

**STANDARD OPERATING PROCEDURES**  
**Lost Pines Scout Reservation Shooting**  
**Sports Ranges**  
**Capitol Area Council, B.S.A.**  
**(Revised on 4/02/2016)**

**Governance**

**Committee Organization**

**1. Authority**

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

**2. Exceptions to Policies**

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

**3. Scope of Control**

- A. This document shall be the written regulation for all shooting sports shooting events on commercial or private property.

**4. Management of Change**

- A. This Standard Operating Procedure (SOP) shall be reviewed by the Shooting Sports Committee regularly to ensure that they comply with all local, state, national laws and Boy Scout guidelines as well as accepted best practices for youth shooting events.
- B. In the event that there is a change to the BSA's National Shooting Sports Manual, the CAC Shooting Sports Committee shall be

responsible to revise the SOP and submit changes to CAC for approval.

- C. Requests for changes must be submitted in writing to CAC Shooting Sports Committee Chairman at bill.agnell@gmail.com

## **RANGE OPERATIONS GUIDE**

### **1. General**

Live firing conducted at the Shooting Sports Ranges of the Capitol Area Council, BSA is designed to provide authorized users access to a safe facility where they can become proficient with firearms and/or participate in council sponsored events.

### **2. Facilities for Use**

Range availability is at the discretion of the Director of Support Services. The Director of Support Service will establish the operational days and times for the ranges. The Director of Support Service 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 (CRSO), in cooperation with the Council Shooting Sports Committee, makes all decisions regarding safety. These decisions are final. The Range Safety Officer (RSO) on duty handles the daily operation of the range and is responsible for all safety and handling practices while on the range.

- a. Treat all firearms as if they are loaded at all times.
- b. Keep finger off the trigger until aimed at target.
- c. Never let the muzzle cover anything you are not willing to destroy.
- d. Know the target and what is beyond.
- e. No intoxicating substances of any kind or intoxicated people are allowed on the range.
- f. Cooperate with others as to cease fires for target placement and obey all range commands.
- g. Shoot only in the appropriate direction from the designated firing lines.
- h. Fire at authorized targets only.
- g. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- i. Fire only on designated ranges.
- j. Fire only authorized firearms and ammunition.
- k. Use of appropriate ear and eye protection is mandatory for all individuals.
- l. Ensure all projectiles impact within the established range safety limits.
- m. Call "Cease firing" and make safe all firearms when observing any unsafe condition or when a shooter moves forward of the firing line.
- n. Notify the Range Safety Officer (RSO) or Chief Range Safety Officer (CRSO) of any safety infractions.

- o. Do not climb on the berm.
- p. Children are to be supervised and under the control of an adult at all times.

#### **4. Authorized & Prohibited Firearms and Ammunition**

- a. No caliber larger than .22 is allowed on the rifle or pistol range.
- b. No armor piercing, jacketed or tracer ammunition.
- c. No reloaded ammunition
- d. No fully automatic firearms.
- e. Only 20 gauge shotguns are allowed on the shotgun range.

#### **5. Authorized Targets**

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

#### **6. Authorized Personnel**

- a. Current members of the Boy Scouts of America
- b. Immediate family members or invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his or her guest(s), and everyone signs a Hold Harmless Agreement. Maximum of two guests please (not including family members).
- c. Individuals approved by the Capitol Area Council or CRSO on a case-by-case basis. Non-Scout trainers and groups must have Capitol Area Council approval.
- d. Non-registered Scout members in the waiting area only except with approval from the Camping Director
- e. Participants in council sponsored activities.

#### **7. Range Personnel**

- a. Chief Range Safety Officer.
  - (1) The CRSO is appointed by the Camping Committee Chair.
  - (2) The CSRO, or his designated representative, is responsible for the continued safety of the range. If an unsafe condition exists he will cause the shut down of that portion of the range complex and inform the Camping Director of the condition that caused this shutdown.

b. Range Safety Officer

- (1) The RSO is appointed by the CSRO.
- (2) The RSO must be currently certified by the NRA as an RSO and must have a current NRA RSO card with them when at LPSR.
- (3) The RSO must complete a range orientation conducted by the CSRO or his/her designee.
- (4) The RSO will conduct the general operation of the range that day
- (5) The RSO will report all serious problems to the CSRO and enter them in a daily log.
- (6) Notify the CSRO of altercation details, license numbers and names. Call 911 if it is a serious safety problem and/or damage to BSA property. Do not confront armed individuals.

c. Assistant Range Officer

- (1) Assist the Range Safety Officer in daily range operations.
- (2) Enforce Range Rules
- (3) Periodically walk the ranges to ensure safety rules and Range Rules, in general, are observed.
- (4) Perform minor range maintenance, cleaning and general upkeep.
- (5) Repair and re-face target frames.
- (6) Perform other duties assigned by the Range Safety Officer and/or the Camp Ranger

## 8. Range Supervision

### Rifle

**Range supervision.** A certified NRA range safety officer is to directly supervise all live fire on the range. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA rifle instructor or an NRA certified rifle instructor or an NRA/USA Shooting/CMP certified rifle coach. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.

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

### Shotgun

**Range supervision.** A certified NRA range safety officer is to directly supervise live fire on the range. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA shotgun instructor or an NRA certified

shotgun instructor or NRA/USA Shooting/CMP certified shotgun coach. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.

**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.

## **Pistol**

**Range supervision.** A certified NRA range safety officer is to directly supervise live fire on the range. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA pistol instructor or an NRA certified pistol instructor or NRA/USA Shooting/CMP certified pistol coach. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.

**Ratio.** One NRA range safety officer per three shooters. One NRA pistol instructor per shooter while shooting.

## **Muzzleloading Rifle**

**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 NRA/NMLRA muzzleloading rifle instructor, or a National Muzzleloading Rifle Association rifle instructor. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.

**Ratio.** One NRA range safety officer per eight shooters. One NRA/NMLRA muzzleloading rifle instructor or National Muzzleloading Rifle Association rifle instructor per shooter while loading and firing.

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

## **9. Range Areas**

### **a. All ranges**

(1) Must have an Capitol Area Council approved RSO on duty at all times

1. Comply with all general rules and safety requirements.

### **b. Registered member use areas**

#### **(1) General rules**

i. Have your tour permit with you at the range.

ii. Always close entry gate when you enter or exit, and use red flags

iii. Check downrange for other shooters or range maintenance personnel. Do not set up downrange or uprange of other shooters.

iv. Be prepared to share the range facilities with others. Be cooperative.

v. Red flags indicate use in progress.

#### **(2) Rifle Range**

i. Do not shoot across the range to other than your position target

ii. Do not shoot at the ground, at non-approved targets, or above the berm

#### **(3) Shotgun Range**

i. Number 6 shot or smaller. No slugs!

ii. Throw clay targets in the approved direction.

iii. No handguns or rifles on the shotgun range.

#### **(4) Muzzleloading Range**

I. The muzzleloading Range is used only for Council events or activities approved by the Shooting Sports Committee.

## **10. Alcoholic Beverages and Drugs**

Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The CRSO or RSO will deny range access to anyone in violation.

## **11. Emergency Procedures**

See Appendix C

## **12. RSO RUNNING THE RIFLE RANGE**

1. Review: Three Safety Rules poster.

a. Always keep the gun pointed in a safe direction.

b. Always keep your finger off the trigger until ready to shoot.

c. Always keep the gun unloaded until ready to shoot.

2. Review: Range Safety Rules

a. Cease Fire! May be shouted by anyone for a safety issue.

b. Eye and ear protection is mandatory for everyone on the range.

c. Misfires must be flagged and cleared in position on the range.

d. Cleaning hands and face after a shooting session is mandatory.

3. Identify Range Safety Officer (orange hat).

4. Prepare target area (set targets).

5. Prepare firearms for shooting (safe handling protocol).

6. Place firearms at shooting stations (safe handling protocol).
7. Set up ammunition table with ammo blocks (adult supervised until stored).
8. Begin live fire exercise.
9. All ammunition is gathered and stored.
10. Firearms are gathered and stored.
11. Targets and equipment are gathered and stored.
12. Police the area for brass, water bottles, targets, and trash – pack it out!

### **13. RSO RUNNING THE SHOTGUN RANGE**

1. Review: Three Safety Rules poster.
  - a. Always keep the gun pointed in a safe direction.
  - b. Always keep your finger off the trigger until ready to shoot.
  - c. Always keep the gun unloaded until ready to shoot.
2. Review: Range Safety Rules
  - a. Cease Fire! May be shouted by anyone for a safety issue.
  - b. Eye and ear protection is mandatory for everyone on the range.
  - c. Misfires must be flagged and cleared in position on the range.
  - d. Cleaning hands and face after a shooting session is mandatory.
3. Identify Range Safety Officer (bright color hat or vest).
4. Prepare target area throw sighting clays.
5. Prepare firearms for shooting (safe handling protocol).
6. Place firearms at shooting stations (safe handling protocol).
7. Set up ammunition table (adult supervised until stored).
8. Begin live fire exercise.
9. All ammunition is gathered and stored.
10. Firearms are gathered and stored.
11. Targets and equipment are gathered and stored.
12. Police the area for hulls, water bottles, targets, and trash – pack it out!

### **14. RSO RUNNING THE MUZZLELOADER RIFLE PROGRAM**

1. Review: Three Safety Rules poster.
  - a. Always keep the gun pointed in a safe direction.
  - b. Always keep your finger off the trigger until ready to shoot.
  - c. Always keep the gun unloaded until ready to shoot.
2. Review: Range Safety Rules
  - a. Cease Fire! May be shouted by anyone for a safety issue.
  - b. Eye and ear protection is mandatory for everyone on the range.
  - c. Misfires must be flagged and cleared in position on the range.
  - d. Cleaning hands and face after a shooting session is mandatory.
3. Identify Range Safety Officer (bright color hat or vest).
4. Prepare target area (set targets).
5. Prepare firearms for shooting (safe handling protocol).
6. Place firearms at shooting stations (safe handling protocol).

7. Set up ammunition table away from the shooting area.
8. Begin live fire exercise.
9. All ammunition is gathered and stored.
10. Firearms are gathered and stored.
11. Targets and equipment are gathered and stored.
12. Police the area for water bottles, targets, and trash – pack it out!



## **APPENDIX A NRA Gun Safety Rules**

### **Three Fundamental NRA Rules for Safe Gun Handling**

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

### **Rules for Safe Use**

4. Know your target and what is beyond.
5. Be sure the gun is safe to operate.
6. Know how to use the gun safely.
7. Use only the correct ammunition for your gun.
8. Wear eye and ear protection as appropriate.
9. •Never use alcohol or drugs before or while shooting.
10. Know and obey all range commands.
11. Know where others are at all times.
12. Shoot only at authorized targets.
13. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
14. Stop shooting immediately upon the command of "Cease Firing."

### **NRA Hygiene Guidelines**

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold 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 airborne particulate lead or solvent and cleaning product residues.

## **APPENDIX B**

### **Range Commands**

- **"ON THE FIRING LINE"** means for shooters to take their assigned place at their firing point and prepare to fire, but do not load.
- **"IS THE LINE READY?"** allows a shooter with problems to raise an arm and call **"NOT READY"** The range officer will immediately state: **"THE LINE IS NOT READY"**.
- **"LOAD"** means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- **"READY ON THE FIRING LINE!"** means that the rifle chambers are loaded and ready.
- **"THE LINE IS READY"** means all shooters are ready to begin.
- **"COMMENCE FIRING!"** signals shooters to begin shooting. This command may be signaled verbally, by a whistle or other means.
- **"CEASE FIRE!"** notifies shooters to stop firing immediately, keep their firearm pointed in a safe direction, finger off the trigger and await further instructions. The Cease fire command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- **"CEASE FIRE—ACTIONS OPEN, SAFETIES ON!"** notifies shooters to stop firing immediately and all rifle chambers and magazines are unloaded and shooters leave the firing line with the actions of their rifles open. Only the RSO can issue this command.
- **"AS YOU WERE"** means to disregard the command just given.
- **"CARRY ON"** means to proceed with whatever was being done before the interruption occurred. Only the RSO can issue this command.
- **"RANGE IS COLD"** means all shooters to safe line; line has been verified to confirm that all firearms are empty and flagged; eyes and ears can be removed
- **"RANGE IS HOT"** means that eye and ear protection is required on all shooters, instructors and range personnel. Live ammunition is available to firearms and firing will shortly commence.



## APPENDIX C

# Emergency Procedures

1. RSO will take charge of the situation.  
(Determine seriousness of injury)
2. Render first aid if qualified.
3. Call **911** for help via cellular telephone if necessary.
4. Direct help to location. (Lost Pines Scout Reservation, 785 FM 1441 Bastrop, TX 78602. GPS: 30.171533,-97.26413).
5. Call ~~Roy Wallace~~, the Lost Pines Ranger on duty at **512-966-1531** or **512-756-0000** or **512-915-3928**
6. Rick Denison, Director of Support Service at office: **512-617-8627** cell: **512-944-7751**.
7. Take notes. An Incident Information Report should be in possession while on the range.

# Incident Information Report

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

Incident date: \_\_\_\_\_ Time: \_\_\_\_\_

Reporting date: \_\_\_\_\_ Time: \_\_\_\_\_

Council/BSA location: \_\_\_\_\_  Leader  Parent  Other: \_\_\_\_\_

Reporting person: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Specific area where incident occurred:

Cause of incident:

Program/event/adventure code: \_\_\_\_\_

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

Comments:

## Individuals Involved (Duplicate if Needed)

Name: \_\_\_\_\_  
First Middle Last

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Unit No.: \_\_\_\_\_ Council: \_\_\_\_\_

Scouting role: \_\_\_\_\_

Type of injury or property damage: \_\_\_\_\_ Injured body part: \_\_\_\_\_

Was medical treatment given at scene?  Yes  No Type: \_\_\_\_\_

Medical disposition (transported to hospital, etc.): \_\_\_\_\_

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



BOY SCOUTS OF AMERICA®

# Incident Information Report

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

## Witnesses

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

## Others

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

## Property Damage (if applicable)

Property or vehicle make/model/year: \_\_\_\_\_

Color: \_\_\_\_\_ License plate No.: \_\_\_\_\_

## Driver Contact Information (if applicable)

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Passengers: \_\_\_\_\_ Contact information: \_\_\_\_\_

## Additional information:

Information gathered at scene by: \_\_\_\_\_

Contact information: \_\_\_\_\_

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