Shooting Sports Operations Guidelines and Procedures
For
Camp Alexander Summer Camp Archery Range

The Pikes Peak Council Shooting Sports Committee has adopted these Range Operation guidelines to assist Camp Alexander Summer Camps in planning and providing safe and fun programs for the youth and adults they serve. These rules, policies and directives are subject to change, revision and/or addition upon approval of the Council Shooting Sports Committee.

1. Authorized use of range
   a. The camp Alexander Archery Range may be in operation only when a current National Camp School certified Shooting Sports Director is present on Camp Alexander property.
   b. Range equipment, bows and arrows will be checked out by the Shooting Sports Director to the Chief Range Officer. When shooting is completed, all bows and arrows are to be checked for problems and stored in the archery shed. Report any malfunctions to the Shooting Sports Director.
   c. The range shall have a maximum of 14 shooting positions in use during any live fire operation.
   d. The range is to be operated under the supervision of a Qualified person 18 years of age or older who has been trained by a National Camping School certified Shooting Sports Director or a USA Archery or National Field Archery Association Instructor and has a current training course pocket certificate No. 33767.
   e. The Chief Range Officer and/or his/her designee shall conduct a safety briefing before live firing begins.
   f. No one is to be on the range unless the Chief Range Officer is present and in charge of the range.
   g. Anyone on the range is there at the express consent of the Chief Range Officer and may be denied that right by the Chief Range Officer without appeal.
   h. Access to the range is a privilege extended to qualified adults to support BSA programs. Anyone allowed to operate the Camp A archery range is to follow BSA procedures and give special care to the program resources (bows, arrows, arm guards, targets, etc.) Anyone failing to meet these expectations will lose their privilege to operate the range.

2. Range Safety Briefing
   a. While gathered at a location outside the range:
      i. Introduce the staff and indicate who is in charge
      ii. Review general range rules
         1. Know and obey all range rules.
         2. Always follow the Range Officer’s instructions.
         3. Always keep the arrow pointed in a safe direction.
         4. Only nock an arrow when instructed to do so.
         5. Only draw the bow and shoot when instructed to do so.
6. Always walk on the range.

7. Always wear an arm guard and finger tabs or glove unless the bow string is equipped with no-tab beads.

8. Always hold arrows with vanes up and tips in the palm of your hand when returning them to the quiver.

9. Always behave in a scout like manner.

10. Rulings by the Chief Range Officer are final.

11. Do not enter the range if the Chief Range Officer is not present.

12. Always ask permission to enter the range.

13. No one enters or leaves the range without permission.

14. Any grievances, Questions or concerns about safety, range operation or other related matters should be brought to the immediate attention of the Shooting Sports Director.

3. Range Commands and Actions
   a. To indicate emergency or hazardous conditions
      i. Cease fire (either verbal or 4 or more whistle blasts)
         1. Purpose: To stop shooting routinely or in case of an emergency. Anyone seeing a hazardous condition may call a cease fire.
         2. Action: Shooters immediately let down the bow put arrow in quiver and await further instructions.

   b. Preparing the range for live fire
      i. Command: Shooters stand behind the ready line
         Action: Shooters move to the ready line

      ii. Command: Move to the shooting line
         Action: Shooters move to the shooting line with both feet behind the line

      iii. Command: Take the bow, nock an arrow and wait until the instructor checks your actions and tells you to shoot all your arrows (after the first time you may shoot all of your arrows when instructed to shoot).
         Action: Shooters take a bow, nock an arrow and wait for instructor. After shooting all of their arrows they hang up their bows and move in back of the ready line.

      iv. Command: Cease Fire (When all shooters are done shooting and behind the ready line.

      v. Command: Move to the target line.
         Action: All shooters move to the target line.

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vi. Command: One shooter from each target score your target and retrieve your arrows.
    Action: One shooter from each target goes to the target and retrieves their arrows. If any arrows are behind the target, stick an arrow in the top of the target and go behind the target to look for lost arrows.
    Action: Second shooter from each target goes to the target, scores the target and retrieves their arrows.
    Action: All shooters return their arrows to their quivers and move behind the ready line.

c. Range commands
   i. Shooters move to ready line.
   ii. Shooters move to shooting line.
   iii. Take your bows and nock an arrow.
   iv. Wait for instructor before shooting (only first time shooting).
   v. Shoot all of your arrows.
   vi. Cease fire.
   vii. Advance to target line.
   viii. One shooter from each target advance, score your target and retrieve your arrows.
   ix. Return your arrows to the quivers and move behind the ready line.

4. EMERGENCY PROCEDURES
   a. Cease firing.
   b. Take charge of the situation.
   c. Have someone call for help.
   d. Render aid if victim is conscious and agrees, if unconscious get permission from a leader, if no leader present proceed with aid.
   e. Have medical help directed to location.
   f. Take notes and be prepared to file an incident report.