

OREGON TRAIL COUNCIL
RANGE SOP
2/1/2024

1. Purpose
 - a. To establish standard procedures for operating shooting ranges.
2. Additional Information
 - a. Appendix 1 – **Range Ownership and Contact Information**
 - b. Appendix 2 – **Emergency Range Procedures**
 - c. Appendix 3 – **Code of Conduct and Discipline Policy**
 - d. Appendix 4 – **Range Operations**
 - e. Appendix 5 – **Range Opening, Operating and Closing Procedures**
 - f. Appendix 6 – **Acceptable Calibers and Ammunition**
 - g. Appendix A – **Range Use Approval Procedure**
 - h. Appendix BB – **BB Gun procedures**
 - i. Appendix C – **Cowboy action procedures**
 - j. Appendix M – **Muzzleloading procedures**
3. References
 - a. BSA Guide To Safe Scouting
 - b. BSA Shooting Sports Manual
 - c. BSA NCAP Standards
 - d. NRA Rifle Instruction Manual
 - e. NRA Chief Range Safety Officer Manual
 - f. BSA National Camp School Training Manual
 - g. BSA Rifle Shooting Merit Badge pamphlet or NRA First Steps
4. Authorization to Operate a Range
 - a. Operation of all Shooting and Throwing Sports ranges requires written approval of the Council Shooting Sports Director before conducting a program. Written approval of the Council Executive or designee may also be required.
5. Personnel
 - a. Operation of all Shooting and Throwing sport ranges requires qualified supervision as per current NCAP (PS-213, PS-214, SQ-407, SQ-408) and Shooting Sports Manual guidelines.
 - b. Definition and requirements of Range Officers and Shooter ratios is found in SOP Appendix 4– Range Operations.
6. Persons Authorized to Shoot
 - a. All participants must have the physical strength and manual dexterity required to shoot safely.
 - b. If range personnel are uncertain of a shooter’s ability, the range personnel may test the participant and make appropriate physical arrangements (if possible) to assure a safe shooting experience.
 - c. All participants are responsible for following Rules of Safe Gun Handling and following the instructions of the range personnel. The Rules of Safe Gun handling are:
 - i. ALWAYS keep the gun pointed in a safe direction.
 - ii. ALWAYS keep your finger off the trigger until ready to shoot.
 - iii. ALWAYS keep the gun unloaded until ready to use.
 - d. Any participant behaving in an unsafe or disruptive manner may be removed from the range by any one of the range personnel.
 - e. See SOP Appendix 4 – Range Operations for other restrictions for Persons Authorized to Shoot on the range.
7. Authorized Shooting Equipment
 - a. See SOP Appendix 4 – Range Operations for rules regarding Authorized Shooting Equipment.

8. Safety Equipment

- a. All participants, range personnel, and other individuals must wear eye and hearing protection while in the immediate, designated area. All PPE must be properly cleaned between users.
- b. Hearing protection may be provided by the shooting event or furnished by the individual participant.
 - i. If furnished by the event organizers, an assortment of sizes of earmuffs should be on hand to ensure proper fit.
 - ii. If provided by the individual, the range safety officer or NRA instructor should verify that the hearing protection fits properly.
 - iii. For hearing protection, earmuffs are usually preferred to earplugs.
 - iv. If earplugs are used, visual verification of fit should be made.
 - v. Earplugs are not to be exchanged with other individuals under any circumstances.
- c. Eye protection may be provided by the shooting event or furnished by the individual participant.
 - i. If furnished by the event organizers, an assortment of sizes should be on hand to ensure proper fit, for use as either standalone glasses or with prescription glasses.
 - ii. If provided by the individual, the range safety officer or NRA instructor should verify that the eyeglasses have adequate lens area to offer protection and that they fit properly and securely.
 1. Prescription glasses with plastic lenses may be considered as eye protection when worn.
 2. Non-prescription Sunglasses may be worn as eye protection if they are ANSI Z87.1 rated.

9. Range Layout

- a. The Range must meet all National BSA regulations

10. Equipment Storage

- a. See SOP Appendix 4 – Range Operations for rules regarding Storage and Transportation.

11. Operation of Range

- a. The range is opened only when all of the Range Officers described in Qualified Supervision of SOP Appendix 4 – Range Operations are present.
- b. Follow the rules in SOP Appendix 5 – Range Opening, Operating, and Closing Procedures.
- c. Shooting Procedure
 - i. Each shooter must be given a short shooting orientation before they are allowed to shoot. Shooters need only be given this orientation once per camping session or once for the event. The orientation will cover;
 1. How to handle the rifle
 2. Loading procedures and Safety
 3. Unloading procedures and Safety
 4. How to make the Rifle SAFE
 5. Range procedures
 6. Safety procedures
 - ii. Allow the opportunity for the shooter to ask questions about any procedure and safety.
 - iii. The shooter must follow the three rules of gun safety:
 1. ALWAYS keep the gun pointed in a safe direction.
 2. ALWAYS keep your finger off the trigger until ready to shoot.
 3. ALWAYS keep the gun unloaded until ready to use.
 - iv. After the Range Officers are satisfied that the participants are ready to shoot safely, the command to commence shooting may be given.

- d. Misfires
 - i. In case of a misfire, the shooter is instructed by the range personnel to keep the rifle on their shoulder and pointed down range for 30 seconds
 - ii. Rifle action can then be cycled introducing a new round into the chamber and resume shooting.
- e. Hang Fires
 - i. In the event of a hang fire, range personnel should inspect the rifle barrel for obstructions and for operational fitness before it is allowed to resume shooting. Hang fire is typically due to a defective cartridge but can sometimes be attributed to a mechanical failure. Best to err on the side of safety and check the rifle.
- f. Squibs
 - i. In the event of a squib load, the rifle will be removed from the line immediately and marked out of service until it can be corrected by qualified personnel. Disable the rifle by removing the bolt and mark the rifle appropriately.

12. Training

- a. Utilize the current NRA Rifle Instructor Certification and NRA Range Safety Officer certification.
- b. Utilize the current National Camp School Shooting Sports Director Certification.
- c. Range personnel must successfully complete training and certification for their position of responsibility. All programs in the Shooting and Throwing Manual require certification.
- d. Range personnel are responsible for maintaining their credentials. Credentials need to be available for inspection.
- e. Range personnel should renew/attend training regularly as continuing education.
- f. Range personnel need to conduct impromptu training to accommodate range needs.
- g. Oregon Trail Council reserves the right to accept or deny credentialing as fitness for range operations.