

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
Chair, Shooting Sports Committee
Mecklenburg County Council
chair@mccshootingsports.com
704-651-6072 (cell)



BOY SCOUTS
OF AMERICA®

MECKLENBURG COUNTY COUNCIL

SHOOTING SPORTS COMMITTEE

***STANDARD OPERATING
PROCEDURES***

for the

Archery 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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Archery Range Operations

A General Information

- 1) The Archery Ranges at Belk Scout Camp are designed to provide youth the opportunity to participate in a fun and safe introduction to archery under the direct supervision of a trained and responsible Archery Range Master.
- 2) It is strongly recommended that the Archery Range Master possess USA Archery Level 1 or higher certification, but at this time it is not a requirement.
- 3) Eye protection is REQUIRED for all participants and range staff while the range is in operation.

B Authorized Use of Range Facilities

- 1) The Archery Ranges at Belk Scout Camp (from here forward referred to as the Archery 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 Archery Range will be under the direct supervision of an Archery Range Master – approved by and in good-standing with the Council’s Shooting Sports Committee.
 - a) The Range Master will open the Archery 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 Range while participants are on the range.
 - c) A maximum of eight (8) participants to one (1) Archery Range Master for all Archery Range events. Helpers (adults) are highly recommended for each participant, but do not affect the 8-to-1 ratio unless they are also Range Masters.
 - d) The Range Master must ensure that the Archery Range Safety Briefing (refer to Appendix F) is properly conducted. This must occur at the Archery Range and prior to any live fire. Minimum items to be covered:
 - (1) Safety Guidelines
 - (2) Whistle Codes
 - (3) Equipment
 - (a) Review bows, bowstrings, arrows, arm guards, points of aim, target butts, target faces, and backstops.
 - (b) Review how to maintain, store, and care for equipment.
 - (c) Review how to string and unstring a bow (only if not using compound bows).
 - e) The Range Master is in charge of any emergency situation while the range is open.
 - f) The Range Master will close the Archery 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 Archery 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 firearms of any kind are allowed in camp or on the range. This includes arrows and targets. Range staff are allowed to bring their own whistles, eye protection and arm guards. 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 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 Archery Range must be signed and dated by the Range Master involved with the event. The Archery 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 Archery Range:

- 1) Prior to arriving at the Archery 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 his designee, i.e. Camp Master) at the camp compound to check out the equipment:
 - a) Keys to the Archery Range storage room, which will contain
 - (1) Bows
 - (2) Arm guards, safety glasses, etc.
 - (3) Arrows
 - (4) Targets and target stands
- 3) The Range Master is to transport equipment to the Archery Range.
- 4) Upon arriving at the Archery Range, the Range Master is to attach range flag to the flag pole and run it to the top.
- 5) Follow the Archery Range Opening/Closing Checklist & Report (Appendix E) for opening of the Range.

D Operating the Archery Range:

- 1) The Range Master is to ensure that the range safety briefing has been conducted prior to any live fire at the Archery Range.
 - a) Safety Guidelines
 - b) Sun Safety on the Shooting Range
- 2) The Range Master is to go over the Archery 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 Archery Range:

- 1) The Range Master is to clear the 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 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, which remains in the range.
- 5) The Range Master is to lock the range storage.
- 6) The Range Master is to return all checked-out equipment 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 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 (verbally or with whistle commands) and determine the nature of the situation.
 - b) Direct others, as appropriate.
 - c) Secure bows/arrows 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 Camp 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 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 a 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

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

Near Miss Reporting Tool

(A near miss does not result in injury, illness, or damage, by definition, but it had the potential to do so.
This form is a tool to gather information. If an injury has occurred, use the incident reporting tool.)

General Incident Details

***Required Fields**

*Incident Date: _____ Incident Time (in 24-hour format): _____

*Report Date: _____

Date Reported to Council/BSA Location: _____

Reported by Name: _____

Reported by Primary Phone: _____ Reported by Secondary Phone: _____

Reported by Email: _____

Reported by Address: _____

Reported by City: _____ Reported by State: _____ Reported by Zip Code: _____

*Council/BSA Location: _____ *Location of Incident: _____

Specific area where incident occurred: _____

Incident Address: _____

Incident City: _____ *Incident State: _____ Incident Zip Code: _____

*Description of Incident (clear/concise/complete facts):

Was an Agency or Authority Notified? Yes No Whom: _____

Near Miss Details

Adventure/Program/Event: _____

General Classification (Cub Scout/Registered Leader/etc.): _____

*Lessons Learned (what could be done to prevent future occurrences):

Severity Rating: Catastrophic-I Critical-II Marginal-III Negligible-IV Unknown

Witnesses

(Use back of form to record other details and witness contact information)

Appendix E-Belk

Archery Range Opening/Closing Checklist & Report:

Range Master: _____ Event/Date: _____

Event: _____ Event Contact: _____

Contact Email: _____ Phone: _____

Compound Items

Open Close Issue/Comments

Keys _____

Range Items

Open Close Issue/Comments

Bows-Genesis Compound _____

Bows-Recurve _____

Bows-Other _____

Arrows _____

First Aid Kit _____

Range Master Vest _____

Range Flag _____

Inspect Range Boundary _____

Inspect Range Fence/Gate _____

Inspect Backstop/Berm _____

Setup Targets/Stand _____

Setup Range Master Area _____

Setup Trash Can _____

Take Trash to Dumpster _____

Return Equipment to Ranger _____

Final Report

Youth

Adults

Comments:

Range Master Sign: _____ Date: _____

Sign: _____ Date: _____
Ranger/Camp Master

Scan or take a picture of completed document and send to programs@mccshootingsports.com immediately after event. If you are unable scan or take a picture, leave log in range book.

Multi-day events may require multiple checklists, particularly when Range Masters change.

Appendix F

Archery 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 Master familiarity with the shooters.
- 2) Information needs to be consistent – The 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 written. Some of the information may be delivered by the Range Assistants working with the Range Master.

B Archery Range Safety Briefing:

- 1) While gathered in the spectator area of the Archery Range, introduce yourself and explain your role for the event.
 - a) Introduce any other assistants for the event.
- 2) Explain the basic rules that apply to handling a bow/arrow:
 - a) Observe all state and local laws on using a bow and arrow.
 - b) Shoot only with proper range supervision.
 - c) Always check your equipment before shooting.
 - d) Always wear an arm guard.
 - e) Use only arrows that have been measured for your proper draw length.
 - f) Bows and arrows should be used only in places set aside for their use, such as a defined range.
 - g) Always keep your arrows pointed down or toward the target.
 - h) Only release an arrow when you can see its full clear path to the target.
 - i) Shoot only at the target in front of you.
 - j) Always walk, never run, when on the archery range or while carrying arrows.
- 3) Know the Whistle Codes
 - a) **Two blasts.** Move up to the firing line.
 - b) **One blast.** Fire the proper number of arrows.
 - c) **Three blasts.** Cease firing. Move to the target. Retrieve and score arrows.
 - d) **Five or more whistle blasts.** Cease firing. Stay where you are. This is an EMERGENCY. The Range Master will tell the archers what action to take either verbally or by whistle code.
 - e) Remember, there is only ONE command to shoot—ONE blast of the whistle.
 - f) For any command of more than one blast, STOP shooting. Watch and listen for further instructions.

- 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) Review all of the specific camp range rules:
 - a) Listen to and obey the Range Master and Assistants at all times.
 - b) No Running or Horse play.
 - c) Shoot only at authorized targets and only at your target.
 - d) Never handle a bow or even be at the firing line while others are downrange.

C Archery Shooting Basics and Equipment Handling:

1) Eye Dominance

- a) Explain and demonstrate how to determine eye dominance (hands extended, make a small hole, look at distant object, bring hands to face).

2) Stance

- a) Sideways to target, straddling firing line (one foot on each side).
- b) Weight evenly distributed.
- c) Relax knees.

3) Nock the Arrow

- a) Use draw hand (the one not holding the bow), lay shaft of arrow on arrow rest and fit the notched end of arrow just below the string's nocking point.
- b) Be sure the odd-colored fletching (index) is facing away from the bow.

4) Establish Bow Hold

- a) Raise bow arm toward target
- b) Bow should be resting in pivot of bow hand, circled by index finger and thumb, not clenched tightly.

5) Draw

- a) Draw hand index finger above arrow, next two fingers below, careful not to pinch the arrow nock.
- b) Fully extend bow arm and keep bow shoulder down. Draw string back with draw arm so that the draw forearm is in line with the arrow.

6) Aim

7) Anchor

- a) Use relaxed draw-hand thumb to find an anchor spot, such as under the jawbone, along the side of the jaw, or corner of the mouth. The anchor should be the same for every shot, so find the most comfortable anchor spot.

8) Release or Loose

- a) Keep bow arm in position, release draw-hand fingers quickly and precisely.
- b) Keep alignment with the bow hand/arm.

9) Follow-through

- a) Keep aiming until the arrow hits the target.

10) Retrieve Arrows

- a) After all archers have fired their allotment of arrows, demonstrate how to retrieve arrows properly from the target and from the ground (*hand on target, surrounding the arrow, grasp arrow shaft at target with other hand and pull straight back, drop on ground until all removed*).

D Archery Range Commands

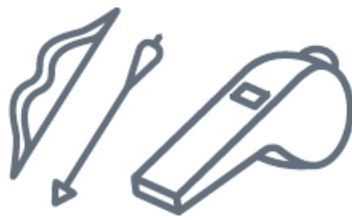
- 1) To prepare the range for live fire, the following Range Commands are recommended for use by the Range Master. Range commands need to be consistent and clearly delivered.
- 2) **Two blasts.** Move up to the firing line.
- 3) **One blast.** Fire the proper number of arrows.
- 4) **Three blasts.** Cease firing. Move to the target. Retrieve and score arrows.
- 5) **Five or more whistle blasts.** Cease firing. Stay where you are. This is an EMERGENCY. The Range Master will tell the archers what action to take either verbally or by the whistle code.
- 6) Remember, there is only ONE command to shoot—ONE blast of the whistle.
- 7) For any command of more than one blast, STOP shooting. Watch and listen for further instructions.

Appendix G

Archery Range Commands

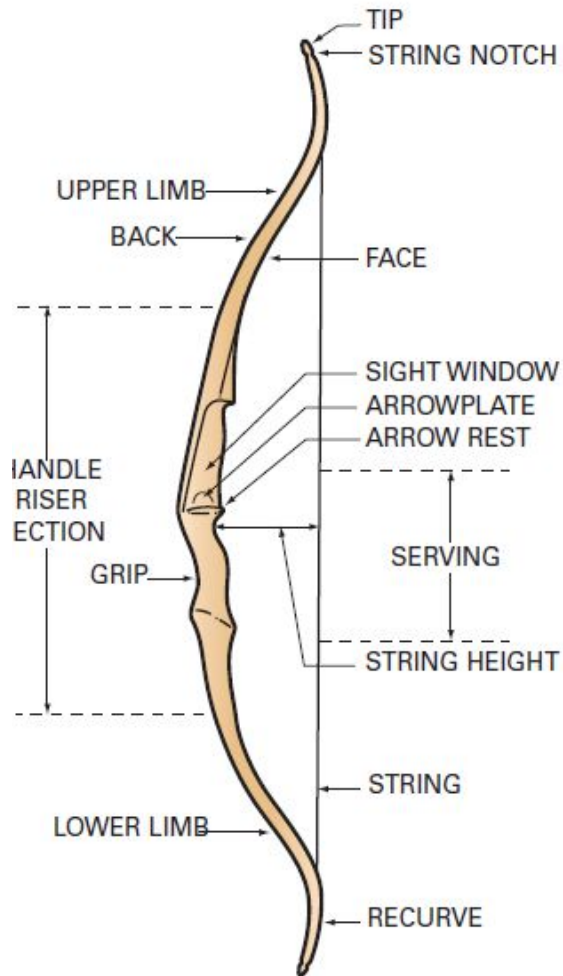
A ARCHERY RANGE COMMANDS

- 1) **2 Whistle Blasts** = *Go to the line. Pickup bow (not arrows).*
- 2) **1 Whistle Blast** = *Shoot*
- 3) **3 Whistle Blasts** = *Cease Firing. Move to the target. Retrieve arrows.*
- 4) **5 or More Whistle Blasts** = *Emergency. Immediately stop shooting, return bows to the rack/rest, and go behind the waiting line.*

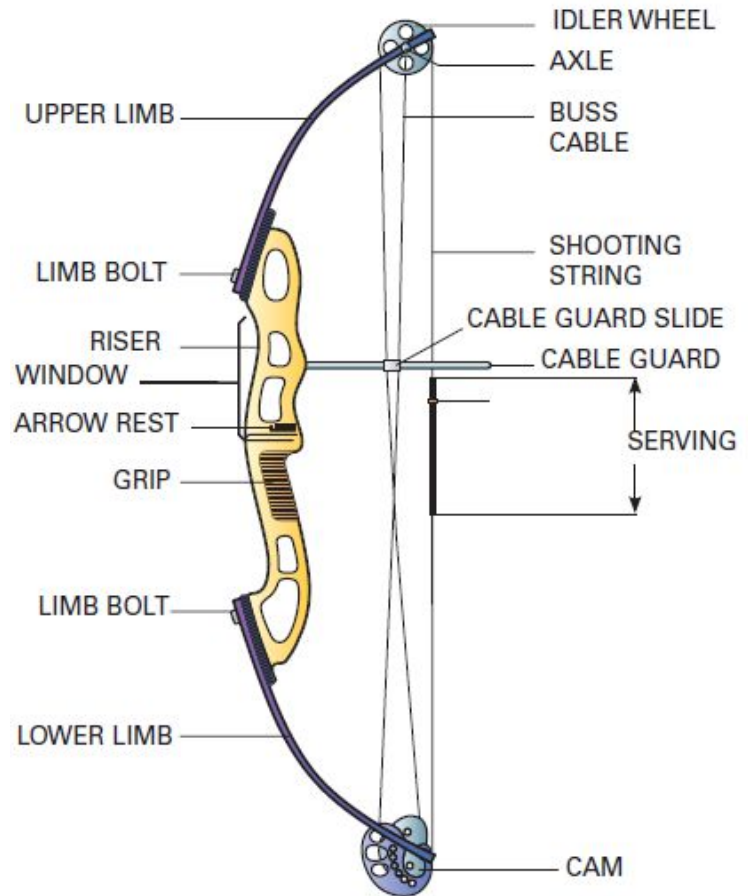


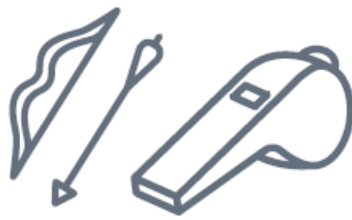
TYPES OF ARCHERY BOWS

RECURVE BOW



COMPOUND BOW





ARCHERY RANGE RULES AND COMMANDS

ARCHERY RANGE RULES

1. Always walk on the range.
2. Keep your arrows in your quiver until you are told to shoot.
3. Only release the bow string when an arrow is nocked and safely pointed toward the target.
4. Leave dropped arrows on the ground until instructed to retrieve them.

If there is an emergency on the range, immediately tell the instructor.

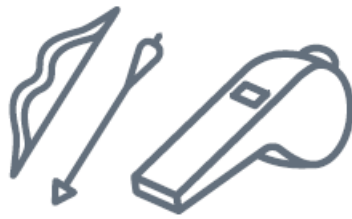
WHISTLE COMMANDS

2 WHISTLE BLASTS = Go to the line.

1 WHISTLE BLAST = Shoot.

3 WHISTLE BLASTS = Retrieve arrows.

5 OR MORE WHISTLE BLASTS = Emergency. Immediately stop shooting, return bows to the rack, and go behind the waiting line.



ARCHERY SHOOTING FORM

(Right-handed archer. Reverse instructions for left-handed archer.)

Square Stance

- Turn sideways to the target, with left shoulder toward the target.
- Distribute weight evenly on both feet, which are shoulder width apart.

Nock the Arrow

- Lay the shaft of the arrow on the arrow rest, and nock the arrow by fitting the notched end of the arrow just below the string's nocking point.
- Face the odd-colored feather (cock) away from the bow.
- Grasp the arrow by the nock between the thumb and index finger of the right hand.

Draw

- Bring the left hand up, turning the hand so the bow assumes a vertical position at arm's length.
- With the three fingers of the right hand serving as hooks, start the draw slowly.
- The index finger will be above the arrow and the middle two fingers below it.
- At full draw, the right elbow is back and in direct line with the tip of the arrow.

Anchor

- At the completion of the draw, the relaxed thumb of the right hand finds an anchor spot under the jawbone.
- Using the jawbone as an anchor, the bowstring will touch the nose and the center of the chin.
- It is important that the anchor point be the same for every shot.

Release or Loose

- The hand is opened with the fingers moving quickly and precisely off the nock and the string at the same time.
- Keep the left arm in the same position as for a full draw.
- Relax wrist.
- Keep alignment.
- Avoid tension.
- Keep the bow at the same level that it was at full draw.

Follow Through

- Keep aiming until the arrow hits the target.
- After release, the fingers should not be more than an inch away from and behind the anchor point.
- Hold the position until the arrow strikes the target to make certain the whole process is smooth.
- In a good follow-through, your right hand will be at the back of your neck and your arm will be lined up perfectly.