

General Range Safety for Boy Scout and Venturing Programs

Archery is one of the safest sports, but there are precautions that need to be considered before, during and after shooting.

1. Range Requirements

- a. Archery equipment must be used in places that are especially set up for target practice-such as indoor and outdoor target ranges. No one shall release an arrow anywhere on club grounds without the express consent of the Camping Director, Camp Ranger, or Shooting Sports Committee, except on the range nor shall they release it in such a way that it will fall in any but these areas.
- b. Ranges should meet at least the minimum requirements specified by the Boy Scouts of America (BSA) or National Archery Association (NAA) program guidance documents.
- c. The range must be under the supervision of an adult (≥ 18 years old) who holds a certification of at least Basic Instructor (Level 1) from the National Archery Association National Field Archery Association, or National Alliance for the Development of Archery.
- d. Units are responsible for providing their own instructors and are encouraged to have adults trained for that purpose. A Basic Instructor course is offered once a year by the council. A list of instructors is available through the council's shooting sports webpage.
- e. Units may reserve archery equipment through the council when making a camping reservation and check it out at camp.
- f. Instructors may provide archery equipment of their own for unit use, but it must be checked by the Camp Ranger and must remain locked up and not accessible by scouts except on the range. No one else should bring archery equipment to camp.
- g. All equipment should be examined prior to any shoot. The Instructor is responsible and should discard any unsafe bows or arrows.
- h. Ranges are open only during daylight hours. No shooting is permitted prior to 8:00am or after 5:30pm in the winter and 8:00pm in the summer.
- i. An adult aged 21 or over holding current First Aid and CPR certifications must be present in the range area when archers are shooting.
- j. A First Aid kit will be located in the equipment shed on the range.

2. Range Operating Rules

- a. The Lead Instructor will be responsible for all commands and actions on the range.
- b. Archers must stay behind the waiting line until instructed to pick up a bow and advance to the shooting line.

- c. A bow must not be loaded with an arrow unless standing on the "Shooting Line" and the signal to start shooting has been given.
- d. Only a loaded bow should be drawn and only at the firing line (e.g., no "dry firing")
- e. A loaded bow must only be pointed at the assigned target.
- f. When archers have shot their designated arrows, they should step back from the shooting line to the waiting line.
- g. Only when everyone has finished shooting should the signal to move forward to collect the arrows be given. No one moves forward beyond the shooting line to collect arrows until instructed to do so.
- h. While someone else is shooting other's eyes and minds should be kept alert for possible danger. If one has doubts of any nature, one must not shoot.
- i. If an arrow or part of equipment is dropped in front of the shooting line while shooting is in progress, it can only be picked up after shooting has stopped.
- j. Archers will walk forward to collect the arrows.
- k. Always walk up to the side of the target butt, so as to not to accidentally walk into the rear of the arrows lodged in the target.
- l. One person at a time should withdraw their arrows from the target.
- m. When withdrawing arrows from the target, make sure no-one is standing in front of the target or in the way of the withdrawn arrows. Withdrawing the arrows may require some force and the arrows may come out suddenly from the target butt and the rear end of the arrow could hit someone standing in front of the target.
- n. Everyone shooting should help to find any arrows that may have missed the target.
- o. When carrying arrows, always cover the points with your hand, hold them to the side, and walk.
- p. Everyone must return to the shooting line and the range checked to make sure no-one is behind the target butts or in the shooting zone before the signal to commence shooting is given. The instructor should be the last one to walk to the shooting line.
- q. If any person or animal (i.e. dog) enters the shooting zone while shooting is in progress, the emergency signal must be given (4 or more blasts of a whistle) and all shooting must stop immediately. Even if the bow is held at full draw and the signal is given, the arrow must not be released. The bow should be pointed at the ground and the bowstring let slowly forward. The arrow should be removed from the bow until the range is clear.

3. Emergency Procedures

- a. Emergency phone numbers are located in the First Aid Kit in the shed on the range. In the event of an accident, the procedures listed below should be strictly followed:

- i. All archers are to immediately stop shooting and place their bows on the ground in front of them.
- ii. Keep calm and assess the situation.
- iii. Give priority attention to providing all possible care for the injured. Put another adult in charge to move / keep people out of the area.
- iv. In case of a life-threatening emergency, call 911 first, then notify the Camp Ranger on duty.
- v. Identify the nature of your emergency and location. Give the numbers and ages of victims, their condition and your exact location.
- vi. Have someone stay on the phone with 911 until emergency medical help arrives.
- vii. Parents or next of kin should be notified after emergency services are called.
- viii. Either the Instructor in charge or Ranger needs to call the Boy Scout Office. Give the phone number you are calling from and wait by the phone for a return call. A designated Council person will return your call and help you.
- ix. In the event of a fatality, always notify the police. Retain a responsible adult at the scene of the accident. Ensure that no disturbance of the victim or surroundings is permitted until police have assumed authority. Designate a responsible adult to take charge of the by-standers.
- x. Exercise care that no statements are made either orally or in writing, which could be interpreted either as assumption or rejection of responsibility for the accident.
- xi. Refer any media (press, radio, TV) inquiries to the Scout Office.
- xii. A written memo noting the events leading up to the accident, the accident itself, what followed it, and those involved should be given to the Ranger as soon as possible but before leaving camp. Immediately following the accident, have witnesses write a memo detailing what they saw. Be sure they sign their written statement.