

# **BOY SCOUTS OF AMERICA GRAND CANYON COUNCIL**

## **Camp Geronimo Archery Range Standard Operating Procedures**



**Table of Contents - Standard Operating Procedures – Camp Geronimo Archery Range**

1.	Definitions	4
1.1	Important Online Links	4
2.	Purpose	5
3.	Forms	5
3.1	Appendix D - Authorization for an activity	5
3.2	Appendix D - Authorization for a variance	5
3.3	Appendix E - Authorization for non-Council equipment	5
4.	Personnel & Staffing	6
5.	Allowable equipment	6
5.1	Recurve Bows	6
5.2	Compound Bows	6
5.3	Targets	6
6.	Use of personal equipment	7
7.	Activities	7
7.1	Rangemaster has final authority	7
7.2	Rules for aiming & boundaries	7
8.	Enforcement - Rangemaster authority	7
9.	Safety	8
9.1	Safety - range	8
9.2	Emergency equipment	8
9.3	Range and equipment inspection	8
9.3.1	Range	8
9.3.2	Equipment	8
9.4	Range safety briefing - STAFF	8
9.5	Range safety briefing - Guests	9
9.5.1	Identification of Range personnel	9
9.5.2	Range layout	9
9.5.3	Range safety rules	9
9.5.4	Range commands	9
9.5.5	Range rules - general	10
10.	Range operation	10
11.	Storage	11
12.	Boy Scouts of America Policy	12

## Standard Operating Procedures Camp Geronimo Archery Range

---

13.	Emergency Procedures	12
13.1	Camp Geronimo Address	12
13.1.1	Process - while Summer camp is in session	12
13.1.2	Process - during off season	13
13.1.3	Emergency Response Procedure - Appendix A	13
Appendix A	Emergency Response Procedure	14
Appendix B	Form - Emergency Response Procedure	15
Appendix C	Sporting Arrows Program - example of operation & requirements	16
Appendix D	Form - Request for authorization of activity	19
Appendix E	Form - Request for authorization to use non-Council equipment	20
Appendix F	Revisions Page	21

1. **DEFINITIONS**

- Authorized Council Representative or ACR refers to:  
The Grand Canyon Council Shooting Sports Committee Chair, or a Council Authorized Shooting Sports Director, or the Director of Properties or their designee - Grand Canyon Council. (Contact Council for a current list of individuals)
  
- All Current Guidelines or ACG refers to: Besides following Rules, Regulations, and Guidelines found in Federal, State, and Local Laws, the most current revisions of the BSA National Shooting Sports Manual (NSSM), BSA National Camp Standards (NCAP), BSA guide to Safe Scouting (GSS), and BSA Youth Protection Guidelines must be followed.
  
- The terms “activities”, “programs”, “events” are interchangeable.

1.1 **IMPORTANT ONLINE LINKS** - For the most up to date BSA rules and guidelines:

National Shooting Sports Manual:

[https://filestore.scouting.org/filestore/outdoor%20program/pdf/30931\\_wb.pdf](https://filestore.scouting.org/filestore/outdoor%20program/pdf/30931_wb.pdf)

NCAP Standards:

<https://www.scouting.org/wp-content/uploads/2022/12/2023-NCAP-Standards-430-056-web.pdf>

Guide to Safe Scouting:

<https://filestore.scouting.org/filestore/pdf/34416.pdf>

### 2. Purpose

Camp Geronimo is owned and operated by the Grand Canyon Council, Boys Scouts of America, is a multi-use facility located North East of Payson and near Weber Creek, Arizona.

One of the facilities is the Archery range. The range is used for a variety of shooting sports in support of the Boy Scout program, including the Archery Merit Badge, Fun Shoots, Sporting Arrow Shooting, Activities for Cub Scouts, Tomahawks & Knives throwing, Slingshots, Training, and other Specialty Activities including non-Scouting activities. The purpose of this Standard Operating Procedure (SOP) is to promote the safe use of this facility.

Within the Boy Scouts of America (BSA), the purposes of the shooting sports programs are:

- To provide advanced skills related to the outdoors that add color and variety to the camping program,
- To teach skills that help build in youth and adults a lifelong interest in the outdoors,
- To make a practical contribution to sound safety and conservation programs, teaching accident prevention and wise use of all natural resources, including fish and wildlife,
- To provide program resources that enrich the year-round program of Cub Scout packs, Scouts BSA troops, Sea Scouts, Venture crews and Explorer posts.

3. Since the Geronimo Archery Range is a perfect place to host many activities, programs and events not specifically authorized and detailed within this SOP, forms in the Appendix are used for purpose of authorization.

3.1 Appendix D is to be filled and submitted to the current Grand Canyon Council Director or Assistant Director of Support Services or their designee for authorization of a program, activity, or event not authorized or detailed within this SOP.

3.2 Appendix D is also used to authorize variances and adjustments to this SOP. This can include acceptable practices and equipment.

3.3 Appendix E is used to authorize the use of non-Council owned equipment. An example would be personal, Company or Club owned archery bows for a special adult event. Appendix E is to be filled and submitted to a current Grand Canyon Council Shooting Sports Director or Council Support Services Director or Assistant Director or their designee for authorization.

#### 4. Personnel & Staffing

Operation of the range shall be under the direction of duly appointed and authorized Rangemasters and be staffed at or above minimum levels per All Current Guidelines ACG.

Qualifications of the Rangemaster shall be dictated by the regulations of Grand Canyon Council and the Boy Scouts of America.

Each Rangemaster shall be approved by an Authorized Council Representative (ACR)

The Rangemaster is responsible for their Staff to be at adequate levels of training and numbers.

Since the qualifications for Rangemasters and Staff vary depending on the Activity:

- The Rangemaster must meet All Current guidelines (ACG)
- Sufficient knowledge and experience to conduct a safe Activity, as approved by an Authorized Council Representative (ACR).

#### 5. Allowable Equipment

Equipment at the Archery Range vary with the type of activity.

The following examples are contoured toward an Archery event and other examples for different activities can be found in ACG.

##### 5.1. Recurve Bows

All bows shall have a maximum pull of 30 pounds. Only arrows with “target”, “field” points or “Flu-Flu arrows” are allowed. No “hunting” or “broad-head” arrow points are allowed at any time. Exceptions to this must be with written authorization from an ACR - Appendix E.

##### 5.2. Compound Bows

Generally, the Genesis Universal Compound Bow may be used for appropriate activities. Rangemaster can authorize at their discretion.

##### 5.3. Targets

Acceptable targets are those that follow ACR and Rangemasters best judgement. NOTE: For Cub Scouts; 3D, Silhouettes, outlines or images of animal, human, zombie, humanoid

targets are prohibited. It is acceptable for Scouts BSA, Venturers, Sea Scouts, Explorers to use appropriate animal targets including game species that are normally hunted.

### 6. Use of Personal Archery or other Activity Equipment

All equipment will be supplied by Camp Geronimo Archery Range. Exceptions to this must be with written authorization from an ACR. See Appendix E

### 7. Activities

The Archery Range is able to host a variety of activities. If a question arises if an activity within this SOP is authorized, the Camp or Program Director for those particular activities should be consulted. Most often, this will occur during a Long Term or Short Term resident Camp such as Summer Camp or Webelos Encampment. If a Camp or Program Director is not available, the Grand Canyon Council Director or Assistant Director of Support Services or their designee must be contacted for approval.

**7.1 NOTE:** Even though an activity has been authorized, the designated **Rangemaster** makes final decisions on if the activity will open and operate.

**7.2** All targets or aiming points shall be positioned so that all arrows or other projectiles will be contained within the archery range boundaries. Specifically, all arrows **MUST** be contained in the range area, without encroaching on the public access.

At no time will shooting at animals or other non-approved targets be permitted.

### 8. Enforcement

The safe operation of the range is of the foremost concern to Grand Canyon Council and the Boy Scouts of America.

The Rangemaster has the duty and authority to prohibit any activity which, in their opinion, may constitute a potential threat to health and safety.

The Rangemaster may eject from the range any youth or adult unwilling to abide by these SOPs and/or the best judgement of the Rangemaster.

## 9. Range Safety

9.1. Range Safety Procedures has many parts. It is the responsibility of the Rangemaster and all assisting personnel to ensure that the range is run in a manner such that safety is paramount.

### 9.2. Emergency Equipment

The Rangemaster shall have a first-aid kit and emergency communications readily available to the Range.

### 9.3. Range and Equipment Inspection

It is the responsibility of the Rangemaster and all other members of the range staff to ensure that the range and the equipment are in safe operating order.

#### 9.3.1. Range

Before a shooting session, the range itself shall be inspected for safety. Ensure that the Ramada and other structures are in good and safe condition. Inspect the backstops for condition and possible presence of animals, such as rattle snakes. Place the red firing flag on the flagpole. Inspect the berms and range periphery for condition and to ensure that no unauthorized individuals are on the range. When possible, use marking rope or tape for Range perimeter to alerting individuals not to enter.

#### 9.3.2. Equipment

Inspect all Equipment which will be used for the Activity for condition and operation. Ensure that the bows have no cracks or other structural damage, and that the strings are not frayed or worn. Check each arrow for secure points. Ensure that the shafts are not cracked or warped. Inspect the fletching and nocks for condition. For other non-archery equipment, comparable inspections must be performed.

Any equipment determined to be damaged is to be removed from the line for later repair or disposal.

9.4 Range Safety Briefing –STAFF: Prior to opening the Range for the Day, or if Staff has changed within the day, a Staff discussion lead by the Rangemaster or an authorized designee, should occur covering job assignments, emergency procedures, and indentifying



location of and testing or inspection of emergency equipment to ensure operation including but not limited to first aid kits, fire extinguishers and communication equipment.

9.5 Range Safety Briefing – Range Guests: Each shooting session shall begin with a safety briefing. This briefing shall be conducted by the Rangemaster or an authorized designate.

The Rangemaster may elect not to provide the safety briefing if the particular shooting session is a continuation of a previous session, at which a briefing was given, and the attendees are the same as the previous session; and, in the opinion of the Rangemaster, all shooters are familiar with the required safety rules.

The safety briefing shall include, as a minimum, the following topics:

9.5.1. Identification of Range Personnel; the Rangemaster, assistant Rangemasters, and all other range staff should be identified.

9.5.2. Range Layout The layout of the range shall be pointed out. This shall include the locations of: • firing points • target area and backstops • spectator area • office/scoring area .

It should also be explained that the Camp Geronimo Archery Range area is home to a variety of wild animals, including rattle snakes, and other protected species. No animal is to be disturbed. Attendees should notify Staff of critters on the Range so appropriate action can be taken.

9.5.3. Archery Range Safety Rules • Know and obey all range commands.

- Keep your arrows in your quiver until you are told to shoot.
- Always wear your arm guard and finger tab.
- Only use arrows the instructor gave you. Remember what they look like.
- Always keep your arrows pointed down or towards the target. Shoot only at your target
- If you drop an arrow, leave it on the ground until you are told to get your arrows.
- Always walk at the archery range – NO running.
- Non-archery Activities will have their own Safety Rules and ACG must be followed.

9.5.4. Range Commands explain the series of range commands to be given during each shooting relay. Emphasize that shooters shall obey each command when given, and are to take no action whatsoever until a specific command has been given. At the command, the shooters may act only to fulfill that command and that command only.

Range commands may be given either verbally or by whistle

Whistle: Two blasts Verbal: “Archers to the Shooting Line” Meaning: Pick up the bow and move into position on the shooting line – Arrows remain in quiver

Whistle: One Blast Verbal: “Begin Shooting” Meaning: Archers may now take an arrow out of the quiver and begin shooting

Whistle: Three Blasts Verbal: “Walk forward and get your arrows” Meaning: Archers have completed shooting; all archers have set their bows down and are behind the waiting line. They may now go forward to the target line to retrieve their arrows.

Whistle: Five or more blasts or Verbal: STOP – STOP – STOP or CEASE FIRE – CEASE FIRE  
Meaning: Immediately let down and put arrows back in the quiver. There is an emergency on the range.

9.5.5. Range Rules explain the meanings of the specific range commands and other range rules. These include:

- When down range is open for arrow retrieval, no individual may touch a bow
- When shooters are called to their positions, all spectators must retreat behind the ready line.
- No shooter may touch a bow until specifically commanded to do so by a range command.
- When not being actively fired, all bows shall be hung on the designated storage hooks or in designated racks.
- When a shooter has completed the action specified by the range command, the shooter is to remain in the same position and take no action until the next command is issued.
- “Horseplay” or other activities on the part of shooters or spectators is not allowed at any time.
- Non-archery Activities will have their own Safety Rules and ACG must be followed.

Specifically explain that in the event of a malfunction or any other problem, the shooter is to remain in position and raise his hand. The Rangemaster will either personally determine the problem or assign one of his assistants to determine the problem and take corrective action.

## 10. Range Operation

NOTE: The following is an example used for an Archery activity. Details for other types of activities can be found in ACG.

A red range flag should be flying at all times the range is in operation.

Horseplay of any kind is forbidden on the range. Spectators and those waiting their turn to fire are not permitted to do anything that may distract the attention of the shooters from the business of shooting safely.

No one, archer or instructor, is allowed in advance of the firing line after the order has been given to begin shooting and before the order has been given to retrieve arrows. Spectators are not allowed to the left or right of the firing line, on the berms or any other position forward of the firing line for any reason.

When the command "Cease Fire" is given, an archer shall immediately remove any arrow from his bow and return it to the quiver. The archer shall then stand in his assigned position on the firing line until receiving further instructions from the Rangemaster.

All archers shall be furnished with arm guards and finger tabs.

Archers are to be instructed in the proper method of removing arrows from a target. The archer is to place one hand on the target alongside the arrow, while the other hand grasps the arrow at the target face and pulls straight back on the arrow. Care must be taken that no one is standing behind the arrow and could be hit when the arrow is removed.

Arrows which have missed the target may be picked up by the archer ONLY if the arrow is on the flat surface of the archery range. Arrows which have landed outside the range boundaries or fencing are not to be retrieved without the specific authorization of the Rangemaster.

When an archer has retrieved his arrows, he is to walk to the shooting line with those arrows. Archers should place their arrows into their quivers if quivers are worn. If quivers are not worn, the arrow points are to be held in one hand, and the shaft of the arrows in the other hand, so that the arrows are in a horizontal position as the archer walks to the shooting line.

The Rangemaster or assistant is to accompany the archers when retrieving arrows. The Rangemaster is to ensure that all archers have retrieved their arrows and have returned to the shooting line area. The Rangemaster is to be the last one back from behind the targets.

### 11. Storage

All archery and other activity equipment shall be stored in a safe structure, resistant to fire, weather and theft.

## 12. Boy Scouts of America Policy

All range operations, procedures and construction shall be in accordance with the policy of the Boy Scouts of America, as provided in its publication Camp Program and Property Management No. 20-920.

## 13. Emergency Procedures – Follow 12 below then go to Appendix A & B

In the event of an injury or illness of any kind, whether or not shooting related, the following steps shall be taken immediately:

- The Rangemaster or designated assistant shall take charge of the situation.
- Make the Range Cold – SAFE.
- Determine the seriousness of injury.
- If appropriate, first aid should be rendered.
- If the injury is other than minor, contact help. It is the responsibility of the Rangemaster, unit leader, or parent/guardian to determine if medical assistance is required.

### 13.1 Camp Geronimo address: 2599 W. Webber Creek Rd., Payson, AZ 85541

**Serviced by: Water Wheel Fire and Medical District – 928-474-3088**

**--- If medical assistance is required, contact order should be:**

---- Use Pre-arranged RADIO to contact on property authority if available

---- Use Cell service – Verizon is best if at all, best reception:

----- At top of Berm directly between Archery & Rifle – 70’ N.E. of Archery Cover

----- At Mess Hall

---- Land Line at Ranger House, Health Lodge, Mess Hall Chef Office, Headquarters

#### 13.1.1 During normal Summer Camp operation:

- Listed by priority using closest Radio or direct contact – multiple at the same time if possible

-- Health Lodge

-- Camp Director

-- Program Director

-- Camp Ranger

-- 911 Operator – Alert them you are within the “Water Wheel Fire and Medical District”

**13.1.2 During off-Season operation:**

- Listed by priority using closest Radio or direct contact – multiple at the same time if possible
- Pre-arranged list for event – (in charge of event)
- Camp Ranger or Campmaster
- 911 Operator – Alert them you are within the “Water Wheel Fire and Medical District”

13.1.3 Emergency Response Procedure is attached to this SOP - Appendix A. Immediately dispatch an individual to guide the responding medical assistance to the Camp Geronimo Archery Range. If the Ranger is unavailable, contact one of the professional staff of Grand Canyon Council. • Take notes. An injury reporting form is attached to this SOP.

## **Appendix A Emergency Response Procedure**

First Response • Call a “Cease Fire”. Ensure that all arrows have been returned to quivers and that bows have been returned to their hooks or racks. • Determine the nature of the injury or illness. • Receive verbal permission from injured (adult) or parent/guardian (if child) prior to giving care. If parent/guardian of a child is not present, determine if the unit leader has a “Permission To Treat” approval on file for the child. Refrain from giving care to a conscious injured person whom objects. • Assume implied permission if the injured is unconscious or unable to respond. • Assume implied permission if the injured is a child with a serious injury and a parent/guardian is not present and “Permission To Treat” is not available. • Move the injured only if life is endangered in current location. • Provide care only within level of training.

Emergency Medical Assistance • If the Rangemaster, unit leader or parent/guardian determine that medical assistance is required, whomever you contact provide information, example for 911 = contact assistance by calling 9-1-1. • Provide the location to the 9-1-1 operator. Immediately dispatch a responsible adult or youth to the front entrance of the Camp Geronimo Archery Range to guide in the emergency equipment. • Location:

**Camp Geronimo address: 2599 W. Webber Creek Rd., Payson, AZ 85541**

**Serviced by: Water Wheel Fire and Medical District – 928-474-3088**

**GPS Coordinates: lat: 34.407660 / lon: - 111.369863**

Coordination • Contact appropriate individual (use guide per above) and inform them of incident. They will contact Grand Canyon Council. If they are not available, contact any professional at Grand Canyon Council. • Obtain names, addresses and statements of as many witnesses as possible. All such records shall be given to the Grand Canyon Council as soon as possible. • Assist the unit leader, as required, in notifying the next of kin.

**Appendix B Injury / Illness Report Form** Camp Geronimo Archery Range

Incident Date \_\_\_\_\_ Incident Time \_\_\_\_\_

Specific Location of Incident \_\_\_\_\_

Victim Name \_\_\_\_\_

Victim Address \_\_\_\_\_

Victim Telephone \_\_\_\_\_ Unit Affiliation \_\_\_\_\_

Describe nature and extent of injury / illness \_\_\_\_\_

\_\_\_\_\_

Describe circumstances \_\_\_\_\_

\_\_\_\_\_

Describe first aid provided \_\_\_\_\_

\_\_\_\_\_

First aid provided by: Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Disposition (released to parent / unit leader, transported to hospital) \_\_\_\_\_

\_\_\_\_\_

Report Completed By: Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Report Date \_\_\_\_\_ Report Time \_\_\_\_\_

## **Appendix - C Example of Daily Operation of Sporting Arrows Program**

**This program must be approved by National BSA yearly and a current copy of approval must be located at this Range to allow operation of it**

### **Staffing**

- Minimum requirements for the Rangemaster for this activity is a, USAA Level 1 Archery instructor or above.
- A person meeting this requirement is necessary to open and operate this activity
- The Rangemaster must be in charge of and on the shooting line while the activity is open
- Additional staff members or appropriate designee may be used for operation of the LaPorte (“pulling”), spotting target “hits” and “misses”, safety briefing, crowd control, tracking shot arrows and foam targets, and helping retrieval and loading of LaPorte.

### **Opening & Setup of activity**

- If daily inspection of range and equipment has not been performed, do so
- Uncover Laporte machine if necessary and make sure machine is in proper throwing orientation
- Retrieve Laporte battery from charger and install on machine
- Raise range Flag if not already up
- Make sure machine is full of throwing disks, and quivers have five Flu-Flu arrows each
- Throw a few disks to test or adjust orientation of machine as necessary
- Make sure proper bows and Flu-Flu arrows are in position and ready to use

### **Program**

- Each group entering the range must participate in a Safety Briefing
- Have up to three shooters outfitted with bows and move to shooting line
- Up to three participants who are shooting next can be on the ready line spotting for shooters
- The Range is called “OPEN”
- When ready, and in the order called by the Rangemaster, shooters will call “PULL” when ready for a target.
- All current shooters can release arrows at the same foam target
- Positive verbal reinforcement by the staff and crowd after each shot is encouraged
- When all shots have been fired, the Range is called “Closed”
- Once deemed safe, shooters, spotters can retrieve arrows and targets
- After inspection for worthiness of arrows and targets, they are returned to their appropriate quiver or LaPorte magazine.
- Rangemaster will observe process and excuse shooters to get ready for next shooter rotation

### **Closing of activity**

- Clear range of all individuals who are not assisting the closing of the activity
- Render LaPorte machine “Safe” – DeCock, turn off and disconnect battery
- Pull battery and move to charging station if necessary
- Perform daily inspection of machine for necessary adjustments and repairs, cover if necessary
- Collect any loose arrows and targets, inspect all for worthiness and repair / pull if necessary
- Inspect bows and other equipment, repair or replace as necessary
- Secure all equipment and close range (retrieve range Flag) or get ready for next event



## Appendix - C

## SPORTING ARROWS



### Archery Range Considerations for Laporte's Bowtrap System

The following parameters of the program and site requirements must be followed as outlined in order to execute the program correctly. At this time, the only equipment to be used with the Laporte Bowtrap System is a bow with a maximum of a 26-pound pull and the Laporte proprietary safety arrows, or "Flu-flu Arrows."

**Purpose & Scope:** This Design Guideline will address the basic parameters of the range or area that will be used for sporting arrows. "Sporting Arrows" was introduced to the Scouting community at the 2014 National Scout Jamboree. This is a program is only for Scouts BSA members, Venturers and Sea Scouts. This is a new archery game where Scouts fire at foam disk that are launched in the air or rolled along the ground by a proprietary "Bowtrap" manufactured by Laporte - <http://us.laporte.biz/archery.html>.



This Design Guideline is based on the use of a maximum of a 26-pound bow with Laporte's proprietary safety arrows, or "Flu-flu Arrows", and winds of 30 miles per hour or less. Laporte's proprietary safety arrows, or "Flu-flu Arrows", are design to be used with these foam targets and have a maximum range of 190 feet (see Drawing No. 1).

**Fall Areas:** Because archers will be shooting at various angles, a 180 degree safety area, referred to as a fall area shall be fenced or marked in such a way to prevent people from accidentally walking into the sporting arrow range. The majority of the arrows will fall in the primary fall area, a 90 degree area centered in front of the shooters. This area should be clear of trees to ensure safety and help with the recovery of the arrows. It is permissible to have trees or other tall vegetation in the side fall areas, but they should be cleared if possible. The perimeter of this fall area shall be clearly marked. This could be permanent fence or a temporary fence/caution line. Permanent and temporary fences should be clearly marked and labeled to prevent people from accidentally walking on the range. Temporary fences should be installed in such a way that it will survive a weekend of activity and weather.



## SPORTING ARROWS

March 2016 Update

DESIGN  
316  
GUIDELINE

## Appendix - C

## SPORTING ARROWS

**Supervisory Personnel:** There should be a ratio of 1 Level I Archery instructor supervising up to 3 shooters on the range. Only 3 shooters allowed at one time on the range per Design Guideline 316 found at [www.scouting.org/properties](http://www.scouting.org/properties). The Level I Archery instructor must be a minimum of 18 years old. This applies to year-round use of the sporting arrows program, both summer resident and year-round camping. Starting in the fall of 2016, the Level I instructor must also take a module showing how the program works to be qualified. This module should be shared by fall 2016 with all participating councils.

If a council is in need of locating a Level I Archery instructor, there is a USA Archery website which lists who they are and where they are in the country. At this site, you can also find where the training opportunities are offered to get this certification.

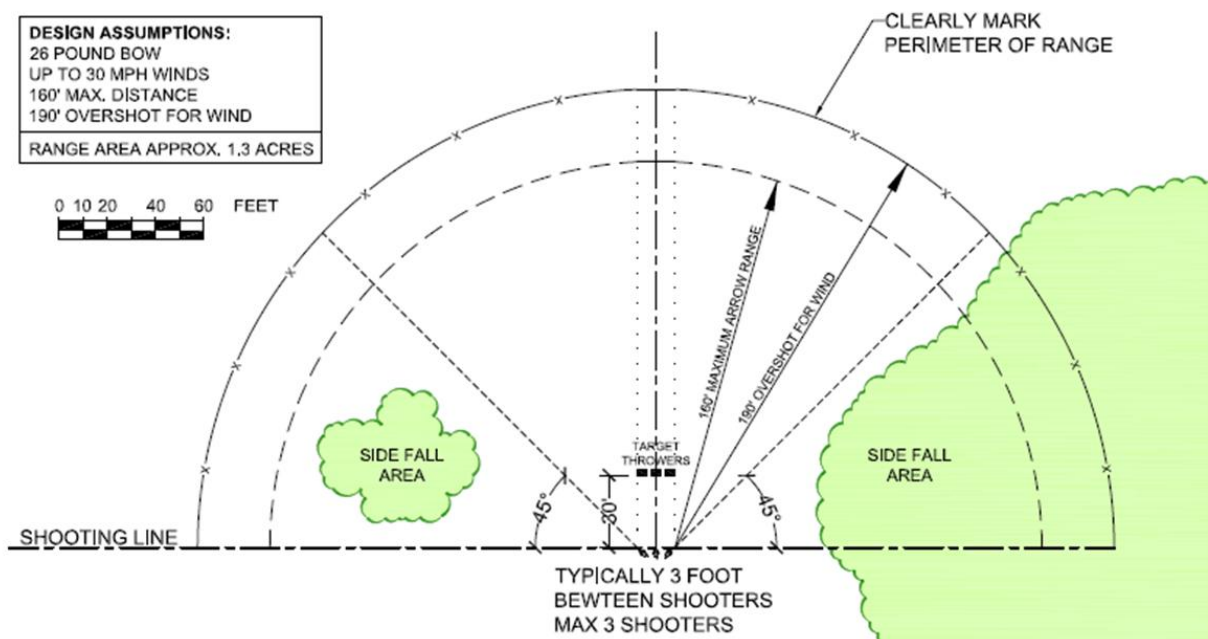
Go to: <http://www.teamusa.org/USA-Archery/Coaching/Find-an-Instructor-or-Coach>

**References:** When setting up the range plan to include firing lines, waiting lines, benches, range flag and other features similar to the BSA 10 Yard range as illustrated on page 3 of Design Guideline 313 – Archery Ranges.

- [Design Guideline 313 – Archery Ranges](#) – Boy Scouts of America
- [National Shooting Sports Manual](#) – Boy Scouts of America

**Authorized Participation:** To conduct these programs, councils need to complete an application and submit it for approval to the Outdoor Programs/Properties Department by email to [shootingsports@scouting.org](mailto:shootingsports@scouting.org)

For questions or additional information, contact the National Service Center at [shootingsports@scouting.org](mailto:shootingsports@scouting.org)



# Standard Operating Procedures Camp Geronimo Archery Range

## Appendix - D SOP - Geronimo Archery Range

### Request for Authorization of Activity on Geronimo Archery Range

Use this form when a desired activity at the Geronimo Archery Range is not already authorized or when a variance or adjustment to an existing authorization is requested

Reason for request: (check appropriate boxes)  Not authorized in SOP  Variance to SOP  Added details to SOP

Name / Type of Activity: \_\_\_\_\_  
*e.g. "Sling Shot Shoot"*

Brief description of activity desired: \_\_\_\_\_  
\_\_\_\_\_

Enabling document: (which BSA National document(s) authorizes activity)

Other enabling document or details for above: \_\_\_\_\_

Level of activity: (check appropriate box)  District/council  Unit: (# \_\_\_\_\_ )  Other—what? \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_ If part of a bigger event, describe: \_\_\_\_\_  
*e.g. "Fall Camporee"*

Use this area, and additional pages if necessary to detail; activity, equipment, staffing & qualifications, safety procedures. The more info, the better chance it will happen

Requester - printed, signed and dated: \_\_\_\_\_

Requester's phone and email address: \_\_\_\_\_

Council authorization - printed, signed and dated: \_\_\_\_\_

# Standard Operating Procedures Camp Geronimo Archery Range

## Appendix - E SOP - Geronimo Archery Range

### Request for Authorization to use non-Council Equipment on the Geronimo Archery Range

Note that the term "equipment" in this document extends to Archery Tackle, BB-Guns, Sling Shots, Tomahawks, Throwing Knives, and other items used in the course of an activity, program, or event that could occur on the Geronimo Archery Range.

Non-Council owned equipment must be cleared for use on an event by event basis in following manner:

Fill out this Appendix as thoroughly as possible.

Contact one of Council's authorized Shooting Sports Directors or Council Authorized individuals to sign off on the equipment in question. (Contact Council for an authorized name and contact information)

Based on information supplied or observed by inspection, the authorized individual will determine if the equipment is acceptable and signoff for use.

The signoff will be documented via a hard copy of this Form or equivalent information supplied via email and / or text message to appropriate individuals.

Appropriate individuals will usually include Rangemaster for the event, individuals supplying the equipment, and /or others the Council determines necessary.

It is suggested that a record of authorized Non-Council owned equipment are available during the event and remain on file at the Geronimo Archery Range, and the Rangemaster for the event should have responsibility of making that happen. This information should remain on file until a Council Shooting Sports Director decides it is no longer relevant.

Rangemaster for the event has final say on any equipment allowed on the range. Note that event Rangemaster and Shooting Sports Director can be the same individual.

Any equipment that has not been inspected by the Rangemaster, must be done so in a reasonable amount of time before the event, or at the Rangemaster's discretion. Note that inspection may include testing.

Note that all equipment brought to the Geronimo Archery Range must arrive in a manner that would be considered Safe and relatively inconspicuous.

Use this area to describe equipment you wish to have authorized for use. Include owner's name, contact information, quantity, clear description, if available; make, model, condition, serial numbers. Use additional pages if necessary.


**NOTE the Requester signing this document agrees that they have the authority to do so and understand Grand Canyon Council or its agents cannot be held liable for damage to or damage caused by equipment not belonging to Grand Canyon Council**

Requester - printed, signed and dated: \_\_\_\_\_

Requester's phone and email address: \_\_\_\_\_

Shooting Sports Director - printed, signed and dated: \_\_\_\_\_

## Standard Operating Procedures Camp Geronimo Archery Range

---

### **Appendix - F      Revisions Page**

Circa 1999	Original
2023 May 10	Major Revisions including adding “Shooting Sports Arrows”, added numerous forms, Added table of contents, ability to request activities not detailed in current SOP, Ability to request use of non-Council equipment, references to accepted BSA National documents, elimination of ambiguous language. – Kwilosz 480-980-5429