

TO: MECKLENBURG COUNTY COUNCIL
FROM: ERIC BELONGIA, COUNCIL RANGE AND TARGET ACTIVITIES CHAIR
SUBJECT: STANDARD OPERATING PROCEDURES
DATE: February 15, 2025

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

These SOPs were created by the Range and Target Activities Committee to supplement the Scouting America Range and Target Activities Manual 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 Scouting America, but Mecklenburg County Council may not remove a certification requirement as stated in any of those governing documents.

The Range and Target Activities Committee created these SOPs to give our volunteer Range Officers/Rangemasters 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 Range and Target Activities Committee's attention, particularly if the SOP would prevent your program from taking place. The Range and Target Activities 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
Council Range and Target Activities Chair
Mecklenburg County Council
chair@mccshootingsports.com
704-651-6072 (cell)



RANGE AND TARGET ACTIVITIES
COMMITTEE

STANDARD OPERATING PROCEDURES

for the

BB Gun Ranges

at

Belk Scout Camp

9408 Belt Road
Midland, North Carolina 28107

and

Camp Grimes

Mecklenburg Scout Reservation
383 Vein Mountain Road
Nebo, North Carolina 28761

FEBRUARY 2025

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PREAMBLE

The Mecklenburg County Council (#415) of Scouting 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 committee was renamed to the Range and Target Activities Committee (MCC-RATAC) in 2024 at the direction of National.

The purpose of the Range and Target Activities 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 Range and Target Activities 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

Range and Target Activities Ranges in place:

- 1) Rifle Range (Rimfire; BB Gun/Air Rifle; Chalk Ball; Pistol)
- 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

Range and Target Activities Ranges in place:

- 1) BB Range 1 (BB/Air Rifle/Slingshot/Catapult/Tomahawk/Knife)
- 2) BB Range 2 (BB/Air Rifle/Slingshot/Catapult/Tomahawk/Knife)
- 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 Scouting 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 Range and Target Activities Committee reports to the Vice President of Programs, as a working part of the Camping Committee. The Committee oversees the Council's Range and Target Activities Program. The Committee is also responsible for the Council's Range and Target Activities 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, Scouting 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 range and target 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.

An **NRA Range Safety Officer** (Rifle, Cowboy Action, Air Rifle, Catapult, Chalk Ball, Shotgun) or a **Scouting America BB Gun Rangemaster** (Slingshot, BB) or a **Scouting America Archery Rangemaster** (Cub Scout Archery) or a **USA Archery Instructor** (all other Archery) is responsible for the operation of the specific range in use. While there may be multiple range officers or rangemasters present on an active range, one person will be the **Primary Range Officer** for the event. 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, the Primary Range Officer cannot be involved in ANY instruction during live fire on the range. The range safety briefing will be presented by the Primary Range Officer (PRO) or a secondary range officer or rangemaster on the range, prior to any live fire. Additionally, the PRO 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 PRO 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 RANGE AND TARGET ACTIVITIES

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

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

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

- 1) Registered adult leader with Mecklenburg County Council of Scouting America.
 - a) Current youth protection trained.
 - b) Current hazardous weather trained strongly recommended.
- 2) Current NRA Rifle Instructor.
- 3) Agree to comply with MCC SOPs.

USA Archery Instructor – required to run the Archery Range at Camp Grimes on the Mecklenburg Scout Reservation or at Belk Scout Camp for all Scouts older than Cub Scouts. USA Archery Instructors who wish to operate a range are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of Scouting America.
 - a. Current youth protection trained.
 - b. Current hazardous weather trained strongly recommended.
 - c. Current CPR trained strongly recommended.
- 2) Current USA Archery Level 1 Instructor or higher certification.
- 3) Agree to comply with MCC SOPs

MCC BB Gun Rangemaster – required to run the BB Gun/Slingshot/Catapult Ranges at Camp Grimes on the Mecklenburg Scout Reservation or at Belk Scout Camp. Mecklenburg County Council BB Gun Rangemasters will be trained by a Range Activities Director or a designated NRA Rifle Instructor and are required to have the following credentials:

- 1) Registered adult leader with Mecklenburg County Council of Scouting America.
 - a. Current youth protection trained.
 - b. Current hazardous weather trained strongly recommended.
 - c. Current CPR trained strongly recommended.
- 2) For Catapult ranges only-Current National Rifle Association (NRA) trained Range Safety Officer (RSO) or Chief Ranger Safety Officer (CRSO)
- 3) Current Scouting America BB Rangemaster trained – required to be renewed every 2 years.
 - a. Current Cub Scout BB/Archery Range Master credentials satisfy this requirement.

MCC Archery Rangemaster – required to run the Archery Range at Camp Grimes on the Mecklenburg Scout Reservation or at Belk Scout Camp. Mecklenburg County Council Range Masters will be trained by a Range Activities Director or a designated USA Archery Instructor and are required to have the following credentials:

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

BB Gun Range Operations

A General Information

- 1) The BB Gun Ranges at Belk Scout Camp and Camp Grimes (from here forward referred to as the BB Gun Range) are designed to provide youth the opportunity to participate in a fun and safe introduction to rifle shooting under the direct supervision of a trained and responsible MCC BB Gun Rangemaster.
- 2) The BB Gun Ranges are setup for bench rest and/or prone position, but bench rest is recommended.
- 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 BB Gun Ranges 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 BB Gun Range will be under the direct supervision of a Rangemaster – approved by and in good-standing with the Council’s Range and Target Activities Committee.
 - a) The Rangemaster will open the BB Gun Range.
 - b) The Rangemaster 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 BB Gun Range while participants are on inside the range.
 - c) A maximum of eight (8) participants to one (1) Rangemaster for all BB Gun Range events. Helpers (adults) are highly recommended for each participant, but do not affect the 8-to-1 ratio unless they are also Rangemasters.
 - d) The Rangemaster must ensure that the BB Gun safety briefing (refer to Appendix F) is properly conducted. This must occur at the BB Gun Range and prior to any live fire.
 - e) The Rangemaster is in charge of any emergency situation while the range is open.
 - f) The Rangemaster will close the BB Gun Range.
- 3) The Rangemaster must have a copy of their current certifications on file with the Range and Target Activities Committee and the Camp Ranger. They must also have a copy on their person while operating the BB Gun Range. It is recommended that range staff wear their credentials on a lanyard so all participants and parents can see it.
- 4) Only the range and target activities 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

ammunition and targets. Range staff are allowed to bring their own eye/ear protection. All range equipment will be checked out by the Camp Ranger to the Rangemaster, who will transport it to/from the range as necessary.

- 5) The Range operation will conform to this SOP and the following:
 - a) The current version of the Scouting America Range and Target Activities Manual.
 - b) The current version of the Scouting America Guide to Safe Scouting.
 - c) The current version of the Scouting America National Camp Standards.
- 6) The log for the BB Gun Range must be signed and dated by the Rangemaster involved with the event. The BB Gun Range Opening/Closing Checklist & Report (Appendix E) must also be completed by the Rangemaster prior to and after each event. (Use one of the pre-printed forms located in this Log Book).

C Opening the BB Gun Range:

- 1) Prior to arriving at the Range, the Rangemaster is to communicate with the Camp Ranger about the proposed event. The Rangemaster 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 Rangemaster'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 Camp, the Rangemaster is to meet with the Camp Ranger or Camp Master at the camp compound to check out the equipment:
 - a) Keys to the Range storage room (BB guns stored in the range buildings at Belk, Grimes has no BB guns so they will need to be transported from Belk)
 - b) Ammunition (BBs) for the event (most programs purchase BBs for their use)
 - c) Targets for the event (most programs purchase/provide the targets)
- 3) The Rangemaster is to transport the equipment to the Range.
- 4) Upon arriving at the Range, the Rangemaster is to attach range flag to the flag pole and run it to the top.
- 5) Follow the BB Gun Range Opening/Closing Checklist & Report (Appendix E) for opening of the Range.

D Operating the BB Gun Range:

- 1) The Rangemaster is to ensure that the range safety briefing has been conducted prior to any live fire at the BB Gun Range.
- 2) The Rangemaster is to go over the Range Commands (Appendix G) with the participants in their positions.
- 3) The Rangemaster (or assistant) may distribute BBs.
- 4) The Rangemaster should begin calling the range commands (Appendix G).

E Closing the BB Gun Range:

- 1) The Rangemaster is to clear the BB Gun Range of all nonessential personnel.
- 2) The Rangemaster is to put all of the Range Equipment away properly – refer to Appendix E.
- 3) The Rangemaster is to lower the range flag and return to its original location.
- 4) The Rangemaster is to finish filling out the checklist/report (Appendix E), sign and date it. The Rangemaster 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.
- 5) The Rangemaster is to lock the range storage.
- 6) The Rangemaster is to return all checked-out equipment to the Compound and check all back in with the Camp Ranger or Camp Master.

F Emergency Procedures:

- 1) Prior to any event, the Rangemaster should have a clear understanding about the Emergency Procedures for Belk Scout Camp or Camp Grimes. Emergency procedures for the event will take precedence over these procedures. Before an emergency, the Rangemaster 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 Rangemaster 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 BB Guns before leaving the range to prevent a secondary emergency.
- 3) The Rangemaster 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 at Belk Scout Camp, 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) After first aid is rendered or once it is handled by delegates, the Rangemaster is to make notes and speak to any witnesses.
- 5) The Rangemaster 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 Scouting America Near Miss Report is needed.
 - b) Major Injury – fill out Appendix B: Scouting America Incident Report Form.
 - (1) Contact Camp Ranger
 - (2) and/or Scout Executive

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 at your activity location. Use these procedures only if the event/program did not provide any instruction for emergencies.

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. Shelter in range buildings.
3. 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

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

Landline Phone Locations for fast reference

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

- Camp Office 828-652-3923
- Ranger's Home 828-652-8592

Appendix B

BSA Incident Report Form

Incident Information Report

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

Incident date: _____ Time: _____

Reporting date: _____ Time: _____

Council / BSA location: _____ / _____ ☐Leader ☐Parent ☐Other: _____

Reporting person: _____

Location of incident _____

Specific area where incident occurred:

Cause of incident:

Program/event/adventure code: _____

Did the incident occur while transporting to/from an activity? ☐ Yes ☐ No

Comments:

Individuals Involved (Duplicate If Needed)

Name: _____
First Middle Last

Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Cell phone: _____ Work phone: _____

DOB: _____ Age: _____ Unit No.: _____ Council: _____

Scouting role: _____

Type of injury or property damage: _____ Injured body part: _____

Was medical treatment given at scene? ☐Yes ☐No Type: _____

Medical disposition (transported to hospital, etc.): _____

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

BB Gun Range Opening/Closing Checklist & Report:

Rangemaster: _____ Event/Date: _____

Event: _____ Event Contact: _____

Contact Email: _____ Phone: _____

Compound Items

<u>Open</u>	<u>Close</u>	<u>Issue/Comments</u>
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Keys

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Range Items

<u>Open</u>	<u>Close</u>	<u>Issue/Comments</u>
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Range Master Vest

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First Aid Kit

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Rifles [Numbers]

--	--	--

(mark broken/damaged rifles

--	--	--

and place in safe)

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--	--	--

Accessories Kit:

--	--	--

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--	--	--

BBs [Count]

--	--	--

Targets

--	--	--

Staplers/Staples/Clothes Pins

--	--	--

Range Flag

--	--	--

Inspect Range Boundary

--	--	--

Inspect Range Gate

--	--	--

Inspect Storage

--	--	--

Inspect Backstop

--	--	--

Inspect Target Holders

--	--	--

Setup Shooting Tables/Chairs

--	--	--

Setup Shooting Mats

--	--	--

Setup Shooting Rests/Bags

--	--	--

Setup Ammo Station

--	--	--

Setup Range Master Area

--	--	--

Setup Trash Can

--	--	--

Set-up Eye Protection [#]

--	--	--

Lock all Locks

--	--	--

Take Trash to Dumpster

--	--	--

Return Equipment to Ranger

--	--	--

Assistant Name: _____ Unit: _____

Rounds

--	--

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[illegible]

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 Rangemasters change.

Appendix F

BB Gun Range Safety Briefing

A Instructions to Rangemaster:

- 1) A Safety Briefing is required for all Mecklenburg County Council Ranges prior to any live fire, regardless of participant experience or Rangemaster familiarity with the participants.
- 2) Information needs to be consistent – The Rangemaster 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 Rangemaster.

B BB Gun Range Safety Briefing:

1) While gathered in the spectator area of the BB Gun Range, introduce yourself and explain your role for the event. a) Introduce any other assistants for the event. b) Explain the course of fire.	<i>Welcome to the BB Gun Range. My name is [name] and I will be the Range Master for your [fun shoot or competition]. My assistants today are [names].</i> <i>Today we are having a fun shoot, which is perfect for new and intermediate shooters.</i>
2) Range Layout and Limits-Explain the range setup and point out where the spectator area is located. Show participants which targets will be used.	<i>Our range has side fences and a berm at the back for safety. You are in the holding area right now, but when we are ready to shoot, you will join me on the firing line. No one is to come onto the firing line until I invite you.</i>
3) Safety Rules-Explain to participants: The most important safety element is attitude. All the safety knowledge and skills are of little value unless they are used. a) <u>ALWAYS</u> keep the gun pointed in a safe direction.	<i>Let's talk about safety. The most important safety element is "attitude." All the safety knowledge and skills are of little value unless they are used.</i>

b) <u>ALWAYS</u> keep your finger off of the trigger until ready to shoot. c) <u>ALWAYS</u> keep the gun unloaded until ready to use. 4) Site Specific Safety Rules-Explain to participants that before using an air rifle: a) Always wear eye protection. b) Never reuse pellets. c) No Running or Horse play. d) Never handle a gun or even be at the firing line while others are downrange. 5) Explain that most gun accidents are caused by ignorance and/or carelessness. a) Ignorance is a lack of knowledge. b) Carelessness is a failure to use knowledge.	<i>Now let's cover three critical safety rules. I will say each rule, then we will repeat them together.</i> • <u>ALWAYS</u> keep the gun pointed in a safe direction. [everyone says it together] • <u>ALWAYS</u> keep your finger off of the trigger until ready to shoot. [everyone says it together] • <u>ALWAYS</u> keep the gun unloaded until ready to use. [everyone says it together] <i>While on our range:</i> • Always wear eye protection. • NEVER reuse BBs. • Walk, walk, walk! • Never handle a gun or even be at the firing line when others are downrange. <i>Most gun accidents are caused by ignorance and/or carelessness. Ignorance is a lack of knowledge and carelessness is a failure to use knowledge.</i>
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C BB Gun 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) Shooting Shoulder a) Recommended to use same shoulder as dominant eye. 3) Breathing a) Stop breathing briefly before firing a shot as breathing will cause the body to move, making it difficult to maintain a steady aim. 4) Sight Alignment a) Relationship between the front and rear sights. b) Correct sight picture is having the proper sight alignment aimed at the target. 5) Trigger Squeeze a) Trigger should be halfway between the fingertip and the first joint. b) Squeeze the trigger straight back in a smooth, continuous movement. 6) Follow-Through	Now, let's talk about <i>HOW</i> to shoot. <i>Let's check your eye dominance. Hands up, arms straight out, touch thumbs. Now cross hands to make an opening. Make it smaller. Look through the hole at me and I'll tell you which eye is dominant. Aiming with your dominant eye can help you be successful more quickly, but it is not required that you aim with your dominant eye.</i> Shooting Shoulder <i>Whichever eye is dominant, put the butt of the BB gun against that same shoulder.</i> Breathing <i>When you are ready to shoot, exhale halfway and pause your breathing, then shoot.</i> Sight Alignment <i>Line up the rear sight with the front site.</i> Trigger Squeeze <i>Touch the trigger with your finger, between the first joint and the fingertip. Squeeze straight back smoothly.</i> Follow-through
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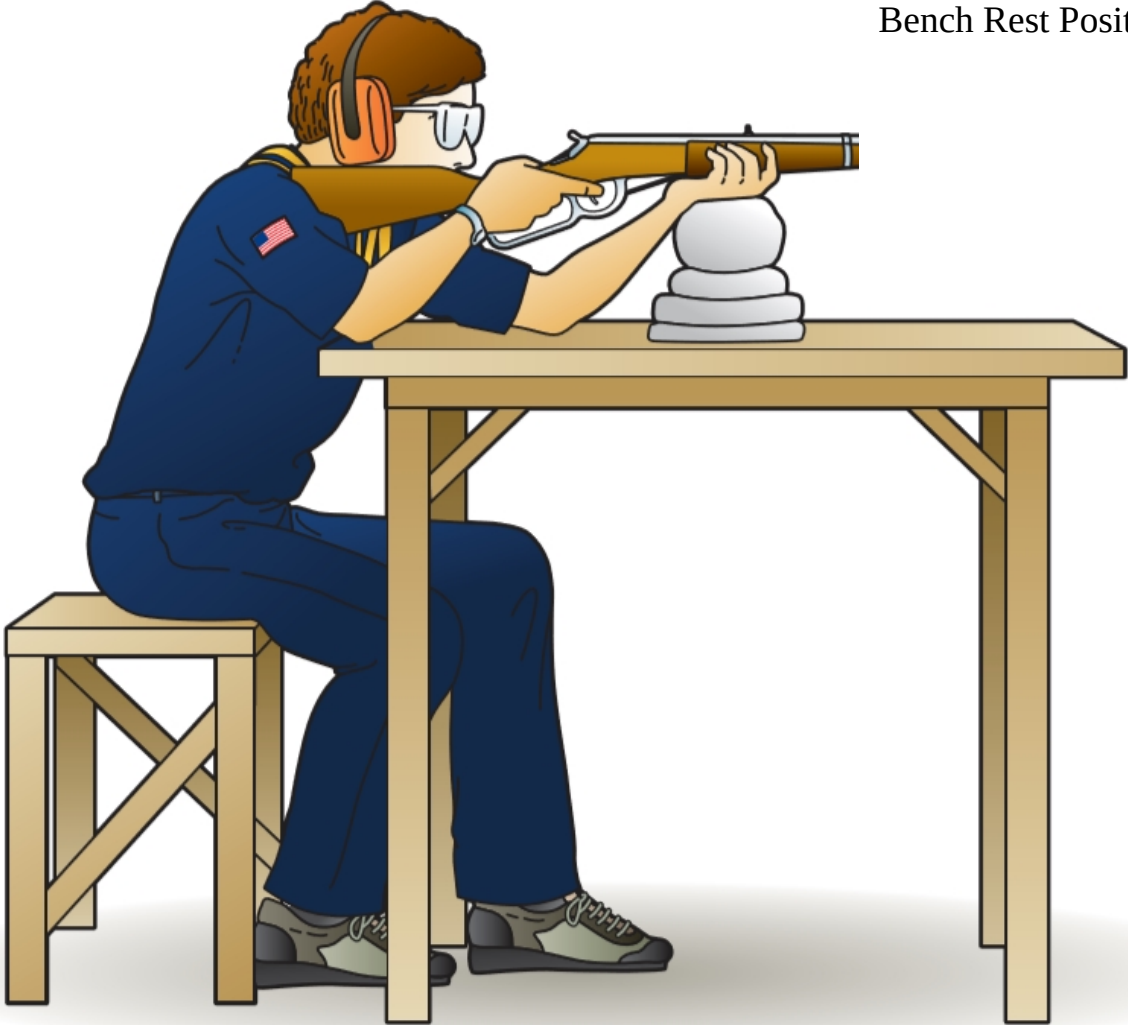
a) Continue to do everything above (eye, shoulder, breathing, sight alignment, trigger squeeze) until the BB reaches the target to avoid accidentally redirecting the BB.	<i>Keep doing everything until the BB hits the paper.</i>
7) Demonstrate the Prone or Bench Rest Position. a) Explain and demonstrate how to hold the gun in this position. b) Explain and demonstrate how to operate the gun. c) Explain and demonstrate how to load the pellets and prepare to fire. d) Explain the sight picture and how to sight in on the target. e) Explain how to place the gun back down on the table or shooting mat safely.	<i>Describe the Bench Rest Position</i> <i>Let me quickly tell you about the Bench Rest Position. [keep the gun pointed downrange]</i> <i>Let me show you how to hold the gun in this position.</i> <i>I will help you when you are on the firing line, but for now, this is how to load a BB Gun. [pump, load BB]</i> <i>Line up the front and rear sights, then line up the target. Squeeze the trigger until the BB Gun fires.</i> <i>When you are finished shooting, put the BB Gun on the table with the action pointed up.</i>
8) Review the Targets: a) Explain to the shooters what they will be shooting. b) Explain to the shooters what they are attempting to do. c) Explain about grouping their shots.	<i>Review the Targets</i> <i>Today we are shooting at a simple target. Don't worry about getting bull's eyes or points. Just aim at the same place every time. If you aim consistently, your BBs should make a small group of holes.</i>
9) Explain "CEASE FIRE" a) Everyone is a "Range Officer" and anyone can call for a Cease Fire b) Purpose is to stop shooting routinely, or,	<i>Explain Cease Fire</i> <i>What does "Cease Fire" mean? Stop shooting! Lower your BB gun, raise your head and await further instructions.</i>

c) In Case of Emergency – Immediately. d) If “Cease Fire” is called: (1) Stop Shooting, (2) Remove finger from trigger – get finger out of the trigger guard. (3) Keep muzzle pointed down range, (4) Wait for further instruction from the Range Master – regardless of who called the “Cease Fire”	<i>Who can call “Cease Fire”? Me, you, the people in the back, the people on the next range, anyone! If you call it, yell it loud so we can all hear it.</i> <i>If a “Cease Fire” is called, I will tell you when you can start firing again.</i>
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Prone Position



Bench Rest Position



D BB Gun Range Commands

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. 1) On the Firing Line. a) Shooters may already be in the Firing Line Area. This instructs shooters and assistants to move to their assigned shooting positions on the firing line. b) They are to get prone/seated and comfortable. c) They are NOT TO TOUCH THE GUNS UNTIL ALL ARE IN POSITION. 2) Is the Line Ready? a) If a shooter is ready—he/she does nothing—the helper should be hands-off when ready. b) If a shooter is not ready—he/she raises a hand or the helper raises a hand. c) Range Master is to wait until all shooters are ready and all helpers are backed away from the shooters (not actively helping). 3) The Line is not Ready a) This command is only given when a shooter has indicated that more time is needed. b) Shooters are to remain in position and await further commands.	<i>Let's go over the range commands.</i> <i>“On the Firing Line” means you can move to your shooting position, but don't touch the BB gun. Assistants (if any) are to step up behind the shooters.</i> <i>“Is the Line Ready?” is my question for you. If you are ready, just sit there. If you are not ready, such as you need BBs, raise your hand and I will help you with whatever is needed.</i> <i>“The Line is not Ready” means one of you is not ready and needs some assistance. When you hear this, just sit quietly while I or my assistants or the helpers sort out the situation.</i>
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4) The Line is Ready a) Range Master has determined that all shooters are ready to proceed. b) Shooters are to remain in position and await further commands. 5) Load a) Shooters may insert BBs into the action (top of rifle). 6) Ready on the Firing Line a) If a shooter is ready—he/she does nothing—the helper should be hands-off when ready. b) If a shooter is not ready—he/she raises a hand or the helper raises a hand. c) Range Master is to wait until all shooters are ready and all helpers are backed away from the shooters (not actively helping). 7) Commence Firing a) Shooters are to take aim and fire their prescribed course of fire. b) After the shooters have completed their course of fire, they are to “Clear all guns”. 8) Cease Firing a) After all shooters are complete with the course of fire or b) As needed to stop live fire.	<i>“The Line is Ready”</i> means that everything is in place. Stay in position and listen for the next command. When I say <i>“Load”</i>, close the charging arm one time (multiple pumps won’t increase pressure). The first time, I or an assistant will walk down the line and show you where to put your BB to avoid any confusion or mistakes. Then close the cocking lever or bolt. <i>“Ready on the Firing Line”</i> is the last warning to shooters, helpers, assistants and spectators that we are about to start shooting. If you have any concerns, raise your hand. <i>“Commence Firing”</i> means what? That’s right, you can start shooting at your target. Remember to push in the safety button. Take the number of shots as instructed. Once you are finished you can clear your gun. When you hear <i>“Cease Fire”</i>, it means to <i>IMMEDIATELY</i> stop shooting. Remove your finger from the trigger guard, raise your head and await instructions.
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9) Clear All Guns a) Show your gun is empty. Every shooter will: (1) Open their bolt, (2) Open the forearm pump, (3) Engage the safety, (4) Lay the gun down, bolt up. (5) Remain in place and await further instructions.	<i>“Clear all guns” means we are done shooting and it is time to open the bolt, open the charging arm and push the safety button so you don’t see the red ring.</i> <i>Lay the gun on the table with the bolt up.</i> <i>Stay in your seat until given more instructions.</i> <i>Ok, that’s it. Are you ready?</i>
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Appendix G

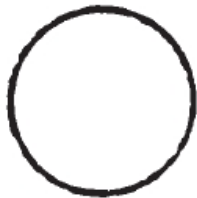
BB Gun Range Commands

A BB GUN RANGE COMMANDS

- 1) ***“On the Firing Line”*** = *Move to shooting position.*
- 2) ***“Is the Line Ready?”*** = *Raise hand if not ready.*
- 3) ***“The Line is Not Ready”*** = *Stay in place while problems are resolved.*
- 4) ***“The Line is Ready”*** = *Stay in place and listen for next command.*
- 5) ***“Load”*** = *Load your BB gun.*
- 6) ***“Ready on the Firing Line”*** = *All shooters are ready.*
- 7) ***“Commence Firing”*** = *You may fire your BB gun.*
- 8) ***“Cease Firing”*** = *Stop shooting.*
- 9) ***“Clear All Guns”*** = *Show your BB gun is empty. Lay it down.*



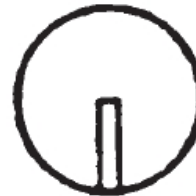
SIGHTING CHART



PEEP
REAR SIGHT



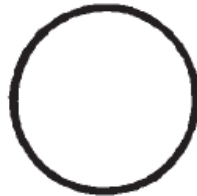
POST
FRONT SIGHT



PROPER
ALIGNMENT



PROPER SIGHT
PICTURE



PEEP
REAR SIGHT



APERTURE
FRONT SIGHT



PROPER
ALIGNMENT



PROPER SIGHT
PICTURE



OPEN
REAR SIGHT



POST
FRONT SIGHT



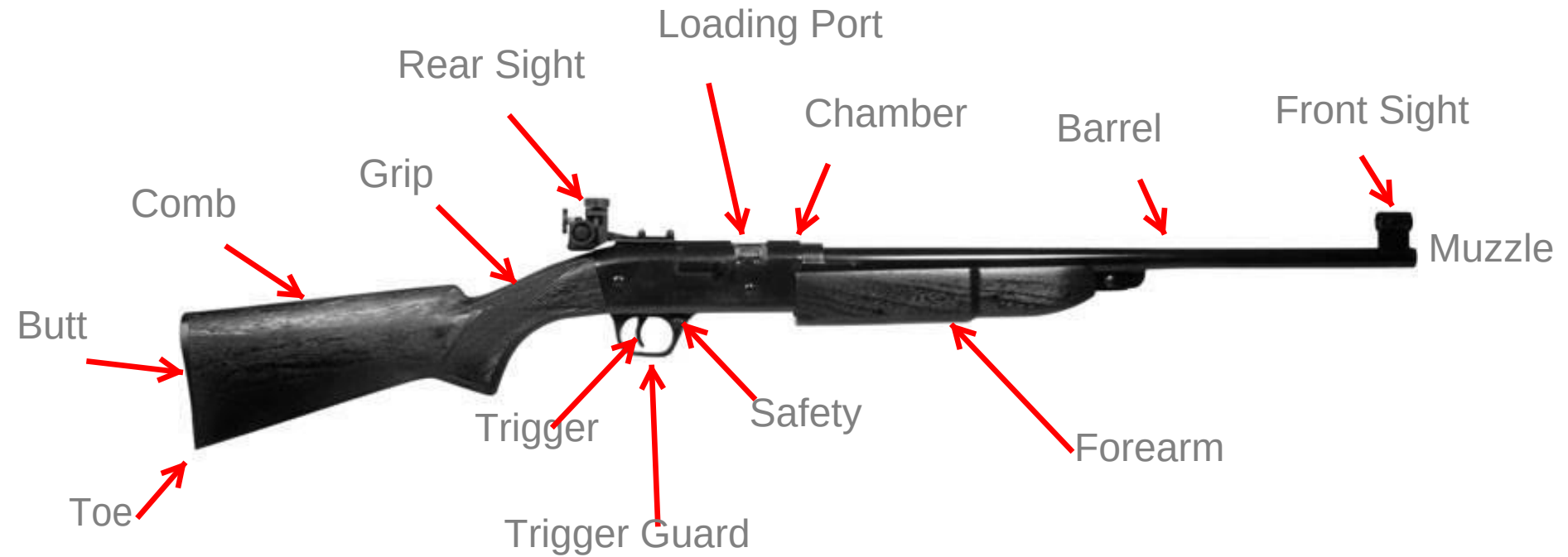
PROPER
ALIGNMENT



PROPER SIGHT
PICTURE

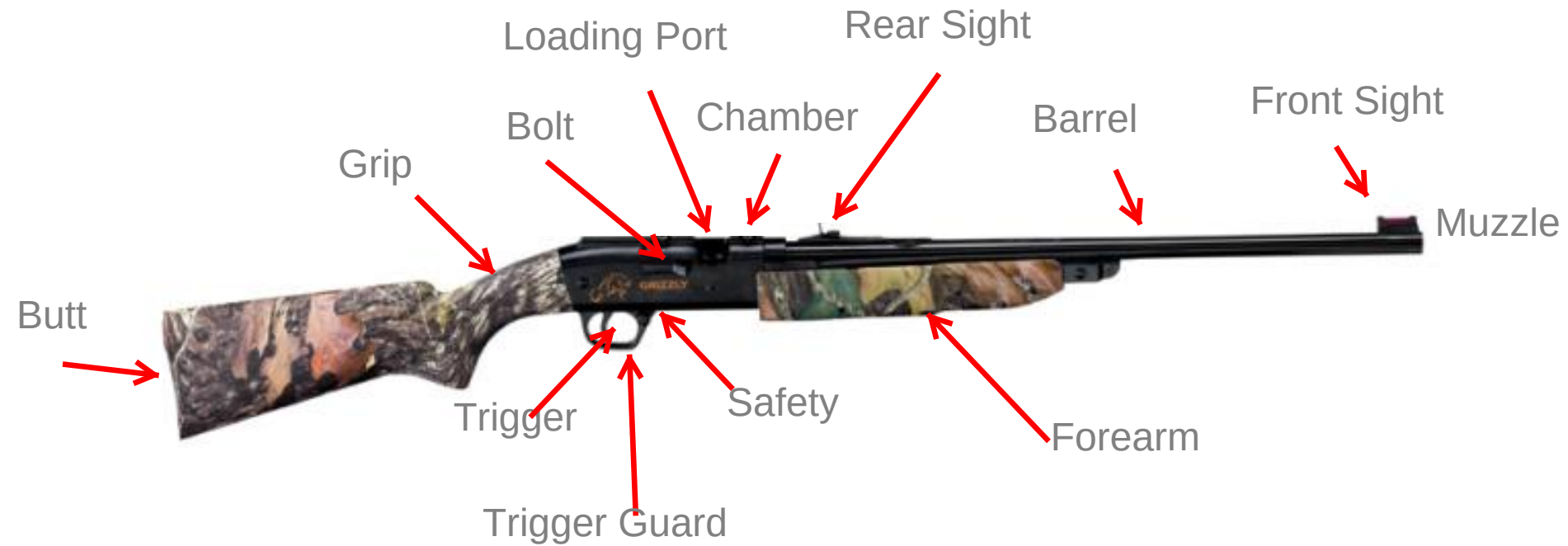


PARTS OF A BB GUN





PARTS OF A BB GUN





RANGE COMMANDS

LOAD.	LOAD YOUR BB GUN.
READY ON THE FIRING LINE.	ALL SHOOTERS ARE READY.
COMMENCE FIRING.	YOU MAY FIRE YOUR BB GUN.
CEASE FIRING.	STOP SHOOTING.
CLEAR ALL GUNS.	SHOW YOUR BB GUN IS EMPTY. LAY IT DOWN.



BB GUN SAFETY RULES

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until you are ready to shoot.
3. Always keep the gun unloaded until ready to use.
4. Know how to use a gun safely.
5. Be sure the gun is safe to operate.
6. Use only the correct ammunition for the gun.



BB GUN SHOOTING POSITIONS



PRONE POSITION



SITTING POSITION



BENCHREST POSITION



FREE-ARM STANDING
POSITION



Appendix J:

Belk Scout Camp BB Gun Cleaning

- These procedures are followed after every shooting event.
- BB Guns are cleaned prior to being put away.
- If the BB Gun is not cleaned, the BB Gun will be unusable and ensure that BB guns are cleaned.

DO NOT PRINT THIS VERSION!
Revise for 840 Grizzly Procedures

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Avanti 845 Mentor Cleaning

Typical Supplies

Minimum Required

- 10, 20, or 30 weight non-detergent automotive motor oil
- Cloth rag/towel (not paper)
- Dropper or bottle with small nozzle

Optional

- Q-tips
- Oil-infused cloth





Avanti 845 Mentor BB Guns

Before starting any cleaning:

- 1. Point gun in safe direction.**
- 2. Remove ammunition.**
- 3. Verify gun is not loaded/cocked (fire in a safe direction).**

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Avanti 845 Mentor BB Guns

From Manual:

The exposed metal parts (barrel, lever, screwheads, etc.) should occasionally be wiped clean, using a soft cloth lightly oiled with clean motor oil. Use a 10, 20, or 30 weight non-detergent automotive motor oil. **DO NOT** use light, household-type oils or aerosol-type spray lubricants, since they may contain substances or additives harmful to the rubber seals or other components.

The pump piston has a felt wiper ring that should occasionally be oiled. Invert the gun and fully open the forearm lever. You will see “Oil Here” and an arrow pointing to the felt wiper which can be seen through a slot in the forward end of the pump tube. Add two drops of oil to the felt wiper after each 2,000 shots. The forearm lever pivot joints should be sparingly lubricated by occasionally adding one drop of oil to each pivot point. (Fig. 12)

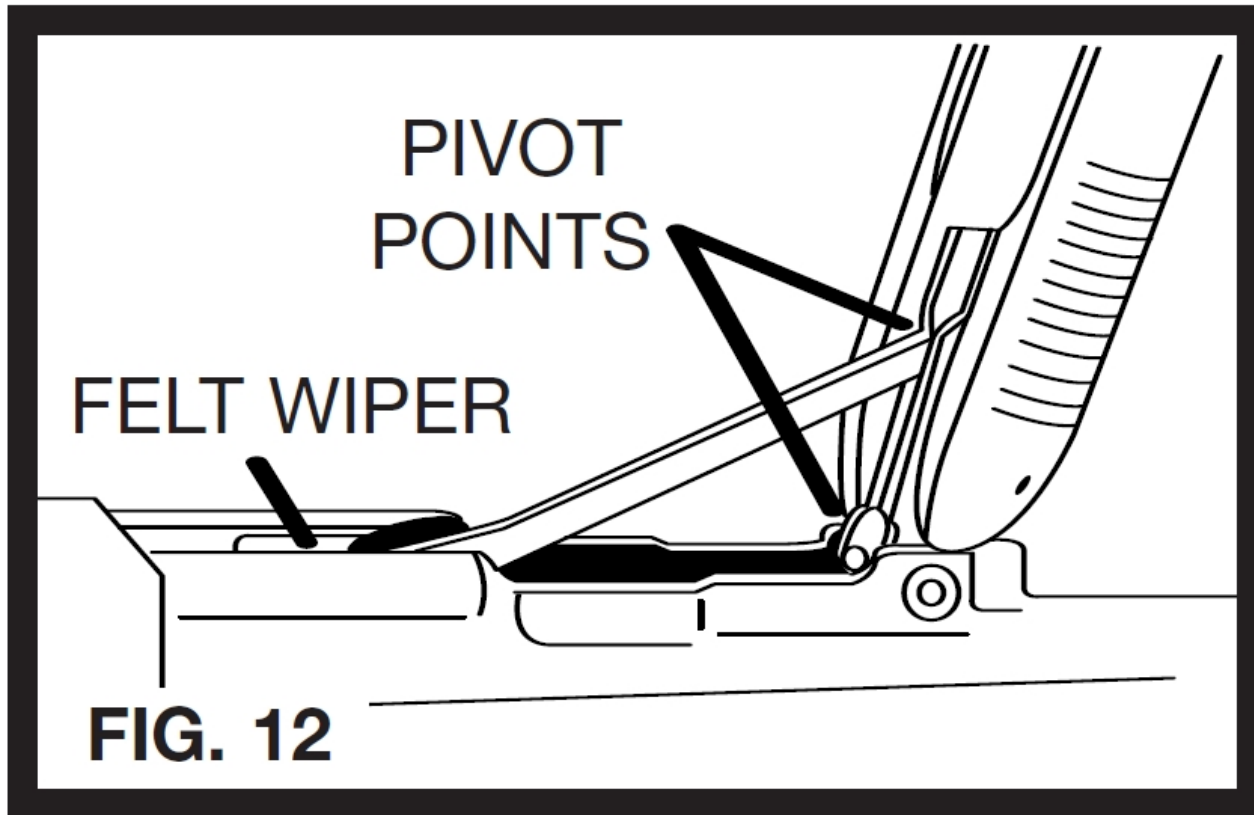
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Avanti 845 Mentor BB Guns

From Manual:



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Avanti 845 Mentor BB Guns

From Manual:

Storage

Unload ammunition and store it in a separate place from the gun to keep away from untrained shooters. Before putting the gun away in a cabinet or gun rack, shoot the gun at a safe target to make sure the pump system and barrel are empty. Then put “ON” trigger safety. Always make sure the gun is empty and the trigger safety “ON” before storage; also the gun should be clean, dry, and oiled.

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