

# Oregon Trail Council SOP

## Archery Range

### 2/20/2024

1. Purpose
  - a. To establish standard procedures for operating an archery range.
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 4a – **Range Operations**
  - e. Appendix 5a – **Range Opening, Operating, and Closing Procedures**
  - f. Appendix A – **Range Use Approval Procedure**
3. References
  - a. BSA Guide To Safe Scouting
  - b. USA Archery Level 1 Instructor Manual
  - c. BSA National Shooting Sports Manual
  - d. BSA National Camp School Training Manual
  - e. BSA Archery Merit Badge pamphlet
4. Personnel
  - a. Operation of an Archery range requires qualified supervision.
  - b. Definition and requirements of Range Officers and Shooter ratios is found in SOP Appendix 4a – Range Operations.
5. 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 Handling and following the instructions of the range personnel. The Rules of Safe handling are:
    - i. ALWAYS keep the bow pointed in a safe direction.
    - ii. ALWAYS keep their finger off the bowstring until ready to shoot.
    - iii. ALWAYS keep the bow 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 4a – Range Operations for specific range restrictions for Persons Authorized to Shoot on the range.
6. Authorized Shooting Equipment
  - a. See SOP Appendix 4a – Range Operations for rules regarding Authorized Shooting Equipment and Other Range Equipment and Supplies.
7. Safety Equipment
  - a. Finger Protection
    - i. A form of draw hand finger protection is required for all archers.
    - ii. On Bowstring
      1. A product such as “Finger Savers,” rubber pads affixed to the bowstring may be used on lightweight bows.
    - iii. Off Bowstring
      1. If a “Finger Saver” type product is not used, then a finger tab or shooting glove must be used.

- b. Arm Protection
    - i. Every archer must wear an arm guard on the bow arm to protect from string slap. No specific make/model of arm guard is recommended.
  - c. Quiver
    - i. A ground quiver or personal quiver must be provided for each archer to safely store the arrows.
  - d. Bow Stringer
    - i. Use of a bow stringer is necessary to prevent limb twist during the stringing process. A bow stringer made of cord and leather/plastic is necessary on this range.
8. Range Layout
- a. The Range must meet all National BSA regulations.
  - b. The Range must meet USA Archery regulations.
9. Equipment Storage
- a. See SOP Appendix 4a – Range Operations for rules regarding Storage and Transportation.
10. Range Operation
- a. The range is opened only when all of the Range Officers described in Qualified Supervision of SOP Appendix 4a – Range Operations are present.
  - b. Follow the rules in SOP Appendix 5a – Range Opening, Operating, and Closing Procedures.
  - c. Shooting Procedure
    - i. Each shooter must be given a short 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. Whistle Commands
      - 2. How to handle the bow and arrow
      - 3. Loading procedures and Safety
      - 4. Range procedures
      - 5. 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 safety
      - 1. ALWAYS keep the bow pointed in a safe direction.
      - 2. ALWAYS keep their finger off the bowstring until ready to shoot.
      - 3. ALWAYS keep the bow 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. Dry Fire
    - i. In the event of a dry fire, the bow will be removed from the shooting line immediately and marked out of service until it can be thoroughly inspected by qualified personnel.
11. Training
- a. Follow all current NCAP and Shooting Sports guidelines.
  - b. Utilize the current USA Archery Instructor Certification and BSA Archery Rangemaster Certification.
  - c. Range personnel must successfully complete training and certification for their position of responsibility.
  - 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.