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 rifle 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 and ammunition will be checked out by the Shooting Sports Director to the Range Safety Officer. When shooting is completed, all firearms are to be thoroughly cleaned and returned to the Shooting Sports Director. In good condition. Remove the bolt and clean it, clean the chamber and run a bore snake through the bore. If that doesn't clean the bore, use a cleaning rod, bore brush and bore cleaner. Lightly oil the bore, bolt and all metal parts. Further dismantling is not required. Report any malfunctions or needed repairs to the Shooting Sports Director.
   c. The range shall have a maximum of sixteen shooting positions in use during any live fire operation.
   d. The range is to be operated under the supervision of a current NRA certified Range Safety Officer and one NRA certified instructor or Assistant Instructor (at least 18 years of age) for each 8 shooters. The Range Safety Officer may not instruct shooters. The Range Safety Officer is responsible to run the range, maintain safety and insure all rules are followed. Any decisions by the Range Safety Officer are final. If anyone continues to disregard instructions after a warning, they can be removed from the range. If they refuse to leave, the range is to be closed.
   f. The Range Safety Officer and/or his/her designee shall conduct a safety briefing before live firing begins.
   g. No one is to be on the firing line unless the RSO is present and in charge of the range.
   h. Anyone on the firing line is there by the express consent of the RSO and may be denied that right by the RSO without appeal.
   i. Access to the range and firearms is a privilege extended to qualified adults to support BSA programs. Anyone allowed to operate the Camp A rifle range is to follow NRA and BSA procedures and give special care to the program resources (firearms, target holders, safety protection, 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 firing line
      i. Introduce the range staff and indicate who will be in charge.
ii. Review the three fundamental rules for safe gun handling
   1. Always keep the gun pointed in a safe direction. (declare that on this range a safe direction is toward the targets).
   2. Always keep your finger off the trigger until ready to shoot.
   3. Always keep the action open and unloaded until ready to shoot.

iii. Review general range rules.
   1. Know and obey all range rules.
   2. No running or horse play.
   3. Listen to and obey the Range Safety Officer and Range Officers at all times.
   4. Shoot only at authorized targets.
   5. No talking on the firing line. If you have a question raise your hand and wait for a Range Officer.
   6. If you have a misfire, do not eject, keep your gun pointed downrange and raise your hand.
   7. Live round on ground, do not pick up, raise your hand.
   8. No one enters or leaves the range without permission
   9. No one enters or leaves the range while it is hot.
   10. No candy, food or drinks, other than water, on the range.
   11. Eye and ear protection is required in the firing line area.
   12. No one touches the guns or ammo until told to do so.
   13. Safety, safety, safety. Use safe gun handling procedures at all times.
      a. Always keep the gun pointed in a safe direction
      b. Always keep your finger off the trigger until ready to shoot.
      c. Always keep the action open and unloaded until ready to use.

iv. Review equipment.
   1. Explain how to operate the gun.
   2. Explain how to hold the gun.
   3. Explain sight picture.
   4. Explain how to sight in on the target.
   5. Explain how to load the gun and prepare to fire.

v. Review the targets.
   1. Explain what they will be shooting at.
   2. Explain what they are attempting to do. Discuss shot groups.

vi. Eye and ear protection.
   1. Explain how to properly put them on and fit them.

vii. Shooting fundamentals.
   1. Aiming.
2. Breath control.
3. Hold control.
4. Trigger control.
5. Follow through.

b. Range commands and actions.
   i. To indicate emergency or hazardous conditions.
      1. Command: CEASE FIRE.
      Purpose: to stop all shooting routinely or in case of emergency immediately. Anyone seeing a hazardous condition may call a cease fire.
      Action: Shooters immediately stop shooting, keep the muzzle pointed down range, remove finger from trigger guard, lay gun on table and wait for further instructions (before anyone goes down range, all shooters will retreat behind the ready line).
   ii. Preparing the range for live fire.
      1. Command: Move to benches, adjust chairs and rifle blocks. Do not touch the rifles.
      Purpose: To get the shooters into position to begin shooting.
      Action: Shooters move to their assigned benches, adjust their position to get comfortable and make sure they are on the proper side of the bench.
      2. Command: Put on eye and ear protection.
      Action: Shooters put on eye protection then ear protection.
      3. Command: Pick up rifles, place them on blocks, remove flags, take off safety, get preliminary sighting and keep your finger off the trigger.
      Action: Shooters pick up rifles, remove flags, take off safety and sight in.
      4. Command: Load and lock one round, keep your finger off the trigger.
      Action: Shooters insert one round in chamber, close bolt, cock rifle and keep finger off the trigger.
      5. Command: Ready on the right.
      Action: Any shooter not ready can raise his hand and an instructor will help him. (When ready, instructor gives RSO thumbs up.)
      6. Command: Ready on the left.
      Action: Any shooter not ready can raise his hand and an instructor will help him. (When ready, instructor gives RSO thumbs up.)
      7. Command: The line is ready, commence firing.
      Action: Shooters shoot all of their rounds. When finished, they open bolt, insert clear chamber flag, put on safety, lay rifle on bench and sit quietly until everyone is done shooting.
      8. Command: Cease fire. (Given by RSO when all are done shooting.)
      Action: All firing ceases. Guns are properly laid on benches, flags in, safety on bolts open.
9. Action: All firing ceases. Guns are properly laid on benches, flags in, safety on bolts open.
   Action: RSO telling everyone the range is safe.
10. Command: Remove ear and eye protection.
    Action: Shooters remove ear then eye protection. Properly lay eye protection on bench, hang ear protection at back of bench.
11. Command: Pick up brass, put it in brass can, and move behind ready line.
    Action: Shooters pick up brass around their bench, move behind ready line and await instructions.
12. Command: Change targets.
    Action: Shooters take new target, replace old target with new one, bring old target back to be scored. First scout through gate says loudly “man down range” repeated by RSO. Last scout off range closes gate and says loudly “range clear” repeated by RSO.

iii. Move to the firing line gate.
1. Review again the three fundamental rules for safe gun handling.
2. Point out the ready line.
   a. Shooters do not cross the line until instructed to do so by the RSO.
   b. Do not touch the guns until instructed to do so by the RSO.
   c. Everything done on the firing line is done at the direction of the RSO.

iv. Move onto the firing line.
1. Stay behind the ready line.
   a. Shooters move behind a bench and remember the number on that bench so they shoot at the target with the same number.
2. Explain “the prescribed course of fire.” How many rounds they will shoot, how many shots per bulls-eye etc.
3. Explain a misfire and procedures.
   a. A misfire occurs when you squeeze the trigger and nothing happens.
   b. Keep the gun pointed at the target.
   c. Do not open the bolt.
   d. Raise your hand and wait for help.
4. Review the command “load and lock.”
   a. At this command the shooters may load one round, close the bolt and lock it down, keep their finger off the trigger.
5. Review the command “commence firing.”
   a. On this command the shooters may shoot all their rounds being sure they are shooting at the target with the same number as their bench.
6. Review the command “cease fire” and explain that shooters may also call a cease fire.
   a. Upon hearing “cease fire” immediately take your finger out of the trigger

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guard and lay your rifle on the bench pointing down range. If firing is finished and rifles are on benches sit and wait for the next command.

v. Range commands.
   1. Command: Move to benches, adjust chairs and rifle blocks, do not touch the rifles.
   2. Command: Put on eye and ear protection.
   3. Command: Pick up rifles, place them on blocks, remove flags, take off safety, get preliminary sighting, keep your finger off the trigger.
   4. Command: Load and lock one round, keep your finger off the trigger.
   5. Command: Ready on the right?
   6. Command: Ready on the left?
   7. Command: The line is ready, commence firing.
   8. Command: Cease fire.
   9. Command: The range is cold.
  10. Command: Remove ear and eye protection.
  11. Command: Pick up brass, put it in brass bucket, move behind the ready line.
  12. Command: Change targets.

vi. Leave the range through the gate after your target is scored and permission is given.

3. EMERGENCY PROCEDURES
   a. Cease all 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.