

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
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704-651-6072 (cell)



RANGE AND TARGET ACTIVITIES
COMMITTEE

STANDARD OPERATING PROCEDURES

for the

Shotgun Range

at

Camp Grimes

on the

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 Range 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.

Shotgun Range Operations

A General Information

- 1) The Shotgun Range at Camp Grimes is designed to provide youth the opportunity to participate in a quality program in a safe and effective way and to provide those beginning shooters with the knowledge, skills and attitude necessary to shoot a shotgun safely under the direct supervision of an NRA Shotgun Instructor. This can be accomplished in several ways at this range.
 - a) Summer Camp Program – not governed by this SOP.
 - b) Year-round Program: (Refer to the Scouting America National Range and Target Activities Manual for shooting levels and requirements)
 - (1) Open Shotgun Experience
 - (2) Instructional Shotgun Experience
 - (3) NRA First Steps Shotgun Orientation for the Scouting America Shotgun Shooting Merit Badge
- 2) The Shotgun Range is designed for standing position shotgun shooting from two (2) identical shooting stations (stalls) with mechanically thrown clay targets moving straight away from the shooter. This is the standard setup for beginning shotgun instruction.
- 3) With prior approval of the Range and Target Activities Committee, the Range can be set-up for more advanced shooting events with up to three (3) different throwing patterns/locations.

B Authorized Use of Range Facilities

- 1) The Shotgun Range at Camp Grimes on the Mecklenburg Scout Reservation (from here forward referred to as the Shotgun Range) may be in operation only when the Camp Ranger has approved a reservation request through mycampgrimes.org.
 - a) The unit leader (includes District or Council entities, i.e. Camp Director, Camporee Director, etc.) initiates the online reservation for the Shotgun Range through Tentaroo (just like reserving a campsite).
 - b) The unit leader confirms an MCC-RSO for the event.
 - c) The unit leader confirms the program and the NRA Shotgun Instructor with MCC-RSO.
 - d) The MCC-RSO confirms event with the Ranger.
 - e) The Ranger changes the reservation for the Shotgun Range from “Pending” to “Approved.”

- 2) The Shotgun Range will be under the direct supervision of a Mecklenburg County Council Range Safety Officer – approved by and in good-standing with the Council’s Range and Target Activities Committee. The Ranger will have a list of MCC RSOs updated by the Committee, which will be published on the mycampgrimes.org site.
 - a) The MCC RSO will open the Shotgun Range.
 - b) The MCC RSO 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.
 - c) A maximum of two (2) shooters to one (1) RSO for all Shotgun Range Shooting events.
 - d) The MCC RSO must ensure that the Shotgun Range safety briefing (refer to Appendix F) is properly conducted. This must occur at the Shotgun Range and prior to any live fire.
 - e) The MCC RSO is in charge of any emergency situation while the range is open.
 - f) The MCC RSO will close the Shotgun Range.
- 3) In addition to the MCC RSO there must be at least one (1) NRA Shotgun Instructor present to supervise all handling of firearms and/or live ammunition. The ratio is a maximum of two (2) shooters to one (1) Instructor (2:1) on the firing line of the Shotgun Range. Only one (1) shooter is allowed to shoot at a time, the required Instructor may instruct both shooters on the firing line – but the Instructor may work with only one (1) shooter at a time (1:1).
- 4) The MCC RSO and Instructor 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 of them on their person while operating the Shotgun Range.
- 5) 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. Personal eye protection and ear protection may be brought by participants. All range equipment will be checked out by the Camp Ranger to the RSO, who will transport it to and from the range and return it to the Camp Ranger after the shooting event.
- 6) Only one class and caliber of firearm and ammunition are allowed on the Shotgun Range during any event. Currently the Council owns and provides:
 - a) 12 gauge, pump-action shotguns in three (3) sizes for ALL Scouting America events (not Cub Scouts):
 - (1) Youth-sized: 12” length of pull (LOP) with a 24” barrel.
 - (2) Mid-sized: 13” LOP with 26” barrel.
 - (3) Full-sized: 14” LOP with 26” barrel.
 - b) 12 gauge, semi-automatic or self-loading shotguns are available for Venturing events only.
- 7) 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.
- 8) The log for the Shotgun Range must be signed and dated by the RSO and all NRA Instructors (and/or NRA Coaches) involved with the event. The Shotgun Range Opening/Closing Checklist & Report (Appendix E) must also be completed by the RSO prior to and after each event (Use one of the pre-printed forms located in this Log Book).

C Opening the Shotgun Range:

- 1) Prior to arriving at the Shotgun Range, the RSO is to communicate with the Camp Ranger about the proposed event. The RSO should:
 - a) Identify the Unit, the Unit Leader and the number of participants.
 - b) Identify the Instructors and provide the Ranger with a copy of the Instructor's credentials if he does not have them currently on file.
- 2) Upon arriving at the Mecklenburg Scout Reservation, the RSO is to meet with the Camp Ranger or Camp Master at the camp compound to check out the equipment:
 - a) Year-round program shotguns (6)
 - b) And/or year-round Venturing shotguns (5)
 - c) Ammunition
 - d) First Aid Kit
 - e) Shotgun Cleaning Kit
 - f) Shotgun Range Keys including:
 - (1) Armory key (green locker inside of building, big black key)
 - (2) Shotgun Range storage building key (door key)
 - (3) Key file-box (for Shotgun locks) key
 - g) Year-round program container
 - (1) Shot-shell box for demonstration with spent shells.
 - (2) Dummy ammo (6 Rounds)
 - (3) Saf-T-Plugs (1 per gun) (Orange)
- 3) The following items are kept at the Shotgun Range, with additional supplies stored at the camp compound:
 - a) MCC/RSO Vest
 - b) Clay targets.
- 4) The MCC RSO is to transport the equipment to the Shotgun Range.
- 5) Once at the Range, the MCC RSO is to move the supplies and equipment into the Shotgun Range storage building.
- 6) Upon arriving at the Shotgun Range, the MCC RSO is to put on the RSO Vest, then retrieve the range flag stored in the Shotgun Range storage building. Attach it to the flag pole and run it to the top.

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

D Operating the Shotgun Range:

- 1) The MCC RSO is to ensure that the range safety briefing has been conducted prior to any live fire at the Shotgun Range.
- 2) The MCC RSO takes his position at the center of the firing line prior to any shooter being in position or on the firing line. Refer to Shotgun Range Set-up Diagram (Appendix H).
- 3) The MCC RSO is to go over the Shotgun Range Commands (Appendix G) with the shooters in their positions and during a dry-fire.
- 4) The MCC RSO should begin calling the range commands (Appendix G2).

E Closing the Shotgun Range:

- 1) The MCC RSO is to clear the Shotgun Range of all nonessential personnel.
- 2) The MCC RSO is to ensure that all firearms have been properly cleaned – refer to Appendix J for the Pump-Action Shotguns or Appendix J for the Semi-Automatic Shotguns.
- 3) The MCC RSO is to put all of the Range Equipment away properly – refer to Appendix E.
- 4) The MCC RSO is to load all checked equipment.
- 5) The MCC RSO is to return the range flag to the Shotgun Range storage building.
- 6) The MCC RSO is to lock the following:
 - a) The ammo locker (green).
 - b) The key file box.
 - c) The Shotgun Range storage building.
- 7) The MCC RSO is to finish filling out the checklist/report (Appendix E), sign and date it. The MCC RSO 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.
- 8) The MCC RSO is to return all equipment, including this log book, 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 Camp Grimes. Emergency procedures for the event will take precedence over these procedures. Before an emergency, the MCC RSO 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 MCC RSO 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 Shotguns/Ammo before leaving the range to prevent a secondary emergency.
- 3) The MCC RSO 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.
 - 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 MCC RSO is to make notes and speak to any witnesses.
- 5) The MCC RSO 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 E2

Shotgun Range Opening/Closing Checklist & Report:

RSO: _____ Event/Date: _____

Unit: _____ Unit Contact: _____

Contact Email: _____ Phone: _____

Compound Items

	<u>Open</u>	<u>Close</u>	<u>Issue/Comments</u>
Keys [3] [Bldg/Safe/Key Box]	_____	_____	_____
Shotguns [Numbers]	40, 41, 42, 43, 44, 45	40, 41, 42, 43, 44, 45	_____
Accessories Kit:	_____	_____	_____
Dummy Ammo [Count]	_____	_____	_____
Ammo Box/Spent Shells	_____	_____	_____
Saf-T-Plugs [10]	_____	_____	_____
First Aid Kit	_____	_____	_____
Ammo [Count]	_____	_____	_____

Range Items

	<u>Open</u>	<u>Close</u>	<u>Issue/Comments</u>
RSO Vest	_____	_____	_____
Range Flag	_____	_____	_____
Cleaning Kit	_____	_____	_____
Inspect Range Boundary – Ropes	_____	_____	_____
Inspect Range Fence/Gate	_____	_____	_____
Inspect Backstop	_____	_____	_____
Inspect Storage Room/Armory	_____	_____	_____
Inspect/Setup Spectator Area	_____	_____	_____
Inspect/Setup Eye Protection [#]	_____	_____	_____
Inspect/Setup Ear Protection [#]	_____	_____	_____
Setup Shooting Stalls	_____	_____	_____
Inspect/Setup Clay Throwers	_____	_____	_____
Inspect/Coil/Hang Thrower Cables	_____	_____	_____
Test Throwers	_____	_____	_____
Load Throwers	_____	_____	_____
Coordinate RSO/Instructor Area	_____	_____	_____
Setup/Empty Wash Station	_____	_____	_____
Setup/Empty Duds Bucket	_____	_____	_____
Setup/Empty Trash Can	_____	_____	_____
Unlock/Lock Safe [Green Locker]	_____	_____	_____
Check Clays [Count Boxes]	_____	_____	_____
Unlock/Lock Shotgun Key Box	_____	_____	_____

Instructor Name: _____ Unit: _____

Rounds

[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.

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Appendix F

Shotgun Range Safety Briefing

A Instructions to MCC RSO:

- 1) A Safety Briefing is required for all Mecklenburg County Council Ranges prior to any live fire, regardless of shooter experience or RSO/Instructor familiarity with the shooters.
- 2) Information needs to be Consistent – The MCC RSO is responsible for ensuring that the information in this safety briefing is delivered prior to live fire.
- 3) There are three (3) ways the Shotgun Range Safety Briefing may be delivered:
 - a) Use this Safety Briefing as written. Some of the information may be delivered by the NRA Instructor working with the MCC RSO.
 - b) If using the NRA First Steps/BSA Merit Badge Teaching Guide – most of the information will be delivered during the three (3) lessons leading up to the Live Fire Exercise. The RSO must deliver the information on:
 - (1) The Range and Range Limits.
 - (2) The Emergency Procedures.
 - (3) What to do for a Misfire, Hang-fire and Squib-load.
 - (4) Who can call for a “Cease Fire”.
 - (5) Shotgun Range Commands.
 - (6) Shotgun Range Dry Fire.
 - c) Another acceptable way of delivering the Safety Briefing will be to use the attached Scouting America 30 Minute Shotgun Briefing. This method could be used for an Open Shooting event. The Instructor can deliver all or parts of the Shotgun Briefing. The RSO should deliver the parts about the Range and the Range Commands and he/she must deliver the information on:
 - (1) The Emergency Procedures.
 - (2) What to do for a Misfire, Hang-fire and Squib-load.
 - (3) Who can call for a “Cease Fire”.
 - (4) Shotgun Range Dry Fire.
- 4) Regardless, all shooters will be required to demonstrate their ability to safely handle and operate the firearm in a dry-fire situation on the range for the RSO, before they can participate in a live fire exercise.

B Shotgun Range Safety Briefing:

1) Purpose of the Event-While gathered in the spectator area of the Shotgun 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 Shotgun Range. My name is [name] and I will be the RSO for your [fun shoot or qualification]. My assistants today are [names].</i> <i>Today we are having a fun shoot [qualification or instructional shoot], which is perfect for new and intermediate shooters.</i>
2) 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. 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.	<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> <i>Now let's cover three critical safety rules. I will say each rule, then we will repeat them together.</i> 1. <u>ALWAYS</u> keep the gun pointed in a safe direction. [everyone says it together] 2. <u>ALWAYS</u> keep your finger off of the trigger until ready to shoot. [everyone says it together] 3. <u>ALWAYS</u> keep the gun unloaded until ready to use. [everyone says it together]
3) 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>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>

4) Review equipment and demonstrate: a) Review the parts of a shotgun b) Loading dummy rounds c) Cocking d) Dry Fire e) Unloading	<i>Our Instructor will briefly review the parts of a shotgun, then demonstrate how to load using dummy rounds. They will also explain how to cock the shotgun and dry fire. Finally, the Instructor will show us how to unload a shotgun.</i>
5) Shooting Fundamentals a) Determine Eye Dominance b) Stance c) Hold Point d) Mount e) See the target f) Swing g) Pull the trigger h) Follow through i) The most important - Focus on the target	<i>Now, let's carefully listen to our Instructor as they help us with the Fundamentals of shooting shotguns.</i> <i>a) Determine Eye Dominance</i> <i>b) Stance</i> <i>c) Hold Point</i> <i>d) Mount</i> <i>e) See the target</i> <i>f) Swing</i> <i>g) Pull the trigger</i> <i>h) Follow through</i> <i>i) The most important - Focus on the target</i>
6) Range Layout and Limits-Explain the range setup and point out where the spectator area is located.	<i>Our range has side ropes and a hill at the back for safety. You are in the spectator 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> <i>How did you get into this range while the red flag is flying? That's right, you requested permission. We do this for safety, so I am aware of where everyone is on the range at all times.</i>
7) Site Specific Safety Rules-Explain to participants that before using an air rifle:	<i>While on our range:</i> • <i>Always wear eye and ear protection.</i>

a) Always wear eye and ear protection. b) No Running or Horse play. c) Never handle a gun or even be at the firing line while others are downrange. d) Raise your hand to ask questions or to indicate a misfire (explain misfire). e) Point out where eye and ear protection is or is not required. f) Spectators must not converse with participants while they are on the range. g) Remember SAFETY first. Range Commands 8) “Hearing Protection On.” a) This is to instruct them to put on their ear protection. b) Their eye protection is already on and their ear protection is either around their neck or on top of their head – this is so they can hear the RSO and Instructor prior to this point in the event. 9) “Shooters Prepare to Move Forward” a) Shooters will select their Shotgun with the Instructor. b) Shooters will need to carry their Shotgun safely as previously instructed into their assigned shooting stall.	• <i>NEVER reuse pellets.</i> • <i>Walk, walk, walk!</i> • <i>Never handle a gun or even be at the firing line when others are downrange.</i> • <i>If you have a question or have a misfire, raise your hand. A misfire is when you pull the trigger and nothing happens. Wait for an Instructor to help you.</i> • <i>Everyone on the firing line must have eye and ear protection.</i> • <i>Don’t talk to anyone on the firing line and no talking during live fire.</i> <i>Now let’s briefly discuss the commands you will hear on this range.</i> <i>When you hear Hearing Protection On, put your ear protection over your ears. Make sure your eye protection is comfortable and not pinching your nose or ears.</i> <i>Shooters Prepare to Move Forward means it is time to enter the firing line, select a shotgun with the Instructor and carry it to a shooting stall.</i>
---	--

10) “Move Forward – Shooters may take their positions.” a) Shooters move into the ready area. This instructs them to move to their assigned shooting positions on the firing line. b) They are to get seated and comfortable. c) They are NOT TO TOUCH THE RIFLE. 11) “The Line is Hot.” a) Shooters are to remove the SAF-T-PLUG breech indicator and set it on the rail of the stall. b) Shooters should be ready to load. 12) “Are both shooters ready?” a) If a shooter is ready – he does nothing. b) If a shooter is not ready – he raises his hand. HE DOES NOT TURN TO LOOK AT RSO OR INSTRUCTOR. c) RSO is to wait until all shooters are ready. 13) “Shooter on the left (right) may load” a) The Instructor will place a round in the shooter’s shotgun through the ejection port. b) Shooter is to chamber the round by closing the breech. 14) “Safety OFF.” a) Shooters will move the safety from “Safe” to “Fire”.	Move Forward – Shooters may take their positions is your cue to enter the firing line and take a seat at a shooting position. You are NOT to touch the rifle at this point. The Line is Hot. This all means that you can remove the breech indicator and set it on the front rail. Be ready to load. Are both shooters ready? This is my question to the shooters only. If you are ready, do nothing. If you are not ready, raise one hand. An Instructor will help if you have any trouble. I will keep asking until no hands go up. When you hear Shooter on the left (right) may load, wait for the Instructor to put a round in your shotgun and step back. You will then close the breech to chamber that round. Safety OFF means just what it sounds like. Push the safety button from the right to the left, exposing the red dot on the left side.
--	--

15) “The Firing Line is Ready.” a) Simply the last notification to all shooters, assistants, spectators and the Instructor that firing is about to commence. b) Any Shooter not ready at this point is to notify the RSO – raised hand or audible. 16) “Shooter may call ‘Pull’ when ready, left (right) shooter goes first.” a) Shooter is to shoulder the firearm. b) Shooter is to call ‘pull’ and fire at the clay in flight. c) Shooter is to follow-through. d) Shooter is to eject the fired shell. e) Shooter is to keep the firearm open. f) Shooter is to wait until instructed to Load again 17) “Cease Fire” a) After all shooters are complete with the course of fire or b) As needed to stop live fire. 18) “Safety ON” a) Should already be done, but reminds the shooter anyway.	<i>The Firing Line is Ready</i> is my last notification to everyone that we are about to start firing. If anyone has a problem, be sure to put your hand up right away. When you hear <i>Shooter may call ‘Pull’ when ready, left (right) shooter goes first</i>”, that is basically “Commence Firing”, but the shooters take turns. Raise the shotgun to your shoulder, call ‘Pull’ and shoot at the clay in flight. Remember to follow through. After you shoot, eject the fired shell and keep the action open. Wait until it is your turn again to load and call ‘Pull’. I may call <i>Cease Fire</i> after everyone is finished shooting just to confirm that we are done. However, if we are shooting and you hear <i>CEASE FIRE</i>, immediately stop shooting, keep your gun pointed downrange, remove your finger from the trigger, raise your head and await further instructions. Who can call Cease Fire? <i>ANYONE!</i> <i>Safety ON.</i> This should already be done, but I will call it as a reminder. <i>Breech Open, Insert SAF-T-PLUG.</i> This should already be done, but I will call it as a reminder.
--	--

19) “Breech Open, Insert SAF-T-PLUG.” a) Should already be done, but reminds the shooter anyway. 20) “Range is Clear” a) All shooting has stopped. b) Shotguns are in a safe condition. c) RSO is satisfied that the Range is Safe. 21) “Hearing Protection Off” a) Use this when the next step is to return the guns to the rack and change shooters. 22) “Shooters are to return the shotguns to the rack.” a) Pick RSO is to guide the left Shooter and the Instructor is to guide the right Shooter back to the rack. b) Shooters are to maintain a safe position with the shotgun. 23) “Shooters are to pick up their spent shot-shells.” a) Pick up any shells around the stall. b) Do not allow shooters or the Instructor to go in front of the thrower at this time. Only clean-up area in front of range after the thrower and the stalls have been put back in their storage positions, at the end of the event.	<i>Range is Clear</i> means that all shooting has stopped, shotguns are in a safe condition and I believe the range is safe. <i>Hearing Protection Off</i> is your cue to remove your ear protection. Use one hand so that you maintain a firm grip on your shotgun. <i>Shooters are to return the shotguns to the rack.</i> Wait for the Instructor to guide you from the stall to the rack. Keep the shotgun pointed up and be careful to never point it at yourself or anyone else. Gently place the shotgun in the proper location. <i>Shooters are to pick up their spent shot-shells.</i> When you hear this command, you can pick up the empty shells from around your shooting stall. <i>DO NOT WALK IN FRONT OF THE STALLS OR THROWER.</i>
---	--

C Dry Fire Exercise:

- 1) After all information has been delivered, have each shooter demonstrate the ability to operate the shotgun in the standing position in the shooting stall with dummy 12 gauge ammunition. Have the shooters dry fire the dummy 12ga ammunition and eject the shell manually.
- 2) The MCC RSO should be in the RSO position on the firing line to conduct this exercise.
- 3) One Command at a time to allow the students/shooters to demonstrate:
 - a) The loading of the gun with ammunition.
 - b) The proper hold and support of the shotgun.
 - c) The cycling of the pump action or manually cycling the semi-automatic.
 - d) The proper placement of the shotgun when complete with shooting –
 - (1) Breech open
 - (2) Safety ON
 - (3) Gun pointed down range.

Appendix G

Shotgun Range Commands

A SHOTGUN INSTRUCTOR:

- 1) *Each Shooter has an NRA Instructor – 1 to 1 ratio – it can be the same Instructor for both shooters, but shooting and loading must be done one at a time and cannot overlap each other. I.e. Shooter on the left may load, shooter on the left may call and shoot. Shooter on the left is to unload. Shooter on the right may load, shooter on the right may call and shoot. Shooter on the right is to unload. Repeat to complete the course of fire.*
- 2) *Instructor is to operate the thrower.*

B SHOTGUN RANGE COMMANDS

- 1) ***“Shooters Prepare to Move Forward into their shooting stall”***
- 2) ***“Hearing Protection On.”***
- 3) ***“The Line is Hot.”***
- 4) ***“Are both shooters ready?”***
- 5) ***“Shooter on the left (right) may load”***
- 6) ***“Safety OFF.”***
- 7) ***“The Firing Line is Ready”***
- 8) ***“Shooter may call ‘PULL’ when ready”***
- 9) ***“Cease Fire”***
- 10) ***“Safety ON”***
- 11) ***“Breech Open, insert Saf-T-Plug”***
- 12) ***“Range is Clear”***
- 13) ***“Hearing Protection Off”***
- 14) ***“Return guns to the Rack”***

15) “Shooters are to pick up their shells”



Appendix J:

Camp Grimes 12Ga. Semi-automatic Shotgun Cleaning Procedures

- These procedures are to be used after every shooting event.
- Shotguns are to be cleaned prior to being put away in storage.
- It is the responsibility of the RSO to ensure that the shotguns are properly cleaned.





Semi-automatic Shotgun Cleaning

Safety First

Before starting any cleaning:

- 1. Point gun in safe direction.**
- 2. Open the receiver.**
- 3. Verify gun is not loaded.**

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Semi-automatic Shotgun Cleaning

Typical Supplies



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Semi-automatic Shotgun Cleaning

Typical Supplies

Minimum Required

- 12 Ga. cleaning rod or 12 Ga. snake
- 12 Ga. patches (Hoppe's #9 preferred)
- 12 Ga. jag or patch holder
- 12 Ga. brass brush
- Gun oil (FP-10 or G-96)
- Bore Cleaner (Powder Blast)
- Towel or cardboard work surface
- Light cleaning oil (Rem Oil)

Optional

- Gun Grease
- Q-tips

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Semi-automatic Shotgun Cleaning

Ensure again gun is safe and unloaded.
Loosen the forearm nut and remove it.





Semi-automatic Shotgun Cleaning

Remove the forearm (left), then
remove the spring (right).





Semi-automatic Shotgun Cleaning

Remove the barrel (left) then
remove the gas piston (right).





Semi-automatic Shotgun Cleaning

Ready for cleaning.



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Semi-automatic Shotgun Cleaning

Using a patch holder or jag, wet patch with bore cleaner.



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Semi-automatic Shotgun Cleaning

Push wet patch or snake from chamber through barrel to push grunge out.



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Semi-automatic Shotgun Cleaning

Wrap patch around brush and wet with bore cleaner.



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Semi-automatic Shotgun Cleaning

Repeat with another patch on brush.



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Semi-automatic Shotgun Cleaning

Repeat until the patch looks like the one on the right.





Semi-automatic Shotgun Cleaning

Take 12 Ga. brush and wrap with wet patch (gun oil).



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Semi-automatic Shotgun Cleaning

Alternate method is soak a mop with gun oil.



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Semi-automatic Shotgun Cleaning

You may have to use a wet patch and brush several times. Stop when patch looks like the one on the left.

12 Ga. does not require much cleaning. Over-cleaning will eventually ruin the barrel!





Semi-automatic Shotgun Cleaning

Use Q-tip with Rem Oil to clean breech.



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Semi-automatic Shotgun Cleaning

Spray trigger area with gun oil (FP-10 or G-96).



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Semi-automatic Shotgun Cleaning

Spray Rem Oil in breech.



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Semi-automatic Shotgun Cleaning

Clean muzzle and choke with patch soaked
in gun oil (FP-10 or G-96).



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Semi-automatic Shotgun Cleaning

Clean gas piston (left) and spring (right) with brush and gun oil (FP-10 or G-96).





Semi-automatic Shotgun Cleaning

Lightly lubricate tube magazine with gun oil.



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Semi-automatic Shotgun Cleaning

Assemble the shotgun in the reverse order as disassembly. Slide the gas piston onto the magazine tube cap first (left), then the barrel (right).





Semi-automatic Shotgun Cleaning

Slide the spring on the magazine tube cap (left) then slide on the forearm (right).





Semi-automatic Shotgun Cleaning

Make sure the spring is protruding from the forearm (left), then screw the nut onto the magazine tube cap (right).





Semi-automatic Shotgun Cleaning

Spray and wipe down all exposed metal parts, like the barrel, with gun oil (G-96 or FP-10).

**Rem Oil is not a good rust
preventer on exposed metal.**

**Insert plug and lock.
Place shotgun into gun sock.**





Appendix J:

Camp Grimes 12Ga. Pump Action Shotgun Cleaning Procedures

- These procedures are to be used after every shooting event.
- Shotguns are to be cleaned prior to being put away in storage.
- It is the responsibility of the RSO to ensure that the shotguns are properly cleaned.





12 Gauge Pump Shotgun Cleaning

Safety First

Before starting any cleaning:

- 1. Point gun in safe direction.**
- 2. Open the receiver.**
- 3. Verify gun is not loaded.**

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12 Gauge Pump Shotgun Cleaning

Typical Supplies



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12 Gauge Pump Shotgun Cleaning

Typical Supplies

Minimum Required

- 12 Ga. cleaning rod or 12 Ga. snake
- 12 Ga. patches (Hoppe's #9 preferred)
- 12 Ga. jag or patch holder
- 12 Ga. brass brush
- Bore cleaner (Powder Blast)
- Gun oil (FP-10 or G-96)
- Towel or cardboard work surface
- Light cleaning oil (Rem Oil)

Optional

- Gun Grease
- Q-tips

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12 Gauge Pump Shotgun Cleaning

Ensure again gun is safe and unloaded.
Loosen the forearm nut and remove the barrel.





12 Gauge Pump Shotgun Cleaning

Ready for cleaning.



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12 Gauge Pump Shotgun Cleaning

Using a patch holder or jag, wet patch with bore cleaner.



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12 Gauge Pump Shotgun Cleaning

Push wet patch or snake from chamber through barrel to push grunge out.



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12 Gauge Pump Shotgun Cleaning

Wrap patch around brush and wet with bore cleaner.



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12 Gauge Pump Shotgun Cleaning

Repeat with snake or another patch on brush.



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12 Gauge Pump Shotgun Cleaning

Repeat until the patch looks like the one on the right.





12 Gauge Pump Shotgun Cleaning

Take 12 Ga. brush and wrap with wet patch of gun oil.



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12 Gauge Pump Shotgun Cleaning

Alternate method is soak a mop with gun oil.



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12 Gauge Pump Shotgun Cleaning

You may have to use a wet patch and brush several times. Stop when patch looks like the one on the left.

12 Ga. does not require much cleaning. Over-cleaning will eventually ruin the barrel!





12 Gauge Pump Shotgun Cleaning

Use Q-tip with Rem Oil to clean breech.



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12 Gauge Pump Shotgun Cleaning

Spray trigger area with gun oil (FP-10 or G-96).



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12 Gauge Pump Shotgun Cleaning

Spray Rem Oil in breech.





12 Gauge Pump Shotgun Cleaning

Clean muzzle and choke with patch soaked
in gun preservative.



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12 Gauge Pump Shotgun Cleaning

Assemble the shotgun in the reverse order as disassembly.
Note breech may need to be slightly open to slide barrel in easily.



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12 Gauge Pump Shotgun Cleaning

Spray and wipe down all exposed metal parts, like the barrel, with gun oil (G-96 or FP-10).

**Rem Oil is not a good rust
preventer on exposed metal.**

**Insert plug and lock.
Place shotgun into gun sock.**



Appendix K2

This Version of the Scouting America 30 Minute Shotgun Briefing has been slightly modified for use only for shotgun shooting events held at the Camp Grimes Shotgun Range.



Scouting America 30 Minute Shotgun Briefing

***NO LIVE AMMUNITION
in the classroom.
NO EXCEPTIONS!***

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Range Safety Briefing

Orientation Goal

To provide beginning shooters with the knowledge, skills, and attitude necessary to shoot a shotgun safely under the direct supervision of an NRA Certified Shotgun Instructor.



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Range Safety Briefing

NRA Gun Safety Rules

- **ALWAYS keep your gun pointed in a safe direction**
- **ALWAYS keep your finger off the trigger until ready to shoot**
- **ALWAYS keep your gun unloaded until ready to use**



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Range Safety Briefing

Shotgun Parts-Pump

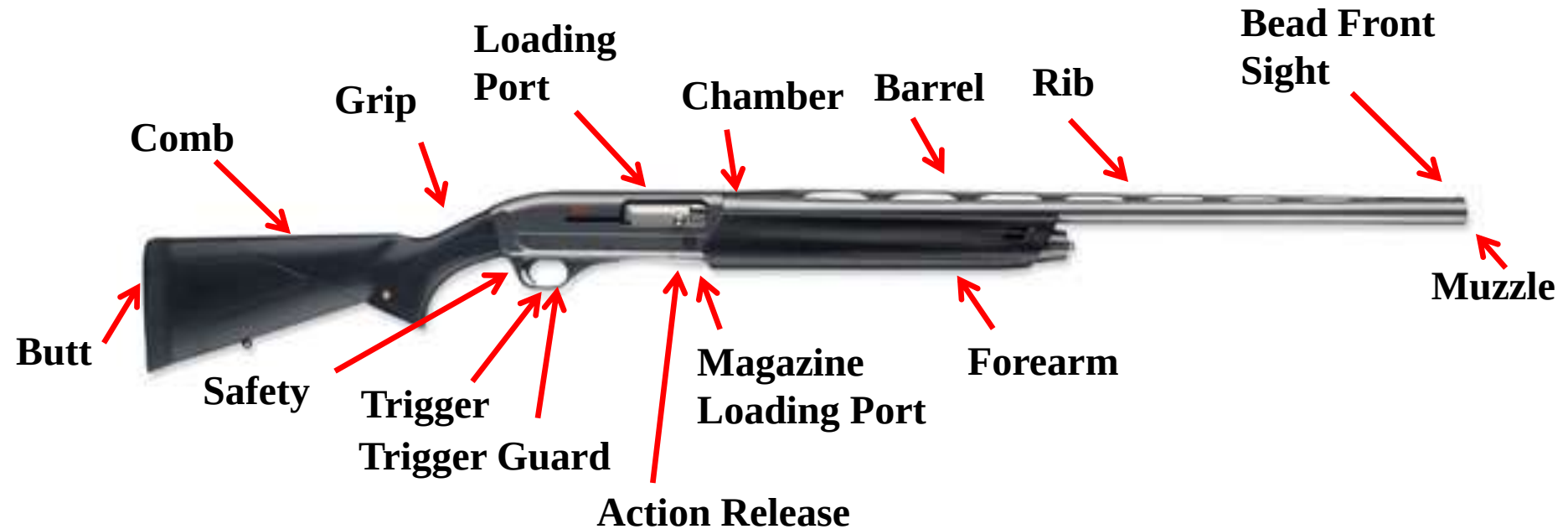


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Range Safety Briefing

Shotgun Parts-Semi-automatic



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Range Safety Briefing

Shotgun Parts-Break Action





Range Safety Briefing

Demonstrate Shotgun Operation

Instructor demonstration only

- Loading with Dummy Ammo
- Cocking
- Firing “Dry-fire only” with Dummy Ammo
- Unloading

During Live-fire on the range, your instructor will load and unload the Shotgun for you.

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Range Safety Briefing

Shooting Fundamentals-Determining the Dominant Eye



- **Extend arms forward and form opening between the hands**
- **With both eyes open, look at a distant object through opening**
- **Bring hands to face while looking at object – Opening will be aligned with the dominant eye**



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Range Safety Briefing

Shooting Fundamentals

1. Stance
2. Hold Point
3. Mount
4. See the Target
5. Swing
6. Pull the Trigger
7. Follow Through

Scouts will be shooting straight away targets



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Range Safety Briefing

Shooting Fundamentals-Stance

- Stance aligned with target breaking point.
- Feet about shoulder width apart, with toes on lead foot turned slightly outward.
- Knee of the lead bent slightly; back leg remains straight.
- Approximately 60% of body weight on lead leg and 40% on rear leg.
- Stance comfortable and balanced so that it may be maintained before, during, and after the shot.



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Range Safety Briefing

Shooting Fundamentals-Hold Point

- Know where the target will first appear and the direction it will be traveling.
- Your hold point will be aligned just under the flight path of target to allow a clear view of where the target will first appear.
- The shotgun is pointed at the hold point, but the eyes are focused on the area where the target will first appear.



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Range Safety Briefing

Shooting Fundamentals-Mount

- The shotgun is brought up to your face to keep the head erect level.
- The cheek is pressed firmly against the stock.
- The head is as far forward on the comb as possible without straining the neck.
- The butt of the shotgun is in the pocket of the shoulder.



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Range Safety Briefing

Shooting Fundamentals-See the Target

- The target must be seen clearly at the earliest point possible.
- You must be looking past the beads and focusing on the field of fire where the target is in focus.
- The Sight Picture is the visual relationship of the shotgun muzzle to the target.
- When acquiring the sight picture, the focus must be on the target.



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Range Safety Briefing

Shooting Fundamentals-Swing

- The swing begins with the shotgun already mounted on the shoulder.
- When the target is clearly seen, the shotgun is pointed at the target.





Range Safety Briefing

Shooting Fundamentals-Trigger Pull

- The trigger must be pulled the instant the sight picture is correct (the target and the muzzle meet) for straight away targets.



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Range Safety Briefing

Shooting Fundamentals-Follow Through

- Follow-through means continuing to do everything that was being done at the time the shot was fired.
- The swing must continue if the shot pellets are to hit the target. The trigger is pulled while the shotgun is moving, and the gun must continue to move after the shot is fired.



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Range Safety Briefing

Shooting Fundamentals-Most Important Fundamentals!

The most IMPORTANT shotgun shooting fundamental is...

- See the Target. “Focus on the target.”

You must learn to concentrate on the target.



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Range Safety Briefing

Shooting Fundamentals-A review....

1. Stance
2. Hold Point
3. Mount
4. See the Target
5. Swing
6. Pull the Trigger
7. Follow Through



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Range Safety Briefing

Range Layout

- ✓ Ready Area
- ✓ Firing Line Area
- ✓ Shooting Stall/Safety Line
- ✓ Target Path
- ✓ Down range shot drop zone



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Range Safety Briefing

NRA Gun Safety Rules

- **ALWAYS keep your gun pointed in a safe direction**
- **ALWAYS keep your finger off the trigger until ready to shoot**
- **ALWAYS keep your gun unloaded until ready to use**



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Range Safety Briefing

Range Rules

- Know and obey all Range Commands.
- No Running or Horseplay.
- Listen to and Obey the RSO & Instructor at all times.
- Shoot Only at Authorized Targets.
- Raise your hand to ask Questions or request assistance.
- Wear Eye and Ear Protection.
- Spectators are not to communicate with Shooters.
- All must ask permission to Enter or Exit the Range.



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Range Safety Briefing

Other Range Rules

- Know your target and what is beyond.
- Know where others are at all times.
- Never handle a gun or be at the firing line while others are downrange.
- Be sure that the gun is safe to operate.
- Know how to use the gun safely.
- Use only the correct ammunition for your gun.
- Never use alcohol or drugs before or while shooting.
- Be aware that certain types of guns and many shooting activities require additional safety precautions.



Range Safety Briefing

Range Commands

- “Hearing Protection On”
- “Shooters prepare to move forward into their shooting stall”
- “The line is Hot!”
- “Are both Shooters Ready?”
- “Shooter on the left (right) may load”
- “Safety Off”
- “The Firing Line is Ready!”
- “Shooter may call ‘PULL’ when ready, left (right) shooter goes first”



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Range Safety Briefing

Range Commands

- **“Cease Fire”**
- **“Safety On”**
- **“Breech open, insert SAF-T-PLUG”**
- **“Range is clear”**
- **“Hearing protection off”**
- **“Shooters are to return shotguns to the rack”**
- **“Shooters are to pick up their spent shot-shells”**
- **(Remember not to go downrange or past the concrete until the event is over and the throwers and stalls have been returned to their storage positions.)**



Range Safety Briefing

At the Shooting Station

One instructor will be at each firing point.

1. Watch a launched straight-away clay target.
2. Point your finger at the target all the way to the ground.
3. Point finger and say “bang” on touching target.
4. The instructor will hold the shotgun by the forearm.
5. Place your hands on the grip. When you have control of the shotgun, say “Thank you” and the instructor will let go.
6. You will then Dry-fire. TAKE YOUR TIME. Focus on safety and the shooting fundamentals. When you are comfortable, tell the Instructor you are ready to shoot.
7. You will Live-fire the prescribed number of shots.



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Questions

**Do you have any questions before
you move to the Ready Area?**



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