

**BOY SCOUTS OF AMERICA
GRAND CANYON COUNCIL**

**Heard Scout Pueblo
Shooting Sports Range
Standard Operating
Procedures**



**SOP Approved:
Date: TBD
By: TBD**

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Standard Operating Procedures

Heard Scout Pueblo Shooting Sports Range

1. Purpose

Heard Scout Pueblo, owned and operated by the Grand Canyon Council, Boy Scouts of America, is a multi-use facility located at 1901 E. Dobbins, Phoenix, Arizona.

One of the facilities is a 50 foot Shooting Sports Range with 20 firing points. The range is used for a variety of shooting sports in support of the Scouting program. Some of these uses include 22 caliber rifle, handgun, Air Gun and BB gun, some special authorized events may include additional calibers.

The purpose of these Standard Operating Procedures (SOPs) is to promote the safe use of the facility. This SOP includes rules that are related to limiting factors based on the geography and physical capabilities of the Range. Other factors include rules and regulations determined by Grand Canyon Council and Boy Scouts of America.

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.
- To provide program resources that enrich the year-round program of Cub Scout packs, Scouts BSA troops, Venture crews and Explorer posts.

2. General Rules, Regulations, and Guidelines

All council, district and unit events must follow the rules, regulations and guidelines found in federal, state and local law, the National Camp Standards, the Guide to Safe Scouting, the BSA National Shooting Sports Manual and this Standard Operating Procedure. A CRSO responsible for an event must be familiar with these requirements.

A GCC professional must approve any GCC-CRSO in addition to the Shooting Sports Committee Chairperson.

All non-BSA events must follow; federal, state and local law this Standard Operating Procedure document, rules, regulations and guidelines determined by the Shooting Sports Committee Chairperson, or an authorized GCC-CRSO prior to the event. A CRSO responsible for an event must be familiar with these requirements.

2.1 Hours of operation when the Range may go Hot for Firearms – Live Fire

The normal hours of operation for live fire with firearms without written variance from the Shooting Sports Committee Chairperson, or an authorized GCC-CRSO prior to the event:

Summer – May thru September: 8:00 am to 7:00 pm

Winter – October thru April: 9:00 am to 6:00 pm

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3. Personnel & Minimum Staffing

Operation of the range for any given event shall be under the direction of a duly appointed and authorized Rangemaster.

Qualifications of the Rangemaster differ depending on the event. (detailed below)

Every Rangemaster shall be approved by Council's Shooting Sports Chairperson, or a GCC-CRSO.

The Shooting Sports Range shall have a minimum of two adults present at all times while the range is in operation. One adult must be an authorized Rangemaster. The second adult may be an assistant Rangemaster, RSO, CRSO, or adult 18 years of age or older appointed by the Rangemaster.

Note for any BSA Council, District, or Unit Firearm or Pellet Gun event, if live fire instruction is to occur, staffing in the proper ratios must include a currently certified National Camping Schools Shooting Sports Director certified in the discipline relating to the instruction being given, or NRA instructor certified in the discipline relating to the instruction being given.

During **most** events, it shall be assumed that instruction will occur. An example of an **exemption** to the instructor ratio rule would be when the shooter has already earned their merit badge, or successfully completed an NRA FIRST Steps three hour course or NRA full BASICS – eight hour course in the discipline associated with the event. The Rangemaster has final say when this may apply.

At a minimum, the qualifications for a Rangemaster and ratios for coverage of shooters shall be:

3.1. - .22 Caliber Rifle or Pellet Rifle

A currently Approved Certified NRA Range safety Officer, or Approved NRA Chief Range Safety Officer

Ratios of range personnel to shooters is based on event & shooter's qualifications:

Unless specifically stated otherwise, there shall be a minimum of one NRA-RSO per eight shooters, and if instruction is being given an additional one NRA Certified Rifle Instructor per eight shooters being instructed.

For Special BSA or non-BSA events, the ratio may vary and must be determined prior to the event by Council's Shooting Sports Chairperson, or GCC-CRSO. This variance must be documented and available at the range during the event. Note that an absolute minimum of two adults, one of which must be at least 21 and the other may be as young as 18 and at least one NRA Certified RSO or approved equivalent must be in charge and on the range during live fire.

3.2. Muzzleloading Rifle

A currently Approved Certified NRA Range safety Officer, or Approved NRA Chief Range Safety Officer.

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Ratios of range personnel to shooters is based on event & shooter's qualifications:

Unless specifically stated otherwise, there shall be a minimum of one NRA-RSO per eight shooters, and if instruction is being given an additional one NRA/NMLRA Certified Muzzleloading Rifle Instructor per shooter being instructed.

For Special BSA or non-BSA events, the ratio may vary and must be determined prior to the event by Council's Shooting Sports Chairperson, or GCC-CRSO. This variance must be documented and available at the range during the event. Note that an absolute minimum of two adults, one of which must be at least 21 and the other may be as young as 18 and at least one NRA Certified RSO or approved equivalent must be in charge and on the range during live fire

3.3. Handguns or Pellet Pistol (Limited to older youth generally Venturers, Explorers, Sea Scouts. Note: Scouts BSA are NOT authorized to shoot Handguns within Grand Canyon Council at this time)

A currently Approved Certified NRA Range safety Officer, or Approved NRA Chief Range Safety Officer.

Ratios of range personnel to shooters is based on event & shooter's qualifications:

Unless specifically stated otherwise, there shall be a minimum of one NRA-RSO per three shooters, and if instruction is being given an additional one NRA Certified Pistol Instructor per shooter being instructed.

For Special BSA or non-BSA events, the ratio may vary and must be determined prior to the event by Council's Shooting Sports Chairperson, or GCC-CRSO. This variance must be documented and available at the range during the event. Note that an absolute minimum of two adults, one of which must be at least 21 and the other may be as young as 18 and at least one NRA Certified RSO or approved equivalent must be in charge and on the range during live fire

3.4. BB Gun

Eighteen years of age or older and trained by a National Camping School shooting sports director or National Rifle Association rifle instructor.

BB gun training must be renewed every two years, and this person must have a current Training Course Certificate, No. 33767

Ratios of range personnel to shooters is based on event & shooter's qualifications:

Unless specifically stated otherwise, there shall be a minimum of one Rangemaster per eight shooters.

Besides the presence of Rangemasters, although not mandatory, every Cub Scout should have their own individual "Akela" (adult partner, or range assistant who has been appointed by the senior Rangemaster).

Note that every Tiger Cub on the firing line is required to have their adult partner next to them, and assisting them. Also Note that at this time LIONS are NOT approved to shoot BB Guns

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For Special BSA or non-BSA events, the ratio may vary and must be determined prior to the event by Council's Shooting Sports Chairperson, or GCC-CRSO. This variance must be documented and available at the range during the event. Note that an absolute minimum of two adults, one of which must be at least 21 and the other may be as young as 18

3.5. Other Type of Events not listed above

Contact Council's Shooting Sports Chairperson, or GCC-CRSO.

4. Allowable Types of Firearms, Air Guns and BB Guns

- Under most circumstances, and events, mixing of types, actions, and calibers is not recommended. There may be circumstances and events where this is necessary. The active Rangemaster always has the final say so in these cases.
- Currently, shooting calibers larger or more powerful than .22 rimfire is by authorized exception. For further defining details see Ammunition section below. Any exceptions can only be authorized with written consent of an authorized GCC-CRSO and with the approval of the Rangemaster for the event.
- Muzzleloading firearms are approved on a GCC-CRSO exception basis only.

4.1 - .22 Caliber Rifles, Air Rifle

Scouts BSA, Venturers, Explorers, Sea Scouts, and approved individuals 12 and older: .177-caliber air rifle with a minimum 2.5-pound trigger pull; open, scope, or dot sights; air, CO2, or pre-charged pneumatic

Scouts BSA, and approved individuals 12 and older: .22-caliber rimfire, bolt-action rifles. Either a breech-loading, single-shot, bolt-action rifle or a repeater bolt-action rifle with a box magazine can be used. Tubular or high-capacity magazines are not allowed. If magazines are used, the range commands must include "magazines out after firing all rounds" to ensure the firing line is safe after all shots are fired. This now means a Scout can load more than one round directly into the box magazine and shoot. The trigger pull will be in excess of 3 lbs for rifles, 2.5 lbs or more for air rifles.

Venturers, Explorers, Sea Scouts and approved individuals 14 and older: Any .22 caliber rimfire (non-magnum) cartridge-firing rifle with open, scope, or dot sights.

For Special BSA or non-BSA events, the limitations under 4.1 (above) may vary and must be determined prior to the event by Council's Shooting Sports Chairperson, or GCC-CRSO. This variance must be documented and available at the range during the event.

4.2 - Handguns

Venturers, Explorers, Sea Scouts and approved individuals 14 and older (Note: Scouts BSA are NOT authorized to shoot Handguns within Grand Canyon Council at this time): Revolvers and Semi-Automatic Pistols in .22 caliber rimfire may be used. Exceptions must be authorized by Council's Shooting Sports Chairperson, or GCC-CRSO. This variance must be documented and available at the range during the event.

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4.3 - Muzzleloading Rifles and Muskets

Muzzleloading rifles or muskets using percussion ignition may be used. These firearms may be loaded with no more than one grain of blackpowder or Pyrodex® per caliber. The recommended load is ½ grain per caliber.

Flintlock rifles and muskets may only be fired as a demonstration. Use of these guns shall be limited to adults under the direct supervision of and with the express approval of the Rangemaster.

4.4 - BB Guns

Spring or compressed air BB guns may be used. A BB gun is defined as a smoothbore spring-action or air gun propelling shot known as “BBs” with a muzzle velocity of no more than 350 feet per second.

5. Prohibited Firearms

All firearms not specifically listed as approved in Section 3 above are prohibited.

These include all centerfire cartridge rifles, pistols and shotguns, unless by authorized exception.

Any exceptions can only be authorized with written consent of an authorized GCC-CRSO and with the approval of the Rangemaster for the event.

6. Use of Firearms, Air Guns, BB Guns, and Other Equipment NOT owned by Grand Canyon Council.

In most instances, firearms, air guns, BB guns, ammunition, and other equipment used on the Range will be Council owned. There may be times when this is not the case. Use Appendix “A”, “B” and “C” of this SOP for the process of authorizing non-Council owned equipment.

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7. Activities

All shooting activities at the Heard Scout Pueblo Shooting Sports Range shall be limited to shooting at stationary targets as approved by the Rangemaster. Generally, these targets are paper “bulls-eye” targets. However, specialty targets such as balloons may be used with the express consent of the Rangemaster.

Care should be taken to position all targets so that the likelihood all fired bullets will be contained within the metal backstops.

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 Boy Scouts of America.

The Rangemaster has the duty and authority to prohibit any activity which, in his or her 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 judgement of the Rangemaster.

9. Range Safety

9.1. Range Safety Procedures

Range safety 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.

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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 buildings 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.

9.3.2. Equipment

Inspect the firearms for condition and operation. As required, check for minimum weight trigger pull, and log readings. Any firearms not in good condition shall be tagged for repair.

Inspect the eye and ear protection for condition.

9.5. Range Safety Briefing

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 must be identified.

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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 and ready area
- office/scoring area

It should also be explained that the Heard Scout Pueblo area is home to a variety of wild animals, including rattle snakes, and other protected species. No animal is to be disturbed.

9.5.3. Eye Protection and Ear Protection

Each shooter must, under BSA policy, wear eye and ear protection. All others, including range staff, are *encouraged* to wear eye and ear protection whenever firing occurs while under the roofed range area.

9.5.4. Gun Safety Rules

At a minimum, the three fundamental rules for safe gun handling must be explained in detail:

- **Always keep the gun pointed in a safe direction**
- Always keep your finger off the trigger until ready to shoot
- Always keep the gun unloaded until ready to use

9.5.5. 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 include:

- Move to your firing point
- Eye and ear protection on
- Ready on the right, Ready on the left, Ready on the firing line?
- The Range is HOT
- Load ammunition blocks
- Assume firing position

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- Load your rifles
- Fire when ready / or Commence Firing
- Cease fire
- Are we Clear on the right, Clear on the left, Clear on the firing line?
- Remove eye and ear protection
- Clean up your brass
- The Range is SAFE
- Down range is open - you may change your targets
- Down range is closed

9.5.6. Range Rules

Explain the meanings of the specific range commands and other range rules. These include:

- When down range is open for target changing, no individual may touch a firearm
- When shooters are called to their positions, all spectators must retreat behind the yellow ready line.
- No shooter may touch a rifle until specifically commanded to do so by a range command.
- When not being actively fired, all firearms shall have their actions open and empty, and placed in a position either with the muzzle pointing to the target backstops or in a storage rack.
- 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.

Specifically explain that in the event of a malfunction or any other problem, the shooter is to keep the firearm pointed in a safe direction, 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.

9.5.7. Hygiene Rules

Explain that the hygiene rules are intended to minimize exposure to lead and lead residues.

- The material behind the targets in the bullet traps is powdered lead and is not to be touched or disturbed at any time for any reason.
- Exposed lead in a cartridge or muzzleloading bullet or ball should be touched as little as possible.

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- Refrain from eating, drinking or otherwise placing hands in proximity of the mouth or nose while on the range.
- Wash hands and face with cold water after leaving the range and before eating or drinking.
- Change and wash clothing after shooting to minimize exposure to particulate lead.

10. Range Operation

10.1 General Range Operation

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, shooter or instructor, is allowed in front of the red firing line after the order has been given to load and before the order has been given to cease fire. Spectators are not allowed to the left or right of the red firing line, on the berms or any other position forward of the red firing line for any reason. Should leaders or parents desire photographs, the Rangemaster, at his option, will instruct where, when and how the picture may be taken.

When the command “Cease Fire” is given, all shooters shall immediately stop shooting, keeping their gun pointed downrange with their finger off the trigger. The Rangemaster will then give further instructions which may include; If it is a cartridge firearm, remove any magazine if present, open the action and place the firearm on the mat or table. If it is a muzzleloading firearm, remove the percussion cap and place the firearm on the mat or table. If it is a BB gun or air-rifle, place on the mat or table.

For all firearms, the muzzle shall ALWAYS be pointed down range toward the backstop. Note if the firearm or BB Gun has a mechanical safety, it should be engaged during Cease Fires.

10.2 Ammunition malfunction

If an unfired cartridge has physical damage or has repeatedly mis-fired, it should be placed into the range’s Ammo Disposal Container until the Rangemaster or appropriate individual can handle final proper disposal.

10.3 Inability to unload, or determine if a Firearm is loaded

If a firearm has malfunctioned in such a way that it cannot be unloaded or determined if it is loaded, it should safely be secured in the Firearm Clearing Barrel and clearly tagged until it can properly be maintained by the Rangemaster or appropriate individual.

11. Storage

All firearms and ammunition shall be stored in a safe structure, resistant to fire, weather and theft.

If black powder is to be stored in the structure, certain other rules must be followed. At a minimum, the facility shall be fire-resistant, weather-resistant and theft-resistant.

12. Emergency Procedures

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. These include determining 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. If medical assistance is required, contact help by calling 9-1-1. An Emergency Response Procedure is attached to this SOP. Immediately dispatch an individual to guide the responding medical assistance to the Shooting Sports Range.
- Contact the Heard Scout Pueblo Ranger. 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.

13. 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.

Appendix – A, B, C – Authorization of Equipment on Range

Grand Canyon Council (GCC) - Firearms Ranges - Standard Operating Procedures (SOP)

Appendix “A”

Procedure to authorize the use of a firearm on a GCC Firearms Range

Note that GCC owned firearms clearly identified with a GCC Asset Number label affixed are authorized for use at the discretion of the Rangemaster of the event. Note also that the term “firearm” in this document extends to Air Rifles, BB-Guns, Archery Tackle, and other tools used in the course of an event occurring on a GCC Firearms Range or other appropriate event property.

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

Contact one of GCC’s authorized GCC-CRSO to sign off on the firearms in question. (see Appendix “C” for authorized names and contact information)

Based on information supplied or observed by inspection, the GCC-CRSO will determine if the firearm is acceptable and sign off for use.

The sign off will be documented via a hard copy of Form “Authorized Non-GCC-Firearm” (Appendix “B”) 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 firearms, and /or others the GCC-CRSO determines necessary.

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

Rangemaster for the event has final say on any firearm allowed on the range. Note that event Rangemaster and GCC-CRSO can be the same individual.

Any firearm 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 test firing.

Note that all firearms brought to a GCC Firearms Range must arrive unloaded and incased so the firearm cannot be directly touched by an individual in any way. Exceptions extend to Air Rifles, BB-Guns, Archery Tackle, et al ...

Appendix “B”

Authorization for Non-GCC Firearms and / or Ammunition

Today’s Date : _____ Event Date : _____ Event Name: _____

Event Coordinator: _____ Contact Info : _____

Range In Use : _____

OK’d by	Manufacturer	Model	Serial Number	Owner
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Appendix “C”

Grand Canyon Council approved Chief Range Safety Officers— October 10, 2020

Gary Jordan– 480-843-0146 garyinlaveen@yahoo.com

John Kwilosz – 480-980-5429 john@recycledmicro.com

Paul Stithem– 602-885-5438 t3cor@cox.net

Karl Brandenberger - 928-707-1221 bearnfox@msn.com

Rev. 2020 10 10 Kwllosz - FORMS OLDER THAN THIS DATE SHOULD NOT BE USED AFTER THIS DATE

Standard Operating Procedures

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Appendix - D - Emergency Response Procedure

First Response

- Call a “Cease Fire”. Ensure that all firearms are unloaded and clear.
- 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, 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 Heard Scout Pueblo to guide in the emergency equipment.
- Location:

Heard Scout Pueblo
1901 E. Dobbins.

Directions: From Baseline and 20th St, go south on 20th Street until it curves West and turns into Dobbins. The entry to Heard Scout Pueblo is at the intersection of 20th St and Dobbins.

Directions to the Shooting Sports Range: Turn left immediately after entering the gate at the Heard Scout Pueblo onto a dirt road. Follow the road about 90 yards curving right and down hill bearing to the left as you cross the wash. As you climb the hill, bear to the right (south) and follow the road past the flag pole to the Shooting Sports Range. The Shooting Sports Range is against South Mountain at the end of the road.

Coordination

- Contact Heard Scout Pueblo Ranger and inform him of incident. The Ranger will contact Grand Canyon Council. If the Ranger is 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.

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Appendix - E - Injury / Illness Report Form
Heard Scout Pueblo Shooting Sports 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 _____

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Heard Scout Pueblo Shooting Sports Range

Appendix - F - Injury / Illness Witness Statement
Heard Scout Pueblo Shooting Sports Range

Incident Date _____ Incident Time _____

Specific Location of Incident _____

Victim Name _____

Witness Name _____

Witness Address _____ Telephone _____

Witness Statement _____

Witness Signature _____

Date of Statement _____ Time of Statement _____

Statement taken by: Name _____

Address _____ Telephone _____

Appendix – G – Shooter’s Tracking Card – (Front & Back pages)

Grand Canyon Council Boy Scouts of America Rifle Merit Badge & NRA Shooting Range Tracking Card									
NAME: First, Middle, Last									Today's Date
Complete Street Address									
Date or Birth			Phone #1				Phone #2		
eMail Address					Scoutmaster Name & Phone #			Unit #	
Rifle Merit Badge Requirements Signoff - Initial & Date					MB Counselor Name & Phone #				
Kwifltsz - 480-980-5429 rev 20201020	1a	1b	1c	1d	1e	1f	1g	1h	1i
	2a	2b	2c	2d	2e	2f	2g	2h	2i
	2j (Cleaning)	2k	2l	2m	MB Counselor Sign & Date When Completed				
3 Shots/Targ	1of5 2l		2of5 2l		3of5 2l		4of5 2l		5of5 2l
5 Shots/Targ	1of5 2m		2of5 2m		3of5 2m		4of5 2m		5of5 2m

Grand Canyon Council Boy Scouts of America Rifle Merit Badge & NRA Shooting Range Tracking Card									
NAME: First, Middle, Last									Today's Date
Complete Street Address									
Date or Birth			Phone #1				Phone #2		
eMail Address					Scoutmaster Name & Phone #			Unit #	
Rifle Merit Badge Requirements Signoff - Initial & Date					MB Counselor Name & Phone #				
Kwifltsz - 480-980-5429 rev 20170427	1a	1b	1c	1d	1e	1f	1g	1h	1i
	2a	2b	2c	2d	2e	2f	2g	2h	2i (Cleaning)
	2j	2k	2l	2m	MB Counselor Sign & Date When Completed				
3 Shots/Targ	1of5 2k		2of5 2k		3of5 2k		4of5 2k		5of5 2k
5 Shots/Targ	1of5 2l		2of5 2l		3of5 2l		4of5 2l		5of5 2l

NRA 4 Position 50 Foot Rifle

Full Name:

	1	2	3	4	5	6	7	8	9	1	TQ	Po	Date/
PM											2	An	
MKS											2	An	
MFC											3	An	
SS											3	An	
1											4	Pr	
2											3	Sit	
3											3	Sit	
4											4	Sit	
5											3	Kn	
6											3	Kn	
7											4	Kn	
8											3	St	
9											3	St	
Ex-											4	St	

Distinguished Ex-

DE Shooting must be witnessed by an NRA

Pr												1	
Sit												1	
Kn												1	
St												1	

Witness Printed Name, Signature, NRA number, Phone Number, Date:

NRA 4 Position 50 Foot Rifle

Full Name:

	1	2	3	4	5	6	7	8	9	1	TQ	Po	Date/
PM											2	An	
MKS											2	An	
MFC											3	An	
SS											3	An	
1											4	Pr	
2											3	Sit	
3											3	Sit	
4											4	Sit	
5											3	Kn	
6											3	Kn	
7											4	Kn	
8											3	St	
9											3	St	
Ex-											4	St	

Distinguished Ex-

DE Shooting must be witnessed by an NRA

Pr												1	
Sit												1	
Kn												1	
St												1	

Witness Printed Name, Signature, NRA number, Phone Number, Date:

Appendix - H - Range Event Roster - Sign in sheet - (Front & Back pages)

Heard Scout Pueblo Rifle Range Sign-In Roster

Today's Date: _____

Session: AM / PM (Circle)

Have merit badge
already - Y/N

Session: AM / PM (Circle)

Have merit badge
already - Y/N

Participants Name / Print Neatly !!

Unit #

Participants Name / Print Neatly !!

Unit #

			1			
			2			
			3			
			4			
			5			
			6			
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			28			

Heard Scout Pueblo - Rifle Range Leadership Roster

Range Safety / Instructor Personnel in Attendance

Date: _____

Name	NRA ID#	Phone #	Certified		Time In	Time out
			Instr?	RSO?		

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Participant's Leader Contact Information

Name	Unit position
Phone #	Unit number
email address:	District

Standard Operating Procedures

Heard Scout Pueblo Shooting Sports Range

Appendix I - HSP Open Shoot Standard Operating Procedures

General Daily Outline – RSO is responsible

Before attendees are scheduled to arrive:

- Open container
- Clean, organize and inspect range
- Distribute appropriate amount of necessary equipment
- Short meeting with range crew
- Make sure range crew sign in on back of roster

As attendees arrive:

- Make sure all who are shooting sign in on roster and have range white card – new or repeat and note FIRST TIME SHOOTERS
- Make sure all who are shooting are eligible and have paid
- Make sure at least one adult from each group sign in on back of roster

Event begins:

- Perform safety briefing and event description – appropriate for group
- Assign shooting positions
- If targets are not posted, do so
- If ammo is not distributed, do so
- Shoot begins
- After all shots are fired and range is safe, shooters police brass, pull and replace targets
- Shooters line up at scoring booth
- After scoring, shooters return to ready area for next round if appropriate
- If appropriate, cleaning session occurs at end of shoot

At close of event before attendees depart, make sure:

- Shooters police all brass within reason
- All range white cards are up to date
- Any merit badge blue cards or range issued partial sheets are completed
- Any NRA qualification certificates are completed and awarded

Closing of range:

- Mark and log any equipment or consumables requiring repair or replacing
- Document amount of AMMO used, quantity of attendees including number of FIRST TIME SHOOTERS.
- Make sure range white cards used for the day are digitized and alpha-filed (if not note, date & marked “not digitized”)
- Stow all equipment
- Police complete range – thoroughly double check, then lock container
- Short recap meeting with range crew
- Make sure roster gets to appropriate hands for posting NRA credit and archive filing if appropriate
- Make sure range attendance report, any collected money, other pertinent info gets to appropriate individual

General notes for open shoot:

- Remember, **SAFETY – FUN – LEARNING** should be the rules for the day – this is **not** supposed to be **boot camp**.
- All shooters should work towards merit badge qualification unless circumstances dictate otherwise
- Scoring for merit badge should include some sparing subjectivity – appropriate for the shooter
- If shooters prove themselves worthy and eligible, invite them to shoot 4 position NRA qualification
- Generally, use bench unsupported for NRA qual. for positions referred to as ANY
- When **appropriate**, get a gun in the hands of visiting adults and siblings for a few shots.
- Once safety considerations are handled, make sure instructors concentrate on shooter improvement for Scouts

Standard Operating Procedures

Heard Scout Pueblo Shooting Sports Range

Appendix J Revisions Page

- 1999 September 30 Original
- 2000 January 10 Minor
- 2010 May 12 Minor
- 2020 December 2 Major: Including; adding handguns, non-Council equipment, non-Council range use, numerous forms, rewrite ambiguous language, updated range operations, important contacts page.

Appendix K – Important Contact List

As of December 2, 2020:

Gary Jordan	CRSO & Shooting Sports Council Chair	480-245-4465	garyinlaveen@yahoo.com	
Cameron Thomas	Heard Scout Pueblo Ranger	540-266-4185	Cameron.Thomas@scouting.org	
Matthew Graham	GCC Program Director	602-955-7747	Matthew.graham@scouting.org	
Greg Harmon	GCC Director of Support Services	602-955-7747	Gregory.harmon@scouting.org	
John Kwilosz	CRSO & GCC – NRA Training Counselor	480-980-5429	john@BSAhootingsports.com	

Edited by: John Kwilosz - 2020 12 03