

**BOY SCOUTS OF AMERICA
GRAND CANYON COUNCIL**

**Camp Geronimo
Shotgun Range**

Standard Operating Procedures



Standard Operating Procedures

Camp Geronimo Shotgun Range

1. 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 a multi station shotgun field with a canopy covered shooting box located at the Shooting Sports area between the mess hall and upper cabins. The range is used primarily for the Shotgun Shooting Merit Badge in support of the Boy Scout program.

The purpose of these Standard Operating Procedures (SOPs) is to promote the safe use of this facility.

Within the Boy Scouts of America (BSA), the purpose of the shooting sports programs is:

- 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, Boy Scout troops, Varsity Scout teams, Venture crews and Explorer posts.

2. Personnel

Operation of the range shall be under the direction of duly appointed and authorized Rangemasters.

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 the Director of Properties, Grand Canyon Council.

At a minimum, the qualifications for a Shotgun Rangemaster shall be a National Rifle Association certified instructor with a current certification in shotgun. The Rangemaster will be in charge of the firing line and will not leave while anyone is on the firing line or the range flag is flying.

In addition, other range officers may assist the Rangemaster. These range officers shall be part of the Camp Geronimo staff. At the discretion of the Rangemaster, other

Standard Operating Procedures

Camp Geronimo Shotgun Range

individuals not part of the Camp Geronimo staff may provide assistance. However, assistance in operating the firing line is limited to non-staff individuals who hold current National Rifle Association instructor certification.

3. Minimum Staffing

The shotgun range shall have a minimum of two adults present at all times while the range is in operation. One adult shall be an authorized Rangemaster. The second adult may be an assistant Rangemaster, parent or unit leader.

4. Allowable Firearms

Activities at the Camp Geronimo shotgun range shall be limited to clay target shooting with the following types of firearms:

Semi-automatic (recommended), pump, bolt or hinge action, smoothbore cartridge 12-gauge or 20-gauge shotguns meeting the requirements of the Boy Scouts of America will be used, however both gauges must not be used on the same range at the same time. At the direction of the Camp Director, one of the following methods shall be used to maintain a single gauge on the range at any time.

- The use of a particular gauge of shotgun and ammunition shall be limited to a designated time period each day (e.g. 20-gauge operations during morning Merit Badge sessions and 12-gauge operations during afternoon Merit Badge sessions).

-OR-

- The use of either 12-gauge or 20-gauge shotgun and ammunition may occur at any time throughout the course of a particular Merit Badge session, however, when changing gauges during the session the Rangemaster shall remove the shotguns and ammunition for the gauge NOT in use by properly securing all shotguns and ammunition for that particular gauge within the range shed.

Only one round of ammunition shall be loaded at a time.

All shotguns shall have a minimum of a 3 pound trigger pull.

NOTE: Muzzleloading shotguns and rifles are also allowed on this Range at the discretion of a GCC authorized CRSO and Rangemaster.

5. Prohibited Firearms

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

These include all rifles, pistols and shotguns with rifled barrels. Also included are “slug guns.”

Standard Operating Procedures

Camp Geronimo Shotgun Range

6. Use of Personal Firearms

All shotguns will be supplied by Camp Geronimo. Use of personal firearms is prohibited.

7. Activities

All shooting activities at the Camp Geronimo shotgun range shall be limited to shooting at clay targets thrown using a stationary mounted trap as approved by the Rangemaster. Specialty targets may be used with the express consent of the Rangemaster.

All targets shall be thrown so that all projectiles will be contained within the area surrounded by the posted single line barrier

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 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 insure 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

Standard Operating Procedures

Camp Geronimo Shotgun Range

It is the responsibility of the Rangemaster and all other members of the range staff to insure 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. Insure that the buildings are in good and safe condition. Inspect the single line barrier for condition and possible presence of animals, such as rattle snakes. Place the red firing flag on the flagpole. Inspect the range periphery for condition and to insure 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. Any firearms not in good condition shall be tagged for repair.

Inspect the eye and ear protection for condition.

Inspect trap machine for condition and operation. Check that all nuts and bolts are tight and do not exhibit excessive wear.

9.4. Eye Protection and Ear Protection

Each shooter must, under BSA policy, wear eye and ear protection. The operator of the trap machine must wear eye and ear protection. All others, including range staff, are encouraged to wear eye and ear protection whenever firing occurs.

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:

Standard Operating Procedures

Camp Geronimo Shotgun Range

9.5.1. Identification of Range Personnel

The Rangemaster, assistant Rangemasters, and all other range staff must be identified.

9.5.2. Range Layout

The layout of the range shall be pointed out. This shall include the locations of:

- shooting box
- target area and perimeter or range
- spectator area

It should also be explained that Camp Geronimo 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. The operator of the trap machine must wear eye and ear protection. All others, including range staff, are encouraged to wear eye and ear protection whenever firing occurs.

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 shooting box
- Eye and ear protection on
- Pickup shotgun from rack
- Load your shotgun
- Fire when ready

Standard Operating Procedures

Camp Geronimo Shotgun Range

- Cease fire
- Remove eye and ear protection
- Clean up your shells

9.5.6. Range Rules

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

- When an individual is down range, no individual may touch a firearm
- When shooters are called to their positions, all spectators must retreat behind the ready line.
- No shooter may touch a shotgun 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 downrange 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 remain in position and wait for assistance. The shooter should not attempt to fix the malfunction. 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 broken clay target material located on the shooting field is not to be touched or disturbed at any time for any reason. To minimize the “attraction” of whole and partially broken targets to campers when the range is closed, (and the subsequent distribution throughout camp) targets are to be broken into small pieces by foot after each shooting session
- 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.

Standard Operating Procedures

Camp Geronimo Shotgun Range

9.5.8. Summary

“All participants must satisfactorily complete the material in Lessons I – III of the *NRA Basic Shotgun Shooting Course* before being permitted to shoot. These lesson plans are the accepted program of the Boy Scouts of America.” *Camp Program and Property Management*, BSA publication 20-920

10. Range Operation

In operation, there are only four persons on the firing line on the shotgun range – two shooters, the trap operator, and the range officer. The trap should be approximately in the middle of the firing line. The shooters positions are to the right and left of the trap. The operator is at the trap. The range officer is approximately 3 steps behind the firing line, in a position to observe the shooters, the trap operation as well as the full flight of the target.

The range officer’s first command is “Ready – Load”. On this command, the shooter or an authorized staff member loads one cartridge, the trap operator cocks the trap and loads one target. When ready, the shooter calls” Pull”. The trap is released immediately and the shooter fires. The range officer or authorized staff member scores the target.

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 forward of the shooting box after the order has been given to load and before the order has been given to cease firing. Spectators are not allowed to the left or right of the firing line or any other position forward of the firing line for any reason. Should leaders or parents desire photographs, the Rangemaster, at his option, may elect to post one or more Scouts with unloaded shotguns so that pictures can be taken.

When the command “Cease Fire” is given, all shooters shall immediately render their firearms safe. Shotgun actions shall be opened and the shotgun placed on the rack or table with the muzzle shall be pointed down range.

11. Storage

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

Standard Operating Procedures

Camp Geronimo Shotgun Range

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 shotgun range.
- Contact the Camp Geronimo 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.

Standard Operating Procedures

Camp Geronimo Shotgun Range

Appendix A Emergency Response Procedure

First Response

- Call a “Cease Fire”. Ensure that all firearms are unladed 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 determines 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 Camp Geronimo 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.

Coordination

- Contact Camp Geronimo 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.

Standard Operating Procedures

Camp Geronimo Shotgun Range

Appendix B

Injury / Illness Report Form Camp Geronimo Shotgun 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 _____

Standard Operating Procedures
Camp Geronimo Shotgun Range

Appendix C Injury / Illness Witness Statement
Camp Geronimo Shotgun 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 _____