
- b. Notify the RSO when there is a gun stoppage or malfunction.
- c. When guns are benched, keep the actions open and the ejection ports facing upward so chambers are visible.

5. **FIRING LINE COMMANDS.**

State and explain standard range commands **used for specific shooting events.**

- a. "As you were" – means to disregard the command just given.
- b. "Carry-on" – means to proceed with what was being done before the interruption.
- c. "Load" – means shooters are given permission to load one round and prepare for the shooting event.
- d. "Is the Line ready" – allows a shooter with a problem to raise an arm and call "Not ready on target--".
- e. "The Line is Ready" – means all shooters are ready to begin.
- f. "Ready on the Right", "Ready on the Left" – is the sequence of commands that give the shooters followed by a pause as their last chance to signal "Not Ready" before "All Ready on the Firing Line".
- g. "Commence Firing" – signals the shooters to begin firing.
- h. "Misfire" – is called by a shooter to inform the RSO and other shooters that a gun failed to fire and a hazardous condition may exist. Due to the possibility of a hangfire (a delay in ignition of the cartridge), keep the gun pointed downrange and wait at least 30 seconds to correct the malfunction.
- i. "Cease Fire" – notifies the shooters to stop firing immediately and await further instructions.  
"Cease Fire: can be signaled verbally, by a whistle or horn blast.  
**Emphasize** that this command can be given by anyone observing an unsafe condition.
- j. "Is the line clear on the right", "is the line clear on the left" – means line officers or the RSO check that all guns are unloaded with the action open and the chambers empty.
- k. "The line is clear." "Go forward, score targets or change targets" authorize shooters to go forward of the firing line to change or correct targets.
- l. "Range is Clear" – means shooters may approach the firing line and handle their guns.
- m. "Police your firing Point" – means shooters are to pick up fired cartridge cases and clean their firing point.
- n. Shotgun Range Commands
  - 1. Next two shooters into the firing box.
  - 2. Pick up shotgun- leave action open.
  - 3. Load
  - 4. At your command- means the shooter must give the command "Pull" to the trap operator.

## Appendix 6 Release, Waiver, Indemnification, Hold Harmless And Assumption Of Risk Agreement

WHEREAS, in consideration of being permitted to attend a course of instruction in guns, for instruction in guns, for use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, undersigned agrees to the following. Undersigned agrees to indemnify, hold harmless and defend any approved instructor (hereinafter referred to as “**Instructor**”), from all faults, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned’s presence at and/or participation in the course of instruction; the discharge of guns by Undersigned; Undersigned’s presence on or use of the range, buildings, land and premises (Premises”); and, any and all acts or omissions of Undersigned.

Undersigned furthermore waivers for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damage, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against Instructor (including but not limited to the death of Undersigned and/or any and all injuries, damages, or illnesses suffered by Undersigned or Underside’s property), which may, in any way whatsoever, arise out of, be related to or be connected with: the course instruction; the Premises, including any latent defect in the Premise; Undersigned’s presence on or use of said premise; Undersigned’s property (weather or not entrusted to Instructor); and, the discharge of guns. Instructor shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs, and next of kin, hereby expressly release the instructor from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in guns and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of guns, the discharge of guns and the firing of live ammunition. Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntary. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the instructor. Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the Instructor shall not constitute any waiver of instructor’s right to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs or next of kin.

UNDERSIGNED

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Print Name

[illegible]

## Appendix 8 Damages To Equipment, Firearms, Or Range Equipment Form

What is damaged?

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Is equipment or firearms marked? Yes\_\_\_\_\_ No\_\_\_\_\_ How  
marked?

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Who damaged the item/equipment?

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If firearm – was it removed from the range? Yes\_\_\_\_\_ No\_\_\_\_\_

If range equipment- Can it be fixed by the RSO/CRSO? Yes\_\_\_\_\_ No\_\_\_\_\_

Was range equipment working when the range was opened? Yes\_\_\_\_\_ No\_\_\_\_\_

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Signed By\_\_\_\_\_

Date \_\_\_\_\_

Time\_\_\_\_\_