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

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 facilities.
   a) The Camp Alexander shotgun 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 barrel and clean it with a bore, remove the choke and clean it and the threads under it, clean the action with spray solvent. If the bore snake doesn't clean the bore, use a cleaning rod, bore brush and bore cleaner. Lightly oil the bore, action and all metal parts. Further dismantling is not required. Report any malfunctions or needed repairs to the Shooting Sports Director.
   c) The range is to be operated under the supervision of a current NCS certified Shooting Sports Director, NRA instructor 21 years of age or older, or NRA certified RSO for each firing point. The RSO is responsible to run the range, maintain safety and insure all rules are followed.
   d) Any decisions by the RSO 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 RSO and/or his/her designees shall conduct a safety briefing before live firing begins.
   g) No one is to be in the firing line area unless the RSO is present and in charge of the range.
   h) Anyone in the firing line area 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 firing line is a privilege extended to qualified adults to support BSA programs. Anyone allowed to operate the Camp A shotgun range is to follow NRA and BSA procedures and give special care to the program resources (firearms, thrower, safety protection, etc.). Anyone failing to meet these expectations will lose their privilege to operate the range.

2. Range Safety Briefing.
   k) While gathered at a location outside the range
      i. Introduce the staff and indicate who is in charge.
      ii. Review the three fundamental rules for safe gun handling.
         1. Always keep the muzzle pointed in a safe direction (declare that on this range a safe direction is up or down range.)
         2. Always keep your finger off the trigger until ready to shoot.
         3. Always keep the action open and unloaded until ready to use.
   l) Review general range rules
      i. Know and obey all range rules
      ii. Walk on the range and no horse play
      iii. Listen to and obey the RSO at all times.

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iv. Shoot only at authorized targets
v. If you have a misfire, do not eject the round, keep your gun pointed downrange and wait for instructions.
vi. No one enters or leaves the range without permission.
vii. No one enters or leaves the range while it is hot
viii. No candy, food or drinks other than water on the range
ix. Eye and ear protection is required in all areas of the range
x. Guns are loaded only by the RSO

m) Eye and ear protection
i. Explain how to properly put them on and fit them (side shields for people with prescription glasses.

3. Shooting Fundamentals (Explain Each)
   a) Stance
   b) Gun ready position
   c) Swing to the target
   d) Trigger control
   e) Follow through

4. Range Commands and actions
   a) To indicate emergency or hazardous conditions
      i. Cease fire
         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 stop shooting, keep muzzle pointed down range, remove finger from trigger guard and await further instructions
   b) Preparing the range for live fire
      i. Command: Everyone put on eye and ear protection
      Action: Everyone in training area and firing area put on eye and ear protection
      ii. Command: Enter the firing area, get a gun from the gun rack and move to a shooting booth
      Action: Shooter enters the firing area, goes to gun rack, picks up a gun, walks to a shooting booth and enters it.
      iii. RSO asks the shooter if he has shot a shotgun before. If not, RSO instructs shooter on stance, pointing gun, trigger pull and follow through. RSO has shooter track a clay all the way to the ground with an empty gun.
      Action: RSO puts one shell in gun, shooter pushes pump up and takes off safety.
      iv. Command: When ready shooter says "pull"
      Action: Staff person launches clay, shooter tracks clay and fires when ready.
      Action: RSO loads gun again and shooting action is repeated. After 5 rounds have been fired shooter puts on safety, puts in chamber block and returns gun to rack. Shooter returns to pick up hulls and put them in box. Shooter returns to training area.
      Action: If merit badge shooter, staff person records hits and misses on score sheet
   c) Range commands
      i. Everyone put on eye and ear protection
      ii. Shooter enter the firing area, get agun from the gun rack and move to a shooting booth
      iii. After gun is loaded and when ready, shooter says pull.
5. **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 or if unconscious get permission from leader, if no leader is present proceed with aid.  
   e) Have medical aid directed to location  
   f) Take notes and be prepared to file incident report