

TO: MECKLENBURG COUNTY COUNCIL
FROM: ERIC BELONGIA, CHAIR, SHOOTING SPORTS COMMITTEE
SUBJECT: STANDARD OPERATING PROCEDURES
DATE: JUNE 3, 2019

The Mecklenburg County Council Shooting Sports Committee maintains Standard Operating Procedures (SOPs) for the shooting sports most commonly offered at Belk Scout Camp.

These SOPs were created by the Shooting Sports Committee to supplement the BSA Shooting Sports Manual, Cub Scout Shooting Sports Guide, and the National Camp Accreditation Program rules and guidelines. In the event of a contradiction between our SOPs and any of these governing documents, the most restrictive option will be effective. For example, Mecklenburg County Council may require an additional certification than is required by Scouts BSA, but Mecklenburg County Council may not remove a certification requirement as stated in any of those governing documents.

The Shooting Sports Committee created these SOPs to give our volunteer Range Officers/Range Masters the support and structure they need to offer a safe and quality experience to all young people who participate at our ranges and events. The SOPs and the appendices provide the process to open and close a range, the safety briefing and range commands, and a mechanism to report and track the condition of our ranges and equipment. All of this, together, will help our volunteers provide a consistent experience to participants and help ensure safe habits on and off the range.

These Standard Operating Procedures are in effect. I ask that any challenges presented by these SOPs be brought to the Shooting Sports Committee's attention, particularly if the SOP would prevent your program from taking place. The Shooting Sports Committee welcomes feedback on the Standard Operating Procedures. Please feel free to share your feedback with me directly by phone or email (preferred).

Yours in Scouting,

Eric Belongia
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MECKLENBURG COUNTY COUNCIL

SHOOTING SPORTS COMMITTEE

***STANDARD OPERATING
PROCEDURES***

for the

Tomahawk/Knife Ranges

at

Belk Scout Camp
9408 Belt Road
Midland, North Carolina 28107

JUNE 2019

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PREAMBLE

The Mecklenburg County Council (#415) of the Boys Scouts of America was officially chartered in 1940. Prior to that it was a part of a much larger Council, the Central North Carolina Council, which officially was formed in 1915 in Charlotte. The current Scout Executive is Mark Turner.

The Mecklenburg County Council Shooting Sports Committee (MCC-SSC) was formed in 2014 after long-time Council Shooting Sports Coordinator Mark Thompson passed away.

The purpose of the Shooting Sports Committee is to manage and provide resources to the Council, the Camping Committee and the Council camps for all activities involving shooting sports whether during summer camps or during year-round shooting opportunities. All shooting sports activities should be coordinated through the Shooting Sports Committee to verify that a safe and responsible program is planned and conducted by properly trained and currently certified personnel.

Mecklenburg County Council owns the following Camp properties:

Mecklenburg Scout Reservation (MSR)
(Currently only Camp Grimes is on that Property)
383 Vein Mountain Road
Nebo, North Carolina 28761
828-652-8592
Ranger: Troy Williams

Shooting Sports Ranges in place:

- 1) Rifle Range (Rimfire; BB Gun/Air Rifle; Chalk Ball)
- 2) Shotgun Range
- 3) Cowboy Action Range
- 4) Archery Range – both short and long distance
- 5) Tomahawk/Knife Throwing Range

Belk Scout Camp (formerly Clear Creek Scout Camp)
9108 Belt Road
Midland, North Carolina 28107
704-545-0958
Ranger: Mike Cook

Shooting Sports Ranges in place:

- 1) BB Range 1 (BB/Air Rifle/Slingshot/Catapult)
- 2) BB Range 2 (BB/Air Rifle/Slingshot/Catapult)
- 3) BB Range 3 (BB/Air Rifle/Slingshot/Catapult)
- 4) Archery 1
- 5) Archery 2

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CONSTITUTION

The Council's Articles of Incorporation and Bylaws are on file at the Council's office. Additionally, Mecklenburg County Council is Chartered annually by the Boy Scouts of America. Please contact Mr. Turner, Scout Executive/CEO at (704) 342-9330 during regular business hours with any question concerning the Organization.

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ORGANIZATION

The Shooting Sports Committee reports to the Vice President of Programs, as a working part of the Camping Committee. The Committee oversees the Council's Shooting Sports Program. The Committee is also responsible for the Council's Shooting Sports Policies and Procedures. The Committee Chairperson is appointed by the Council President or his/her designee. The Committee members are recruited and nominated by the Committee Chair and approved by the Council Executive or his/her designee. The Committee members generally serve for two-year terms and can be renewed twice. Staggered terms will allow for consistency from year to year. The number of members of the Committee is up to the judgment of the Chair, with a minimum of five members, including the Chair. Minimum positions are Committee Chair, Vice-Chair of Administration, Vice-Chair of Program, Vice-Chair of Properties and Vice-Chair of Training.

While not required, it is recommended that the Chair of the Committee have a working understanding of summer camp and off-season shooting programs, and possess the knowledge, skills, and attitude to organize and run safe ranges and shooting sports programs. While shooting sports training certification (either NRA, USA Archery, or National Camp School programs) is not required to serve on the Committee, such training is strongly recommended. The Chair and members must have the knowledge, skills, and attitude to oversee shooting sports in the Council.

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NON-PROFIT ORGANIZATION

Mecklenburg County Council #415, Boy Scouts of America is a North Carolina non-profit organization. Please contact Mr. Turner, Scout Executive/CEO at (704) 342-9330 during regular business hours with any question concerning the Organization.

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YEAR ROUND SAFETY PLAN

Any use of the Mecklenburg County Council Ranges must be approved by the Ranger assigned to that Council property. This requires a proper reservation application by a unit, district or council entity and an approval by the Ranger. All shooting sports activities require a certified and trained individual for the specific range to be identified and presented to the Ranger prior to his approval.

Each approved reservation receives a written confirmation from the Ranger with the Mecklenburg County Council Camp Policies attached. Each camp also has a specific set of emergency procedures that are to be followed. In addition, the Standard Operating Procedures (SOP) for each range has a section in the appendix detailing the Emergency Procedures for that Range.

A Range Safety Officer (Rifle, Cowboy Action, Air Rifle, Chalk Ball or Shotgun) or a Range Master (Tomahawk, Knife, Slingshot, Catapult, BB or Archery) is responsible for the operation of the specific range in use. He or she is to run the range, maintain safety and ensure that all of the range rules are followed. In order to fulfill these duties, he or she cannot be involved in any instruction during live fire on the range. The range safety briefing will be presented by the Range Safety Officer (RSO) or the Range Master (RM) on the range, prior to any live fire. Additionally, the RSO or the RM will take charge of any emergency situation that may occur while the range is open.

All camp policies and range rules are to be followed. The RSO or the RM has the authority to ask an unruly individual to be removed from the range, or in severe instances, close the range to maintain order and safety.

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MECKLENBURG COUNTY COUNCIL TRAINED PERSONNEL FOR SHOOTING SPORTS

MCC Range Safety Officer – required to run the Rifle (Rimfire, Air Rifle, Chalk Ball), Cowboy Action and Shotgun Ranges at Camp Grimes on the Mecklenburg Scout Reservation. Mecklenburg County Council Range Safety Officers will be trained by the MCC Shooting Sports Committee and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a. Current youth protection trained.
 - b. Current hazardous weather trained.
 - c. Current CPR trained.
- 2) Current National Rifle Association (NRA) trained Range Safety Officer (RSO) or Chief Ranger Safety Officer (CRSO).
- 3) Current Camp Grimes RSO/SOP trained in good standing.

MCC Air Rifle Range Master – required to run Air Rifles (CO₂) on a BB Gun Range at Belk Scout Camp. Mecklenburg County Council Air Rifle Range Masters will be trained by the MCC Shooting Sports Committee and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a) Current youth protection trained.
 - b) Current hazardous weather trained.
- 2) Current BSA Range Master trained – required to be renewed every 2 years.
- 3) Current NRA Rifle Instructor.
- 4) Current Belk Scout Camp SOP trained in good standing.

MCC Archery Range Master – required to run the Archery Range at Camp Grimes on the Mecklenburg Scout Reservation or at Belk Scout Camp. Mecklenburg County Council Archery Range Masters will be trained by the MCC Shooting Sports Committee and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a. Current youth protection trained.
 - b. Current hazardous weather trained.
 - c. Current CPR trained.
- 2) Current USA Archery Level I certification strongly recommended (future requirement) for Camp Grimes.
 - a. Current Camp Grimes SOP trained in good standing.
- 3) Current BSA Cub Scout Archery Range Master trained (required for Cub Scout archery) – required to be renewed every 2 years.
 - a. Current Belk Scout Camp SOP trained in good standing.

MCC BB Gun Range Master – required to run the BB Gun Range at Camp Grimes on the Mecklenburg Scout Reservation or a BB Gun Range at Belk Scout Camp. Mecklenburg County Council BB Gun Range Masters will be trained by the Shooting Sports Director and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a. Current youth protection trained.
 - b. Current hazardous weather trained.
- 2) Current BSA BB Range Master trained – required to be renewed every 2 years.
 - a. Current Belk Scout Camp SOP trained in good standing.

MCC Range Master – required to run the Catapult/Slingshot/Tomahawk/Knife Throwing Range at Camp Grimes on the Mecklenburg Scout Reservation or at Belk Scout Camp. Mecklenburg County Council Range Masters will be trained by the Shooting Sports Director and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of the BSA.
 - a) Current youth protection trained.
 - b) Current hazardous weather trained.
 - c) Current CPR trained.
- 2) Current BSA Range Master trained – required to be renewed every 2 years.
 - a) Current BSA Cub Scout BB/Archery Range Master credentials satisfy this requirement.

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Tomahawk/Knife Range Operations

A General Information

- 1) The use of Tomahawks/Knives on the Ranges at Belk Scout Camp will provide youth the opportunity to participate in a fun and safe introduction to tomahawks/knives under the direct supervision of a trained and responsible Range Master.

B Authorized Use of Range Facilities

- 1) The Tomahawk/Knife Ranges at Belk Scout Camp (from here forward referred to as the Tomahawk Range or the Range) may be in operation only when the Camp Ranger gives permission through the established reservation procedure and the event coordinator, such as a camp director, has provided the appropriately certified range personnel.
- 2) The Tomahawk Range will be under the direct supervision of a Range Master – approved by and in good-standing with the Council’s Shooting Sports Committee.
 - a) The Range Master will open the Tomahawk Range.
 - b) The Range Master is to run the range, maintain safety and ensure that all of the range rules are followed. In order to fulfill these duties, he or she cannot be involved in anything other than operating the Tomahawk Range while participants are on inside the range.
 - c) A maximum of two (2) participants to one (1) Range Master for all Tomahawk/Knife Range events.
 - d) The Range Master must ensure that the Tomahawk Range Safety Briefing (refer to Appendix F) is properly conducted. This must occur at the Tomahawk Range and prior to any live fire. Minimum items to be covered:
 - (1) Safety Guidelines
 - (2) Equipment
 - (a) Review Tomahawk/Knife components, targets, and backstops.
 - (b) Review how to maintain, store, and care for equipment.
 - e) The Range Master is in charge of any emergency situation while the range is open.
 - f) The Range Master will close the Tomahawk Range.
- 3) The Range Master must have a copy of their current certifications on file with the Shooting Sports Committee and the Camp Ranger. They must also have a copy of them on their person while operating the Tomahawk Range. It is recommended that range staff wear their credentials on a lanyard so all participants and parents can see it.
- 4) Only the shooting sports equipment provided by the Council is permitted in camp. No personal equipment of any kind is allowed in camp or on the range. This includes Tomahawks, Knives and targets. All range equipment will be checked out by the Camp Ranger to the Range Master, who will transport it to/from the range.

- 5) The Tomahawk Range operation will conform to this SOP and the following:
 - a) The current version of the BSA National Shooting Sports Manual.
 - b) The current version of the BSA Guide to Safe Scouting.
 - c) The current version of the BSA National Camp Standards.

- 6) The log for the Tomahawk Range must be signed and dated by the Range Master involved with the event. The Catapult Range Opening/Closing Checklist & Report (Appendix E) must also be completed by the Range Master prior to and after each event. (Use one of the pre-printed forms located in this Log Book).

C Opening the Tomahawk Range:

- 1) Prior to arriving at the Tomahawk Range, the Range Master is to communicate with the Camp Ranger about the proposed event. The Range Master should:
 - a) Identify the event and the number of expected participants.
 - b) Identify who will be assisting as range staff and provide the Ranger with a copy of the Range Master's credentials if he does not have them currently on file.
 - c) Consider visiting the range(s) to be used during the week prior to the event to ensure all needed equipment/supplies are present.

- 2) Upon arriving at Belk Scout Camp, the Range Master is to meet with the Ranger or Camp Master at the camp compound to check out the equipment:
 - a) Keys to the Range storage room
 - b) Tomahawks/Knives
 - c) Targets/stands

- 3) The Range Master is to transport equipment to the Tomahawk Range.

- 4) Upon arriving at the Tomahawk Range, the Range Master is to attach range flag to the flag pole and run it to the top.

- 5) Follow the Tomahawk Range Opening/Closing Checklist & Report (Appendix E) for opening of the Range.

D Operating the Tomahawk Range:

- 1) The Range Master is to ensure that the range safety briefing has been conducted prior to any live fire at the Tomahawk Range.
 - a) Safety Guidelines
 - b) Sun Safety on the Shooting Range
- 2) The Range Master is to go over the Tomahawk Range Commands (Appendix G) with the participants in their positions.
- 3) The Range Master should begin calling the range commands (Appendix G).

E Closing the Tomahawk Range:

- 1) The Range Master is to clear the Tomahawk Range of all nonessential personnel.
- 2) The Range Master is to put all of the Range Equipment away properly – refer to Appendix E.
- 3) The Range Master is to lower the range flag and return to its original location.
- 4) The Range Master is to lock the range storage.
- 5) The Range Master is to finish filling out the checklist/report (Appendix E), sign and date it. The Range Master will need to make a copy of the checklist/report to send to the committee designee listed on the bottom of the report. The original must remain in the log book.
- 6) The Range Master is to return all equipment, including this log book to the Compound and check all back in with the Ranger or his designee.

F Emergency Procedures:

- 1) Prior to any event, the Range Master should have a clear understanding about the Emergency Procedures for Belk Scout Camp. Emergency procedures for the event will take precedence over these procedures. Before an emergency, the Range Master should:
 - a) Check for cell phone coverage while at the range. Cell phones should be on silence during the event, but on so contact can be made to and from the Tomahawk Range.
 - b) Be familiar with where land lines can be found and where any emergency personnel may be in camp.
 - c) The First Aid Kit should be reviewed for familiarization.
- 2) The Range Master is to calmly take charge of the situation.
 - a) Call for a Cease Fire and determine the nature of the situation.
 - b) Direct others, as appropriate.
 - c) Secure tomahawks before leaving the range to prevent a secondary emergency.
- 3) The Range Master is to render aid to the best of his/her training and abilities.
 - a) Notify the Ranger/Camp Master and call 911, if necessary. Use a land line, if at all possible, to ensure the right emergency personnel are dispatched.
 - b) Send an adult to the main camp gate to direct help to the Tomahawk Range.
- 4) Afterwards, the Range Master is to make notes and speak to any witnesses.
- 5) The Range Master is to fill out any reports.
 - a) Minor injuries – make notes on range Checklist/Report:
 - (1) Note items used from the First Aid Kit.
 - (2) Note type of injury and how it happened.
 - (3) Indicate who, what and which unit, etc.
 - (4) Consult with Camp Ranger or Camp Master about whether Appendix B: BSA Near Miss Report is needed.
 - b) Major Injury – fill out Appendix B: BSA Incident Report Form.
 - (1) Contact Camp Ranger
 - (2) and/or Scout Executive

Appendix A

Belk Scout Camp Emergency Procedures

The first thing to remember in an emergency situation or incident is to remain calm and use common sense. This helps to keep others calm and prevent future injury or illness. It is also important to only state facts concerning the incident to anyone that was not present at the time of the incident. Finally, confirm that you have cell service and transportation available at your activity location.

Serious Injury or Illness

1. Provide first aid within the limits of your qualifications.
2. Notify Camp Ranger or Camp Master and call 911 if necessary.
3. Complete an incident report.

Severe Storm or Tornado

In the event of an impending storm:

1. If there is time, secure equipment before seeking shelter. Otherwise, leave the equipment.
2. Afterward, attend to any injured, notify Camp Ranger or Camp Master and call 911 if necessary.

Earthquake, Flooding, other Extreme Weather

1. Secure equipment and evacuate camp.

Fire in Camp

1. Secure equipment and evacuate camp.
2. Notify Camp Ranger or Camp Master and call 911 if necessary.

Missing Person

1. Notify Camp Ranger or Camp Master.

Closest Medical Facilities

Novant Health Matthews Medical Center 704-384-6500
1500 Matthews Township Pkwy
Matthews, NC 28105

Phone Numbers for fast reference

The following buildings have telephone lines for making outside calls. Confirm with Ranger or Camp Master which ones will be available to you during your stay/event:

- Ranger's Office
- Ranger's Home
- Camp Office
- Pool Area
- Dining Hall Kitchen

Appendix A

Year-Round Program Camp Grimes/MSR Emergency Procedures

The first thing to remember in an emergency situation or incident is to remain calm and use common sense. This helps to keep others calm and prevent future injury or illness. It is also important to only state facts concerning the incident to anyone that was not present at the time of the incident. Finally, confirm that you have cell service and transportation available to your group at your activity location.

Serious Injury or Illness

1. Provide first aid.
2. Notify Camp Ranger or Camp master and call 911 if necessary.
3. Complete an incident report.

Severe Storm or Tornado

In the event of an impending storm:

1. If there is time, secure equipment before seeking shelter. Otherwise leave the equipment.
2. Shelter in range buildings.

Earthquake, Flooding, other Extreme Weather

1. Secure equipment and evacuate camp.

Fire in Camp

1. Secure equipment and evacuate range.
2. Notify Camp Ranger or Camp master and call 911 if necessary.

Missing Person

1. Notify Camp Ranger or Camp master.

Closest Medical Facilities:

McDowell Hospital 828 659-5000
430 Rankin Drive
Marion, NC 28752

McDowell Primary Care & Walk-in Clinic
828-659-2900
6 East Medical Court
Marion, NC 28752

Phone Numbers for fast reference:

McDowell EMS:	911
Dysartsville Fire Department:	911
Health Plus Afterhours Clinic:	828-652-1400
McDowell Hospital Emergency Room:	828-659-5175
McDowell County Sheriff:	828-652-2235

The following buildings have telephone lines for making outside calls. Confirm with Ranger or Camp master which ones will be available to you during your stay/event:

- Camp Grimes Office Building: 828-652-3923
- Ranger Residence: 828-652-8592

Incident Information Report

(Events or allegations of injury, illness, or property damage, including employment and issues with directors and officers)

Witnesses

Name: _____
First Middle Last
Address: _____
City State Zip
Home phone: _____ Cell phone: _____ Work phone: _____

Others

Name: _____
First Middle Last
Address: _____
City State Zip
Home phone: _____ Cell phone: _____ Work phone: _____

Property Damage (if applicable)

Property or vehicle make/model/year: _____
Color: _____ License plate No.: _____

Driver Contact Information (if applicable)

Name: _____
First Middle Last
Address: _____
City State Zip
Home phone: _____ Cell phone: _____ Work phone: _____
Passengers: _____ Contact information: _____

Additional information:

Information gathered at scene

Contact information: _____

Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry

Appendix E

Tomahawk/Knife Range Opening/Closing Checklist & Report:

Range Master: _____ Event/Date: _____

Event: _____ Event Contact: _____

Contact Email: _____ Phone: _____

Compound Items

Open **Close** **Issue/Comments**

Knives	_____	_____	_____
Tomahawks	_____	_____	_____
First Aid Kit	_____	_____	_____
Targets	_____	_____	_____

Range Items

Open **Close** **Issue/Comments**

Range Master Vest	_____	_____	_____
Range Flag	_____	_____	_____
Inspect Range Boundary – Ropes	_____	_____	_____
Inspect Range Fence/Gate	_____	_____	_____
Inspect Backstop	_____	_____	_____
Inspect Target Holders	_____	_____	_____
Setup Hawk/Knife Tables	_____	_____	_____
Setup Range Master Area	_____	_____	_____
Setup Trash Can	_____	_____	_____
Lock all Locks	_____	_____	_____
Take Trash to Dumpster	_____	_____	_____
Return Equipment to Ranger	_____	_____	_____

Appendix F

Tomahawk Range Safety Briefing

A General:

- 1) A Safety Briefing is required for all Mecklenburg County Council Shooting Sports Ranges prior to any live fire, regardless of shooter experience or Range Officer/Master familiarity with the shooters.
- 2) Information needs to be consistent – the Range Officer or Range Master is responsible for ensuring that the information in this safety briefing is delivered prior to live fire.
- 3) Use this Safety Briefing as provided.

B Tomahawk Range Safety Briefing:

- 1) While gathered in the spectator area of the Tomahawk/Knife Range, introduce yourself and explain your role for the event.
 - a) Introduce any other assistants for the event.
- 2) Explain to participants:
 - a) The most important safety element is attitude. All the safety knowledge and skills are of little value unless they are used.
 - b) A tomahawk/knife is NOT a toy.
- 3) Review Range Safety Rules
 - a) Always stay clear of the tomahawks/knives until instructed to do otherwise.
 - b) Always keep the blades pointed downrange.
- 4) Explain Sun Safety on the Shooting Range
 - a) Limit exposure to the sun between 10 am and 4 pm.
 - b) Generously apply sun screen, even on cloudy days.
 - c) Wear protective, tightly woven clothing.
 - d) Wear a hat with a wide brim and sunglasses with UV protection.
 - e) Stay in the shade whenever possible.
 - f) Avoid reflective surfaces, which can reflect up to 85% of the sun's damaging rays.
- 5) Stances (Described for right-handed throwers; reverse for left-handed throwers.)
 - a) Side-by-side stance (This stance is the safest.)
 - (1) Feet evenly squared with the target
 - (2) Left hand on bottom of handle
 - (3) Right hand on top of left with thumb facing up (helps with rotation)
 - b) Sideways (This stance is optional; ensure that the draw goes directly overhead and not to the side, which causes the tomahawk to turn.)
 - (1) Body and feet 90 degrees from the target on dominant side
 - (2) Right hand on bottom of handle with thumb facing up
 - (3) Aiming. Site the target with arm extended and tip of hawk pointed to desired spot.

6) THROWING

- a) Keep elbows and wrists locked.
- b) Draw tomahawk back over top of head.
- c) Bring it forward until initial aiming point is reached.
- d) Release the tomahawk.

7) RETRIEVAL

- a) Only when the Range Master allows, walk to the target—do not run.
- b) Proper technique to remove tomahawks:
 - (1) Place one hand on the target, and with the other, firmly grasp the handle of the tomahawk.
 - (2) Push down on the handle, and then pull up on the handle.
 - (3) The tomahawk will release from the target.
- c) General safety during 'hawk removal:
 - (1) Always remove the 'hawk above your head first, and drop it to the ground.
 - (2) If you should stick both 'hawks, keep one hand on each during removal from target.
- d) Once both 'hawks have been removed, pick them up, and grasp the head of the 'hawk in the palm of the hand with blades facing away from the body.
- e) Return the 'hawks to the throwing line with the blades facing downrange.

8) STICKING THE AX OR TOMAHAWK

The key to sticking is consistency, which is most easily attained with an ax or tomahawk of sufficient size and weight. Throw the heaviest tomahawk possible without causing strain. For most people, a head weight of about 16 ounces works well.

Most often, a tomahawk sticks with the handle at an angle of about 45 degrees in relation to the surface of the block. If the upper corner of the blade forms an acute angle with the top of the head, the tomahawk will penetrate deeper and is less likely to fall out. If the point is above the line of the top of the handle, the ax will still stick even if over-rotated, with the handle forming nearly a right angle with the surface of the block. If the edge of the tomahawk is curved rather than straight, it will be more likely to stick if under-rotated, with the handle and the edge nearly parallel to the block.