

SOP Appendix 4a

Range Operations

Archery Ranges

2/1/2024

1. Range Officers

a. Archery Instructor (Instructor)

- i. The Archery Instructor is responsible for supervising and instructing the shooting participants.
- ii. Must be an adult (18 years of age or older)
- iii. Must be a currently certified USA Archery Level 1 Instructor, or higher level.
- iv. Responsible for inspecting range and ensuring it meets USA Archery standards.
- v. Has overall responsibility for setup and safe operation of the range.
- vi. Has experience in this role.
- vii. Understands and agrees to operate the range using the procedures outlined in this document.
- viii. Has the authority to close the range in case of a safety concern or violation
- ix. Has responsibility for equipment inventory, safety inspections, and maintenance of shooting equipment.

b. Archery Director (Director)

- i. The Archery Director is responsible for supervising and instructing the shooting participants.
- ii. Has responsibility for safe operation of the range.
- iii. Responsible for inspecting range and monitoring range operation
- iv. Must be an adult (18 years of age or older)
- v. The Archery Director may act as Archery Merit Badge Counselor as part of Archery Staff at summer camp.
- vi. Must be a currently Certified USA Archery Level 1 Instructor or may be (per NCAP rules) trained by a National Camp School Shooting Sports Director (NCS SSD). When trained by an NCS SSD the following requirements must be met:
 1. The training must be a full 8-hour course.
 2. The NCS SSD must use the USA Archery Level 1 training materials as a guide for the training.
 3. The training materials are only a guide to help the Director learn how to run and teach a safe and effective program.
 4. The training received in this manner is good only for one summer camp season.
 5. For OTC Scouts BSA camps, there is ***NOT*** an option to use a BSA Cub Scout Archery Rangemaster certification to become an Archery Director.
- vii. Has experience in this role.
- viii. Understands and agrees to operate the range using the procedures outlined in this document.
- ix. Has the authority to close the range in case of a safety concern or violation
- x. Has responsibility for equipment inventory, standard safety-checks, and maintenance of shooting equipment.

c. BSA Archery Rangemaster (Rangemaster)

- i. The Archery Rangemaster is responsible for supervising and instructing the shooting participants.
- ii. Has responsibility for safe operation of the range.
- iii. Responsible for inspecting range and monitoring range operation

- iv. Must be an adult (18 years of age or older)
- v. Must be a currently Certified BSA Archery Rangemaster.
- vi. Has experience in this role.
- vii. Understands and agrees to operate the range using the procedures outlined in this document.
- viii. Has the authority to close the range in case of a safety concern or violation
- ix. Has responsibility for equipment inventory, standard safety–checks, and maintenance of shooting equipment.

2. Supervision Ratios

a. NCAP Standards

- i. Per the NCAP standards, Scouts BSA Resident Camp Supervision shall consist of one (1) Instructor **OR** one (1) Director. This range supervision, per NCAP standards, permits the single Instructor **OR** single Director to supervise up to eight (8) archers.
 - 1. Additional archers above the single supervisor limit require additional supervisors with the same supervision limit. When additional supervision is required:
 - a. a minimum of one (1) Instructor is required
 - b. the remaining required supervision may be any combination of Instructors and Directors
- ii. Non–Certified range personnel may not be counted as supervisors.
- iii. When there are multiple supervisors, one supervisor must serve as the leader of all other supervisors.

b. USA Archery Standards

- i. USA Archery mandates that safety of the archer is the number one goal of any archery activity. To assist with this goal, USA Archery mandates certain Instructor to Student (archer) ratios. These ratios are regardless of the presence of uncertified assistants. These limits are dependent upon multiple factors and may be reduced by the Instructor directly overseeing the archery activity.
 - 1. 6–7 years old – up to 3 archers
 - 2. 8–9 years old – up to 6 archers
 - 3. 10–11 years old – up to 8 archers
 - 4. 12 years and older – up to 8 archers
- ii. Additional archers above the single supervisor limit require additional supervisors.
- iii. Archers may be grouped by ages to accommodate more participants based on available supervisors.
- iv. Non–Certified range personnel may not be counted as supervisors.
- v. When there are multiple supervisors, one supervisor must serve as the leader of all other supervisors.

3. Equipment and Supplies

a. Bows

- i. BSA recommends light draw weight, take–down recurve, or compound bows.
- ii. Care should be taken to ensure that archers are not overbowed. This means that the Archer needs to be utilizing a bow size with a draw weight that they are fully capable of drawing and holding.
- iii. The use of an arrow rest will depend on the fletching used for the arrows to be used. If the arrows are fletched with feathers, they may be shot off of the shelf of the riser and an arrow rest is not necessary. If the arrows are fletched with vanes, then an arrow rest needs to be installed on the sight window directly above the shelf of the riser.
- iv. Bow Length and Draw Weight
 - 1. Bow length and draw weight are dependent on safety requirements for the activity performed. Additionally, the participants must be considered when evaluating the appropriate bow length and draw weight for a particular use situation.

2. Cub Scout Day Camp Use
 - a. A bow length of 54 inches is recommended
 - b. A draw weight of approximately 10# is recommended
 3. Cub Scout Resident Camp Use
 - a. A bow length of 54 inches is recommended
 - b. A draw weight of approximately 10# is recommended
 4. Scouts BSA Resident Camp Use
 - a. A bow length of 62 inches is recommended
 - b. A draw weight of between 15# and 25# is recommended
 5. Off-Season Scouts BSA Camp Use
 - a. A bow length of 62 inches is recommended
 - b. A draw weight of between 15# and 25# is recommended
 6. Off Season Venturing Use
 - a. A bow length of 62–66 inches is recommended
 - b. A draw weight of between 20# and 35# is recommended
 7. Other Uses
 - a. Bow length should be appropriate to the participants.
 - b. Draw weight should be appropriate to the participants.
- b. Bowstring
- i. BSA states that a proper length, well served, 10 strand (or higher) bowstring be used and that a nock point indicator is properly installed utilizing a bowyer's square.
- c. Arrows
- i. The arrow recommended by the OTC Shooting Sports Committee is the "Lightning" arrow with a feather fletching, manufactured by Gold Tip.
 - ii. Arrows may be shafted in wood, fiberglass, aluminum, or carbon fiber. Carbon fiber is the recommended material.
 - iii. Arrows must be long enough for the archer shooting them. If the arrow length is shorter than an archer's draw length, it is unsafe and alternate equipment needs to be found or the archer cannot participate.
 - iv. The only approved arrowhead for use is a Target Point.
 - v. Nocks should fit the serving of the bowstring being used. If it does not securely click into place, it is unsafe to shoot.
 - vi. Either feathers or vanes may be used. The choice should depend if the bows are set-up to shoot off of a rest or off of a shelf.
- d. First Aid Kit
- i. An appropriately stocked first aid kit is required for range operation.
- e. Repair Equipment
- i. Basic maintenance equipment is necessary to ensure continued safe functioning of all equipment. This includes
 1. Bowyer's Square(s)
 2. Replacement nock point indicators
 3. Nock Pliers
 4. Fletching Jig(s)
 5. Replacement fletching
 6. Appropriate adhesive for fletching/shaft combination
 7. Rubbing Alcohol is useful for ensuring both fletching and arrow shaft are clean prior to glue up.
 8. Bowstring Wax
 9. A scrap of leather can be useful for protecting your fingers from burn while rubbing wax into bowstring.
 10. Hex Wrench set

- 11. Replacement target point arrow heads
- 12. Replacement arrow rests (if used)

- f. Target Butt
 - i. BSA recommends large diameter target butts to reduce the frequency that arrows miss the target. A target butt of 36 inches is appropriate to mount a 32–inch ten ring face.
- g. Target Stand
 - i. The target stand needs to securely hold the butt and face while shooting. It must also steadily hold the butt and face through light weather (wind). BSA recommends a “stable tripod,” though many viable options exist.
- h. Target Faces
 - i. Cub Scouts
 - 1. Colored ring target faces are the only acceptable targets for Cub Scouts to shoot at. 3D targets are not approved for this age group.
 - ii. Scouts/Venturers
 - 1. These Scouts are permitted to use colored ring target faces as well as “tasteful and appropriate” animal (wild game species that are legal for hunting) silhouette targets as well as 3D. A 32 inch, ten–ring target face is used in merit badge qualification.
 - iii. Not Permitted Targets
 - 1. Human Form
 - 2. Zombie Silhouettes
 - 3. Scouts of all ages are ***NOT*** permitted to shoot at zombie or human form paper/silhouette targets.

4. Range Use

- a. Scouts BSA Resident Camp
 - i. Use of a range is permitted for Scouts BSA Resident Camp.
 - ii. Persons Authorized to Shoot
 - 1. Scouts BSA, Ventures, Explorers, Sea Scouts and adults may shoot.
 - 2. Cub Scouts or younger age youth are ***NOT*** permitted to shoot.
 - iii. Qualified Supervision
 - 1. Follows NCAP Standards for Supervision Ratios.
 - iv. Mixed Use of Range
 - 1. Mixed Use of the Range is defined as having more than one discipline in use on the same range at the same time (Archery and BB Guns, etc.).
 - 2. Mixed use of range is not permitted for Scouts BSA Resident Camp.
- b. Off-Season Scouts BSA Camp
 - i. Use of a range is permitted for Off-Season Scouts BSA Camp events, with Council approval, for example – Super Weekends, OA activities.
 - ii. Persons Authorized to Shoot
 - 1. Cub Scouts, Scouts BSA, Venturers, Explorers, Sea Scouts and adults may shoot.
 - 2. Younger age youth are ***NOT*** permitted to shoot.
 - iii. Qualified Supervision
 - 1. Follows USA Archery Standards for Supervision Ratios.
 - iv. Mixed Use of Range
 - 1. Mixed Use of the Range is defined as having more than one discipline in use on the same range at the same time (Archery and BB Guns, etc.).
 - 2. Mixed use of range is ***NOT*** permitted for Off-Season Scouts BSA Camp.
- c. Off Season Venturing
 - i. Use of a range is permitted for Off Season Venturing events with Council approval.
 - ii. Persons Authorized to Shoot

1. Venturers, Explorers, Sea Scouts and adults may shoot.
 2. Scouts BSA, Cub Scouts or younger age youth are **NOT** permitted to shoot.
- iii. Qualified Supervision
 1. Follows USA Archery Standards for Supervision Ratios.
 - iv. Mixed Use of Range
 1. Mixed Use of the Range is defined as having more than one discipline in use on the same range at the same time (Archery and BB Guns, etc.).
 2. Mixed use of range is **NOT** permitted for Off Season Venturing.
 - v. Archers may use Council supplied equipment or may provide their own equipment.
 - vi. Personal equipment used on the range is **NOT** the responsibility of Oregon Trail Council and **is** the responsibility of the owner of the equipment.
- d. Off Season Council Cub Scout Events held at Scouts BSA Camp
 - i. Use of a range is permitted for Council Cub Scout Events (such as Haunted Trails) provided that the range is used exclusively for the Cub Scout Event and only for the approved Cub Scout Shooting Sports activity.
 - ii. Persons Authorized to Shoot
 1. Cub Scouts, Scouts BSA, Ventures, Explorers, and adults may shoot.
 2. Younger age youth are **NOT** permitted to shoot.
 - iii. Qualified Supervision
 1. Follows NCAP Standards for Supervision Ratios.
 - iv. Mixed Use of Range
 1. Mixed Use of the Range is defined as having more than one discipline in use on the range at the same time (Archery and BB Guns, etc.).
 2. Mixed use of range is **NOT** permitted for Off Season Council Cub Scout Events held at Scouts BSA Camp.
 - e. Council Cub Scout Camp Use – Resident and Day Camp
 - i. Use of a range is permitted for Council Cub Scout Events provided that the range is used exclusively for the Cub Scout Event and only for the approved Cub Scout Shooting Sports activity.
 - ii. Persons Authorized to Shoot
 1. Cub Scouts, Scouts BSA, Venturers, Explorers, and adults may shoot.
 2. Younger age youth are **NOT** permitted to shoot.
 - iii. Qualified Supervision
 1. Follows NCAP Standards for Supervision Ratios.
 - iv. Mixed Use of Range
 1. Mixed Use of the Range is defined as having more than one discipline in use on the range (Archery and BB Guns, etc.).
 2. Mixed use of range is **NOT** permitted for Council Cub Scout Camp Use – Resident and Day Camp.
 - f. Shooting Sports Training
 - i. Range Operations require advance permission from the Oregon Trail Council.
 - ii. Persons Authorized to Shoot
 1. Persons training and participating in the Shooting Sports Training are permitted to shoot
 - iii. Qualified Supervision
 1. Follows USA Archery Standards for Supervision Ratios.
 - iv. Mixed Use of Range
 1. Mixed Use of the Range is defined as having more than one discipline in use on the range (Archery and BB Guns, etc.).
 2. Mixed use of range is **NOT** permitted for Shooting Sports Training.

g. Other Use

- i. Prior to use of a range, a written request must be made to Oregon Trail Council Shooting Sports Director and the Scout Executive (or designee) for use of a range including a list of all types of equipment to be used and any mixed use planned. Equipment will be inspected and certification reviewed before approval. All procedures in Appendix 5a – Range Opening, Operating and Closing will be followed. Written approval by the Oregon Trail Council must be granted before the event may be held. Approval may add requirements or change Qualified Supervision at the discretion of Oregon Trail Council.
- ii. Persons Authorized to Shoot
 1. Persons participating in the Other are permitted to shoot following BSA and USA Archery guidelines.
- iii. Qualified Supervision
 1. Follows USA Archery and BSA Standards for Supervision Ratios.
 2. Meets BSA Supervision Standards of USA Archery level 1 Instructor for Scouts BSA and older age.
 3. BSA Rangemaster Training for Bows of 10-pound pull or less allowed for youth of Cub Scout age.
- iv. Mixed Use of Range
 1. Mixed Use of the Range is defined as having more than one discipline in use on the range (Archery and BB Guns, etc.).
 2. Mixed use of range is **NOT** permitted for Other.

5. Storage and Transportation

a. Shooting Equipment – Bows, Arrows, Other equipment

i. Council Owned

1. Access to the equipment will be restricted to range personnel and camp management.
2. Bows and Arrows will be stored on-site (the range) in a locked area dedicated for this purpose when not in use.
3. Transporting of equipment will be done in a safe manner.
4. Inventory of the equipment is the responsibility of the range personnel.
5. Equipment stored at the range and on camp property will be controlled according to BSA policy and regulations.

ii. Staff or Participant Owned

1. The individual owner is responsible for safe and secure storage of all of their owned equipment.
2. Access to storage of the equipment is the responsibility of the individual owner.
3. Transporting of equipment will be done in a safe manner.
4. Inventory of the equipment is the responsibility of the individual owner.
5. Oregon Trail Council is not responsible for the storage or use of the individual equipment.