



Middle Tennessee Council, Scouting
Standard Operating Procedures
Range And Target Activities Program



MIDDLE TENNESSEE COUNCIL
SCOUTING AMERICA



RANGE AND TARGET ACTIVITIES
STANDARD OPERATING PROCEEDURES

Revised 1-JULY 2025



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Governance

Committee Organization

1. Authority

- A. The Range and Target Activities Program Committee (Committee) Operates under the authority of the Middle Tennessee Council Scouting America (MTC Scouting) Camping Director (Camping Director) along with the Committee Chairman, (Chairman) appointed by MTC Scouting.
- B. The Chairman is charged with establishing policies, training, conducting events, committee functions, and promoting ALL shooting related activities for Cub Scouts, Scouts BSA, Venturing, Sea Scouts, and **NON Scouting Units** within MTC Scouting.
- C. The Chairman appoints Vice Chairs and in turn select Committee Members to assist with areas of responsibilities.
- D. ALL Range and Target Activities will be conducted in accordance with the National Rifle Association (NRA) Code of Ethics, MTC Scouting policies, and Scouting America guidelines, which includes the following:
 - 1 Scouting America Guide to Safe Scouting
 - 2 Scouting America National Camp Accreditation Program (NCAP) “Current Camp Standards” during summer camp and year-round activities
 - 3 Scouting America Range and Target Activities Manual
 - 4 MTC Scouting Range Activities Standard Operation Procedures (SOP)
 - 5 NRA Basic Range Safety Officer Manual and NRA Code of Ethics, (received during Range Safety Officer and Instructor Training: [NRA/RSO](#))
 - 6 **Tennessee State Gun Laws: [HERE](#)**

2..Adult Supervision

- A. Two registered adult leaders 21 years of age or over are required at all Scouting activities, including all meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth or female adult program participants
- B. Notwithstanding the minimum leader requirements, age and program-appropriate supervision must always be provided.
- C. All adults staying overnight in connection with a Scouting activity must be currently registered as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in. Registration as a merit badge counselor position



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does not meet this requirement. See [FAQ](#) for list of approved adult registration fee required positions.

2. Exceptions to Policies

- A. The MTC Scouting in cooperation with the Committee has chosen to restrict some activities, methodologies, and or policies that are allowed by the National Rifle Association and Scouting America Range And Target Activities Manual.
- B. In all cases the more restrictive of these policies are to be followed.
- C. Camp Commissioners (year-round camping), Camp Directors and Program Directors (summer camp activities) cannot change or lesson any MTC Scouting Range Activity SOP requirements.
- D. Camp Directors, Camp Commissioners, and Program Directors (summer camp activities) only have the authority to make any Range Activity SOP stricter for the reason of health and/or safety.

3. Scope and Control

- A. This document shall be the written Guidelines for ALL MTC Scouting Range Activities and/or training events to include Merit Badge sessions on MTC Scouting Property.
- B. Commercial and/or Private Property Ranges must be approved by the MTC Scouting and the Committee.

4. Management Change

- A. The MTC Scouting Range Activities SOP shall be reviewed by the Committee and the Camping Director regularly to ensure that they comply with all local, state, national laws and the Scouting America guidelines as well as accepted best practices for all events.
- B. In the event that there is a change to Scouting America Range and Target Activities Program Manual, the Committee Chair shall be responsible to revise the Range Activities SOP and submit changes to the MTC Scouting Scout Executive for approval.
- C. Requests for changes must be submitted in writing to MTC Scouting Committee.
- D. **Merit Badge Session Directive**

1. General:

1. All NRA Rifle, Shotgun, Pistol, Muzzleloading Rifle Instructors, Range Safety Officers, and



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USA Archery Instructors MUST HAVE CURRENT SCOUTING AMERICA REGISTRATION, CURRENT YOUTH PROTECTION TRAINING AND MUST UPDATE THEIR NRA ID CARD and/or USA. ARCHERY CERTIFICATION ANNUALLY WITH THE MTCSA REGISTRAR AND CAMPING DEPARTMENT. NO EXCEPTIONS.

2. All Certified Volunteers will submit a Merit Badge application annually along with current NRA/USA Archery certifications to the Council Registrar and the Camping department. No exceptions.

3. Rifle and Shotgun merit badge sessions will follow the National Scouting America Range and Target Activities manual Appendices 1 and 2 respectfully.

4. All Archery merit badge sessions will follow the USA Archery guidelines and the National Range And Target Activities Manual, APPENDIX 8, INSTRUCTIONAL ARCHERY EXPERIENCE.

5. ALL Range and Target Activity for Scouts BSA, Venturing, Sea Scouts and groups outside of MTC Scouting Council on MTC Scouting properties must be approved by the Committee.

6. A National Camp School Range And Target Activities Program Director (Range Director) must be on site for ALL MTC Scouting Council level Range Activities and should not be Range Personell.

5 Range Operations Directive

1. General

a. Live fire conducted on MTC Scouting Activity Ranges are designed to provide authorized users access to a safe facility where they can become proficient with archery and firearms, and/or participate in MTC Scouting sponsored Range and Target Activity events.

b. All Certified Volunteers (USA Archery/NRA) are required to submit all necessary certifications to the Activity Range Coordinator prior to all Range Activity events.

2. Facilities for use

a. Range availability and "Black-Out" dates are at the discretion of the Camping Director (Boxwell Reservation) and the Independent Contractor, Latimer Reservation (further identified as Latimer Director). The Camping Director and the Latimer Director will establish the operational days and times for the ranges and may close all or part of the ranges for other activities or safety concerns.



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3. General Rules and Safety Requirements

The Chief Range Safety Officer (CRSO), in cooperation with MTC Scouting Committee, makes decisions regarding safety. These decisions are final. The Range Safety Officer (RSO) on duty handles the daily operation of the range and is responsible for all safety and handling practices while on the range. (See NRA Basic Range Safety Officer Course “Student Study Guide” Lesson III-11 concerning “GENERAL RANGE RULES”).

1. **Always** keep the firearm pointed in a safe direction.
2. **Always** keep your finger off the trigger until ready to shoot.
3. **Always** keep the firearm unloaded until ready to shoot.
 - a. Know your target and what is beyond.
 - b. Be sure the gun is safe to operate.
 - c. Know how to use the gun safely.
 - d. Use only the correct ammunition for your gun.
 - e. Wear eye and ear protection as appropriate.
 - f. Never use alcohol or drugs before or while shooting.
 - g. Know and obey the range commands.
 - h. Know where others are at all times.
 - i. Shoot only at authorized targets.
 - j. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
 - k. Stop shooting immediately upon the command of “Cease Firing”.

6. Authorized and Prohibited Firearms, Ammunition, Archery Bows and Arrows

NO PERSONAL FIREARMS AMMUNITION ARCHERY BOWS AND ARROWS ARE PERMITTED ON MTC SCOUTING PROPERTY. ANY AND ALL FIREARMS AND/OR BOWS AND ARROWS NEEDED FOR TRAINING PURPOSES MUST BE APPROVED BY MTC SCOUTING OR DESEGNEE. NO EXCEPTIONS

- A. Private Firearms and Ammunition, Archery Bows and Arrows will be the property of MTC Scouting. NO PERSONAL EQUIPMENT ALLOWED EXCEPT FOR TRAINING AND MUST BE APPROVED BY MTC SCOUTING.
- B. ALL Firearms, Ammunition, Archery Bows, and Arrows will meet the National requirements found in the Scouting America Range and Target Activity Manual.
- C. No pistol caliber larger than .22 LR rimfire (target ammunition only) is allowed on the pistol range. All pistol activities must be approved by the MTC Scouting Committee.
- D. The CRSO/RSO is responsible for the Rifle “Trigger Pull” assessment. The allowable trigger pull test must be between 3 to 5 pounds. This is without exception. (Current



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Scouting America Target And Range Activities Program Manual, Chapter 1, "Five Levels of Shooting Activities)

- E. Only 20-gauge shotguns are used on the shotgun range while at Boxwell Reservation. Latimer Reservation allows 12 gauge and 20-gauge shotgun use. Only number **#7 & 1/2 or #8 shot can be used.**
- F. For Muzzleloading Rifle , no more than 1 grain per caliber size, of black powder or its substitute will be used on any Muzzleloading Rifle Range. However, 30 grains of powder is sufficient at MTC Scouting Muzzleloading Rifle range live fire.

7. Authorized Targets

- A. Paper or cardboard ONLY on rifle & pistol ranges, clay targets on shotgun ranges.
- B. Metallic targets will be approved by MTC Scouting, Chief Range Safety Officer, and the Committee.
- C. No cylindrical, spherical or any objects that could shatter and/or ricochet
- D. No exploding targets, such as Tannerite.
- E. Scouts BSA, Venturers, and Sea Scouts are allowed to use tasteful, appropriate animal silhouette targets (paper or 3-D targets) for use with archery and all approved firearms. Appropriate animal silhouettes include wild game species that are normally hunted. Human form and zombie silhouette targets are NOT approved for use.
- F. The center of the rifle and pistol targets must be twenty-four (24) inches off the ground to ensure the base of the berm absorbs the impact of the lead rounds.
- G. Cowboy action range is approved by Scouting America National Headquarters and MTC Scouting as a Council activity only. It is not allowable at Unit or District level activities. **(SEE appendix 14, current Target & Range Sports Manual. (Previously, Shooting Sports)**
- H. Archery Targets will be the inventory of MTC Scouting property assigned ranges.

8. Authorized Usage

- A. Current members of the Middle Tennessee Council Scouting America must use the Guide to Safe Scouting for age-appropriate Range Activities.

1.NON-Scouting units/groups will adhere to the same AGE APPROPRIATE GUIDELINES for Range Activity. [HERE](#)

- B. Middle Tennessee Council camp usage agreements are to be followed.



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- C. All Middle Tennessee Scouting Council Level Firearms Range Activities will have a NCS Certified Range Director directly supervising the event. This person cannot be the instructor or RSO for this event.
- D. All MTC Scouting District Level Firearms Range Activities will have a NCS Certified Range Director or a NRA Chief Range Safety Officer (CRSO) directly supervising the event. This person cannot be the Instructor or Range Safety Officer on a range.
- E. ALL MTC Scouting Unit Level Firearms Range Activities will have a CRSO directly supervising the event. This person cannot be the Instructor or Range Safety Officer on a range.
- F. The Council will assign a "CRSO/Range Coordinator" who has authorized access and will assist with issuing necessary Range Safety Equipment to the RSO in charge of specified range. ALL personnel on the range will submit a copy of their current certifications to the Camping Department prior to any event.
- G. The MTC Scouting will assign the appropriate NRA Instructor and a NRA RSO when the unit does not have the necessary certified NRA personnel.
- H. All Range and Target Activity "Requests" will go through the Camping Department and Committee for approval.
- I. Non-Scouting America groups and organizations are to be encouraged to use the camp Range And Target Activities Program ranges and facilities. All property, Range Rules, Policies and Procedures will apply.
- J. All participants on the live fire Range, under the age of 21, must register with the Camping Department or have the written shooting permission form, signed by Parent or Legal Guardian, in that shooting activity, supplied by MTC Scouting.

9. Range Personnel (must have the following):

- a. Orange or High Visibility (Council Range & target Activities T-Shirt) Hat and/or Vest.
- b. Current Scouting America Registration and Youth Protection Training (YPT)
- c. NRA ID Card and/or USA Archery Certification on file with the Council Registrar and Camping Dept.
- d. Range Bag consisting of
 - 1-Scouting America Medical Form Parts A & B
 - 2-Eye Protection w/side shields and Ear Protection
 - 3-Current USA Archery Certification and/or NRA Identification Card.
 - 4-Personal First Aid Kit is optional



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There are two main aspects of Range and Target Activities supervision:

- 1. Range Management** – Those individuals who oversee range safety and overseeing the shooting stations and participants. These people are responsible for following the approved Standard Operating Procedures (SOP) for the range and overall range supervision.
- 2. Range Instruction** – Those individuals whose primary concern is instruction in the type of shooting, referred to as a shooting discipline. This person is responsible for training in the proper use of and care for the equipment being used. This person may instruct BSA advancement or recognition pieces. Their main responsibility is to instruct and foster competency in the participant. This person is the **instructor**.

- A. The CRSO, or his/her designated representative, is responsible for the continued safety of the ranges. If an unsafe condition exists, he/she will cause the shutdown of that portion of the range complex and inform the Boxwell Director or the Latimer Director of the condition that caused this shutdown.
1. The Chief Range Safety Officer teaches the knowledge, skills & attitude essential to training & supervising NRA Range Safety Officers & developing range standard operating procedures. Certified RSOs looking to become a Chief RSO must take a course put on by an NRA Training Counselor who also holds the Chief RSO certification. This 14-hour course is presented in two parts: Basic Instructor Training and NRA Chief Range Safety Officer training. Sessions include standard operating procedures, inspections, emergency procedures, firearm stoppages and malfunctions, safety briefings. Students must demonstrate organizational and teaching skills via participation in practical exercises and complete an open book exam. Once the course is completed the RSO will be upgraded to a NRA Chief Range Safety Officer.
2. The CRSO Works with the Target & Range Activities Committee Chair and Vice Chairs on overseeing all shooting activities at a designated camp range. They are responsible for ensuring that whoever is running an event has the required trained range supervision for that activity.
3. Works with the Vice Chair of Skills, they will organize monthly open shoots for Units participating on the weekends. They are responsible for giving the dates and time of these open shoots to the Council so that they can be posted on the Council web site for when Units register to camp for the weekends.
4. Oversees all shooting activities at a designated camp. This does not mean that they must be the individual running the event, however, they must ensure that the individual in charge of





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an event has the necessary range supervision in place for that activity and ensures that they know how to open and close the range.

5. CRSO will verify every person's USA Archery and/or NRA Certifications and will ensure a copy of all range personnel have the necessary credentials on file with the Middle Tennessee Council. (USA Archery Certificate/NRA ID card/Rangemaster card)
6. The 'On Duty' Ranger will issue a key to one of these CRSO's/Armors/Coordinators (via a key "chain-of-custody" log) who will then control access to all the Target and Range Sports Ranges. The CRSO/Armor/Range Coordinator then issues a key (via a range key "chain-of-custody" log), along with the necessary equipment, "Range Book," with the Standard Operating Procedures (SOP) for that range, equipment box, firearms, and all necessary and specific equipment for a successful and safe activity. A particular sign-in, sign-out procedure for each separate Target Range, is performed by the CRSO/Armor/Range Coordinator, to ensure the required safety and training at their specific range is followed.
7. The CRSO will oversee "Opening & Closing" check-list procedures, and Range Activity Report
8. At the end of all Range Activities, the Armor/Range Coordinator ensures that the Armory and all firearms and equipment are properly secured. The Armor/Range Coordinator also documents firearm malfunctions and notes that information into the "Firearms Repair Log" for later transport to the local gunsmith for repair. When the Armory has been secured, the Armor/Range Coordinator will return the Armory keys to the Ranger on duty. The Ranger signs for the Armory keys and is back in control of the entire reservation.
9. After the Range Activity, the CRSO/Armor/Range Coordinator insures the range is clean, and all firearms and equipment have been properly cleaned and returned to the CRSO/Armor/Range Coordinator and armory. Once satisfied, the CRSO/Armorer/Range Coordinator will use the established sign-in procedures and returns the specific Range Keys back into the armor key control box.
10. The CRSO/Armor/Range Coordinator ensures that the Armory and all firearms and equipment are properly secured. The CRSO/Armor/Range Coordinator also documents firearm malfunctions and notes that information into the "Firearms Repair Log" (shoe tag) for later transport to the local gunsmith for repair. When the Armory has been secured, the CRSO/Armor/Range Coordinator will return the Armory keys to the Ranger on duty. The Ranger signs for the Armory keys and is back in control of the entire reservation.
11. The CRSO will ensure that ALL property and equipment are in working order and annotate deficiencies as appropriate.
12. The CRSO will ensure that the SOP is followed, the Opening & Closing Checklist, Activity Report, and any other necessary documents be noted and turned into the appropriate department.



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- B. NRA Range Safety Officer (RSO)
 - 1. The RSO must be currently certified by the NRA as a NRA RSO and must have a current NRA RSO ID card with him/her while supervising any range on MTCAS ranges.
 - 2. The RSO MUST complete a Range & Armory orientation conducted by the TARAPCC and/or the CRSO or their designee.
 - 3. The RSO will conduct the general operation of the range for that day.
 - 4. The RSO will report all issues to the CRSO and enter them in the required report such as, Open & Close Checklist and the Range Report.
 - 5. The RSO MUST understand that his/her responsibility is the safe operation of the activity and therefore attempting to give fundamental discipline specific instruction to participants would deviate from prescribed responsibilities.
- C. Additional NRA RSO, if required by National Camp Accreditation Program, NCAP, Standard, National Range and Target Activities Manual, and MTCS Scouting SOP.
 - 1 Assists the RSO in daily operations
 - 2 Enforces Range Rules
 - 3 Periodically walks the ranges to ensure safety rules and Range Rules in general are observed.
 - 4 Performs minor range maintenance, cleaning and general clean up.
 - 5 Repair and reface target carriers.
 - 6 Performs other duties assigned by the CRSO.
- D. NRA Instructor
 - 1. NRA instructor must be twenty-one years of age or older, have a current NRA instructor rating in the specific shooting sports program for which supervision and instruction is required. For example, Shotgun Instructor for the Shotgun Range, Muzzleloading Rifle Instructor for the Muzzleloading Rifle Range, etc. The BSA National Camping School shooting sports director (with current UP TO DATE certification) can be the NRA Instructor, provided they carry the certification for that specific discipline.
 - 2. The NRA Instructor is required, annually, to personally update ALL necessary Certifications with the Council Registrar and the Camping Department.
- E. USA Archery Instructor
 - 1. The USA Archery Instructor is responsible for ALL “OPEN” range activities and for ALL “INSTRUCTIONAL” range activities which includes Merit badge Sessions.
 - 2. Is responsible for set-up and the safe operation for “Sporting Arrows” activities.



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- F. Archery Director
1. 18 years of age (Summer Camp Only) or older who is trained by a National Camping School Range and Target Activities Program Director **or** by a USA Archery Level 1, or higher, Instructor, (Archery Rangemaster certificate No. 33767-**CS-31**)
 2. Responsibilities include the setup and operation of a safe archery range for Cub Scout, Scouts BSA, Venturing or Sea Scouting programs, Archery merit badge instruction, and management of an archery staff at camp.
- G. Rangemaster
1. BB Gun / Slingshot Rangemaster Training Course Certificate No. 33767 CS-32.
 2. Eighteen years of age or older and trained by a National Camping School Range Activities Director or National Rifle Association rifle instructor.
 3. Responsible for setting up and operating a safe BB Gun range for a Cub Scouts, Scouts BSA, Venturing or Sea Scouting archery program according to the MTCSA SOP, Scouting America NCAP Standards, and the Range & Target Activities Manual. Archery and BB Guns APPENDIX 5.
 4. Oversees the firing line at any time it is in operation.
 5. BB Gun Rangemaster training must be renewed every two years, and this person must have a current Training Course Certificate, No. 33767.
 6. Archery Rangemaster Training Course Certificate No. 33767-CS-31.
 7. Eighteen years of age or older and trained by a National Camping School Range Activities Director or USA Archery Level 1 Archery Instructor.
 8. Responsible for setting up and operating a safe Archery range for a Cub Scouts, Scouts BSA, Venturing or Sea Scouting archery program according to the MTCSA SOP, Scouting America NCAP Standards, and the Range & Target Activities Manual. Archery and BB Guns APPENDIX 5.
 9. Oversees the firing line at any time it is in operation.
 10. Archery Rangemaster training must be renewed every two years, and this person must have a current Training Course Certificate, No. 33767
- H. Range and Target Activities Program Counselors and Aids Rifle, Shotgun, Archery Ranges and Cub Scout Ranges.
1. Eighteen years of age or older and trained for specific duties by the National Camping School (NCS) Range and Target Activities Program Director.
 2. Under on-site supervision of a NRA Range Safety Officer (RSO) may exercise crowd control, serve as a training assistant, for specified topics assigned by the NRA Range



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Safety Officer, move and maintain equipment, and act as a coach in a student coach/pupil setting.

3. All Counselors and Aids must be approved by the MTCSA and the Committee or Camping Director.

10. Other Range and Target Activities for All Program Levels

The Middle Tennessee Council Scouting America Range and Target Activities Programs includes slingshots, tomahawks, catapults, balloon launchers, rockets, and other creative devices. These items are fun and, in most cases, seem harmless. However, any type of range and target activity can be dangerous, and if safety precautions are not taken, accidents can happen easily. Great care should be taken that safety is the key factor for any activity where items are shot through the air.

All Range and Target Activities Program activities must be approved by MTC Scouting and MUST follow ALL applicable guidelines from the Scouting America Range and Target Activities manual. Section VI, Chapter 10: OTHER RANGE AND TARGET ACTIVITIES FOR ALL PROGRAM LEVELS, and CURRENT NCAP STANDARDS.

Leadership for these activities must hold a current certification from one of the following:

1-Scouting America Rangemaster (Archer/BB Gun & Slingshot Director) (certificate No. 33767-CS-31 and/or CS-32).

2-USA Archery Instructor (any level).

3-National Rifle Association Certified Instructor (any discipline) and/or Range Safety Officer.

4-ALL certifications must be on file and updated annually with the Council Registrar and Camping Department.

- A. Before starting any range and target activity adults are expected to follow the SAFE checklist (National Range And Target Activities Manual, page 2) and all activities must fit within the age-appropriate guidelines of Scouting America.
- B. ALL range and target activities must be approved by the council Camping Department.



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The Middle Tennessee Council Scouting America Range and Target Activities Committee and the Professional Staff within, request your utmost cooperation while conducting Range and Target Activities and Programs while on Council Property. This will be accomplished by following the Scout Oath and Scout Law. Noncompliance with the guidance set forth in the Range Standard Operating Procedures could result in loss of future Range privileges. Furthermore, failure to follow established NRA Trainer Ethics, Policies and Procedures could result in the loss of your NRA credentials. For those who do not possess the *Knowledge, Skills, and Attitude* necessary to conduct responsible and safe Range Activities will be evaluated under the three “R’s” policy. Retrain, Redirect, and Reject, specified in the NRA Training Counselor Guidebook for NRA Instructors, Section C, Effective Evaluation.

Robert Johnson
Middle Tennessee Council
Scouting America
Scout Executive Director

DATE



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APPENDIX #1 RIFLE RANGE SUPERVISION

Rifle Range

Non-Scout groups/units, and organization are to be encouraged to use the camp shooting sports facilities. Small Caliber .177 and/or .22 rimfire are the only small bore rifle and ammunition that are allowable. Air Rifle, of the same calibers, and BB Guns are also authorized. All property rules, range rules, permission forms, policies and procedures will apply.

1. A current certified NRA RSO is to directly supervise all live fire on the range.
2. Additionally, the instruction offered must be done by a current NRA certified National Camping School shooting sports director certified as an NRA Rifle Instructor, a current NRA certified Rifle Instructor, an NRA/USA Shooting Coach, or a CMP Certified Coach (Summer Camp ONLY). These must be two separate individuals. The Rifle Instructor is responsible for administering the National ***“30 Minute Rifle Briefing”*** [HERE](#)
[Scouts BSA Shooting Sports | Boy Scouts of America \(scouting.org\)](#)
3. ALL MTCSA Rifle Programs will be conducted on MTCSA properties. (Boxwell/Latimer)
4. ALL MTCSA “Council” Rifle Programs will have a current certified NCS Scouting America Range and Target Activities Director directly overseeing the activity. This person must NOT be Range Staff.
5. All MTCSA “District” Rifle Programs will have a current certified NRA CRSO directly overseeing the activity. This person must NOT be Range Staff.
6. ALL “Unit” Rifle Programs will have a certified NRA CRSO directly overseeing the activity. This person must NOT be registered with the Unit.

Both RSO and Instructor must have a current NRA ID card with them and on file with the C.C.D. and Council Registrar while on any range in MTCSA.

Ratio.	TWO NRA RSO for 8 shooters.	MTC Scouting Requirement
	TWO NRA Rifle Instructor for 8 shooters.	MTC Scouting Requirement



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APPENDIX #2 SHOTGUN RANGE SUPERVISION

Shotgun Range:

Non-scout groups/units and organization are to be encouraged to use the camp shooting sports facilities, only 20 gauge shotguns and ammunition is allowable at Boxwell Scout Reservation. All property, range rules, permission forms, policies and procedures will apply.

1. A current certified NRA RSO is to directly supervise all live-fire on the Range. Additionally, the instruction offered must be done by a current NRA certified National Camping School shooting sports director certified as an NRA Shotgun Instructor, a current NRA certified Shotgun Instructor, a NRA/USA Shooting Coach, or a CMP Certified Coach (Summer Camp ONLY). These must be two separate individuals. The Shotgun Instructor is responsible for administering the National ***“30 Minute Shotgun Briefing”*** [HERE](#)
[Scouts BSA Shooting Sports | Boy Scouts of America \(scouting.org\)](#)
2. ALL MTCSA Shotgun Programs will be conducted on MTCSA properties. (Boxwell/Latimer)
3. ALL MTCSA “Council” Shotgun Programs will have a current certified NCS Scouting America Range and Target Activities Director directly overseeing the activity. This person must NOT be Range Staff.
4. All MTCSA “District” Shotgun Programs will have a current certified NRA CRSO directly overseeing the activity. This person must NOT be Range Staff.
5. ALL “Unit” Shotgun Programs will have a certified NRA CRSO directly overseeing the activity. This person must NOT be registered with the Unit.

Both RSO and Instructor must have a current NRA ID card with them and on file with the C.C.D. and Council Registrar while on any range in MTCSA.

****Ratio ONE** NRA Shotgun Instructor for each group consisting of a max of **4 shooters and must follow the Instructor-Student Ratio while loading and firing the shotgun.**

ONE NRA RSO must be present for each group consisting of a maximum of **6 shooters.**

ONE Chief RSO must be present

All Shotgun shooting will follow the ***“Mandatory”*** requirements outlined in the current publication of the “Scouting America, National Range and Target Activities Program



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Manual," Appendix 1 page 101, NRA FIRST STEPS SHOTGUN INSTRUCTOR'S LESSON PLANS page 105, **Definition of "One to One" while Loading and Firing a Shotgun**

- ***There are four ways to accomplish one to one while loading and firing:***

1-Have the NRA Instructor load the gun for the shooter.

2-Have the NRA Instructor hand the coach the shell and then the coach can load the shooter's gun.

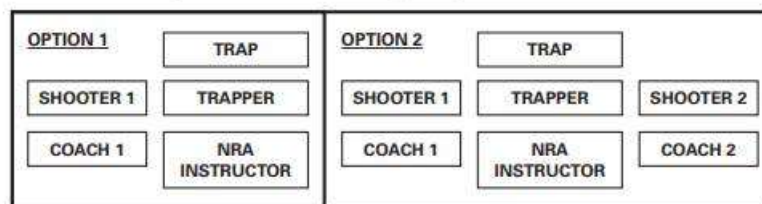
3-Have the NRA Instructor hand the coach the shell and then the coach can hand the shell to the shooter and the shooter can load the gun himself.

4-Have the NRA Instructor hand a shell to the shooter and let the shooter load their own gun.

There is no policy in BSA that requires only the NRA Instructor to load the gun.

With much discussion, and careful consideration, the Middle Tennessee Council Scouting America opposes the idea of the "shooter" loading the shotgun. Therefore, no person, Youth or Adult will load their shotgun unless a specific Shotgun event requires the shooter to load their shotgun.

NRA Instructor location, Option 1, Option 2, or Option3, when on the Shotgun Range

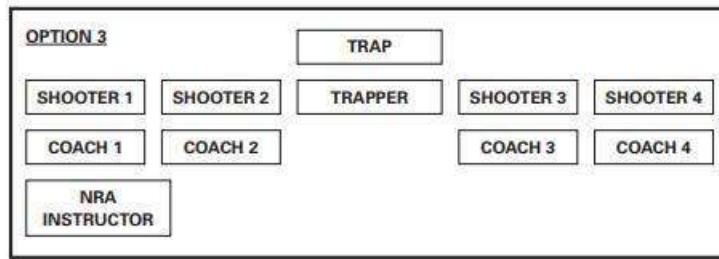


Option 1 the shooter stands behind and to the left of the trap. The NRA Instructor stands behind the trapper. If you don't wish to use a trapper to launch the target, then NRA Instructor may stand behind the trap and next to the shooter.

Option 2 gives the NRA Instructor the ability to be one on one to shooter one and then rotate to be one on one with shooter two. Again, if you don't use a trapper then the NRA Instructor would stand behind the trap and in between the two shooters.



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Option 3 starts with the NRA Instructor behind coach one and shooter one. The NRA instructor may only move to shooter two **AFTER SHOOTER ONE FIRES**. Then the NRA Instructor does the same routine with shooter two thru four, always behind whoever has the loaded gun. Remember the NRA Instructor may only have one student at a time loading and firing before the NRA Instructor moves to the next student. As the shooter who is firing calls for the target the other shooters should either be tracking the target with their finger or, if possible, with an empty shotgun.

NOTE: (How many people on the firing line?)

It is the MTC decision to ensure that the trapper always be behind the “Ready Line” and the “coach’s” return to the Ready Line after Loading the firearm.





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APPENDIX #3

PISTOL RANGE SUPERVISION

Pistol Range

Pistol/Handgun Shooting is limited to the NRA FIRST Steps program only, available for registered participants in Scouting America, and NOT authorized for NON Scouting Units/Groups.

All Pistol shooting activities must be approved by the Range and Target Activities Program Committee (RATAPC.)

A current certified NRA RSO is to directly supervise all live fire on the range. Additionally, the instruction offered must be done by a current NRA certified National Camping School Range and Target Activities Program Director certified as an NRA Pistol Instructor. These must be two separate individuals. The Pistol Instructor is responsible for administering the National ***"30 Minute Pistol Briefing"*** [HERE](https://drive.google.com/drive/folders/1pgy5oPsWRypHiMBOeXFYQ6-k4XmY1IMA)
<https://drive.google.com/drive/folders/1pgy5oPsWRypHiMBOeXFYQ6-k4XmY1IMA>

Both RSO and Instructor must have a current NRA card with them and on file with the C.C.D. and Council Registrar while on any range in MTC.

Ratio. One NRA RSO per 3 shooters. Minimum Requirement
One NRA Pistol Instructor per shooters while shooting. Minimum Requirement



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Appendix 4

MUZZLELOADING RIFLE RANGE SUPERVISION

Muzzleloading Rifle Range

Muzzleloading Rifle Shooting is only available for registered participants in Scouting America, and NOT authorized for NON-Scouting Units/Groups.

1. A certified NRA Range Safety Officer is to directly supervise all live fire on the range.
2. Additionally, the instruction offered must be done by a currently certified National Camping School Range and Target Activities Program Director certified as an NRA/NMLRA Muzzleloading Rifle Instructor or an NMLRA Muzzleloading Rifle Instructor. The Muzzleloading Rifle Instructor is responsible for administering the National **"30 Minute Rifle Briefing."**
[Scouts BSA Shooting Sports | Boy Scouts of America \(scouting.org\)](https://www.scouting.org/programs/shooting-sports/)
3. ALL MTCSA Muzzleloading Rifle Programs will be conducted on MTCSA properties. (Boxwell/Latimer)
4. ALL MTCSA "Council" Muzzleloading Rifle Programs will have a current certified NCS Scouting America Range and Target Activities Director directly overseeing the activity. This person must NOT be Range Staff.
5. All MTCSA "District" Muzzleloading Rifle Programs will have a current certified NCS Scouting America Range and Target Activities Director directly overseeing the activity. This person must NOT be Range Staff.
6. MTCSA does NOT support "Unit" Muzzleloading Rifle Programs.

Both RSO and Instructor must have a current NRA ID card with them and on file with the C.C.D. and Council Registrar while on any range in MTC Scouting.

Ratio. **One** NRA Range Safety officer per four (4) shooters, on the Range.
(maximum shooters -8)

One Co-Op Muzzleloading Rifle Instructor per shooter on the range, while loading and firing. (For example, 2 participants 2 Instructors, 4-participants 4 Instructors.)

Course of Fire:

Bench rest or cradled, rifle loaded by instructor/participant 1:1 only.

Targets will be paper, balloons, and other fun breakable targets (environmentally friendly materials).

Winchester/NRA Marksmanship Qualification Program.

All loading must be done in a "designated loading" area.

ALL Muzzleloading Rifles will be "wet-patched" prior to removal from the firing line.

All firearms, black powder, and ammunition must be secured in or by a separate locking device before the instructor and /or RSO are allowed to leave the range observation or firing line area.



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APPENDIX 5

COWBOY ACTION SHOOTING PROGRAM

RANGE SUPERVISION

Cowboy Action Shooting Program Range

Cowboy Action Program Shooting is only available for registered participants in the SCOUTING AMERICA PROGRAM at Boxwell Scout Reservation only, and is NOT authorized for NON Scouting Units/Groups.

The Cowboy Action Program is a Council Approved activity for individuals who have a current registration with the Boy Scouts of America. All Cowboy Action Program activities will follow the Cowboy Action Program Guide #510-318 2017 printing.

Guidelines are to be followed by the most current publication of the National Scouting Range And target Activities Manual. Appendix 12



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APPENDIX 6

ARCHERY PROGRAM

RANGE SUPERVISION

This guide is intended to provide an overview of the requirements for running the Archery program. All BSA Policies must be followed, and instructors are required to be certified as a USA Archery Level 1 Instructor. In this SOP, you will find youth requirements and training requirements for adults who are providing archery programs. This program offers a fun and safe introduction to Archery.

PROGRAM GUIDELINES

Youth Requirements to participate in the archery program the following requirements must be met:

Participants must be registered in Scouts BSA, Venturers or Sea Scouts

All youth participants are required to have written permission from their parent or guardian before they can take part in the program.

ADULT SUPERVISION AND TRAINING REQUIREMENTS

1. BSA Youth Protection policies for two deep leadership must be maintained at all times.
2. Instructors must have the current USA Archery Level 1 Instructor certification, have their certification on file with the Middle Tennessee Council, and be at least 18 years of age.

OPERATING PROCEDURES

The procedures outlined in the **USA Archery Level 1 Instructor manual** provides the guidelines for operating an indoor or outdoor archery range. All archery equipment used during the open shoot must be approved for use by the USA Archery Level 1 Instructor.

THE RANGE

An approved range can include: BSA Range Public or private commercial range Private property or club Ranges must be set up under leadership of the USA Archery Level 1 Instructor.

OPEN ARCHERY SHOOTING EXPERIENCE

Purpose: Introduce and recruit Scouts into archery shooting sports programs. Examples: A day-at-the-range event (fun shoot), camporee, camp weekend shoot, or Order of the Arrow event are examples. An open shooting experience could be held at a A BSA-approved facility, public, private, commercial or club range.



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INSTRUCTIONAL ARCHERY SHOOTING EXPERIENCE

Purpose: Instruct youth in safe and fun archery shooting sports programs. Examples:. Scouts BSA Archery Merit Badge, USA Archery Level 1 or other recognized archery training. An instructional shooting experience could be held at a BSA-approved facility, public, private, commercial or club range.

Youth: Scouts BSA and Venturers Training References: Scouts BSA Archery Merit Badge Pamphlet; Download Ranger Award Requirements

Equipment and Targets: Age appropriate recurve or compound bows must be used. **Crossbows are not allowed.** Manual and mechanical release systems are allowed. Any sighting systems can be used. Allowable arrows and targets: All arrows must have target points. Requirements are set forth in the Merit Badge Pamphlet and Venturing Award materials. No zombie or humanoid targets are allowed. Target butts can be made of any penetrable materials so arrows will partially penetrate but not go through the butt material. Synthetic, foam and natural materials can be used in the manufacture of butts.

Range: A BSA-approved range or a public or private commercial range or club. Note that if using private property for the range location, the USA Archery Level 1 Instructor manual provides safety distance guidelines for outdoor range inspection prior to approving a location for an archery range. Training: USA ARCHERY Level 1 Instructor or higher level instructor certification for Merit Badge, USA Archery Level II Instructor is required for Level 1 instructor certification.

Safety: Arm-guards and finger tabs or gloves are required. If mechanical releases are used the finger tabs or gloves are not required. Range supervision: A certified USA ARCHERY Level 1 Instructor or higher. Student to Instructor ratio is 8:1.

Here are the whistle commands.

2 whistle blasts – Go to the line

- 1 whistle blast – Shoot
- 3 whistle blasts – Retrieve Arrows
- 5 or more blasts – Emergency. Immediately stop shooting, return bows to the rack, and go behind the waiting line.



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Appendix 7

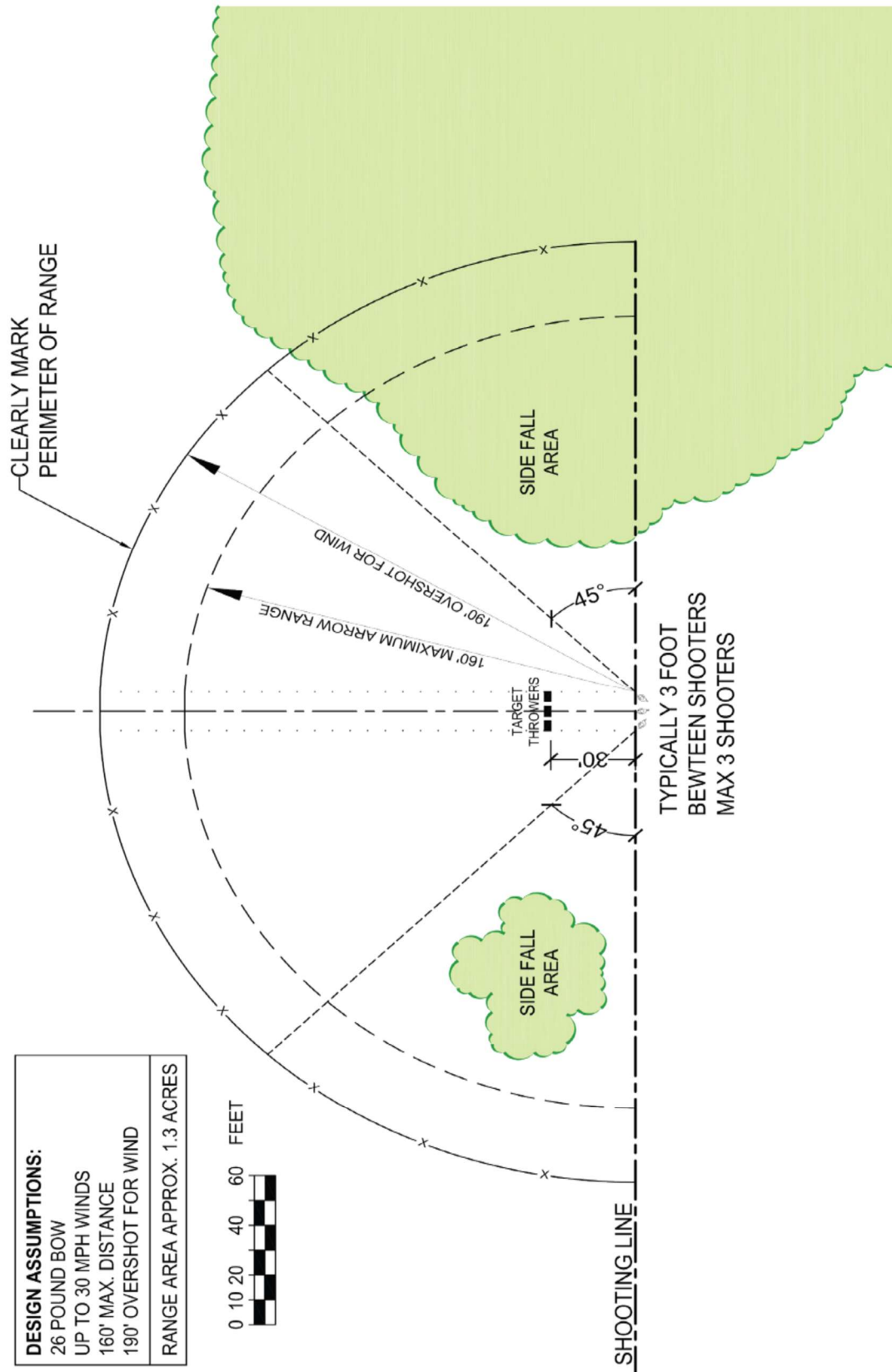
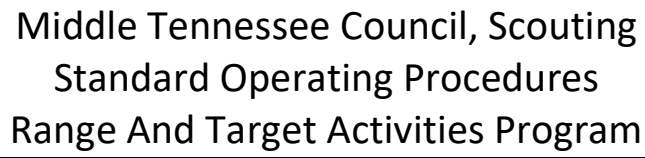
SPORTING ARROWS RANGE

Range Supervision:

This program is not approved for Cub Scouts of any Rank, and only available during Summer Camp Activities.

- A. This is a program for Scouts BSA members, Venturers and Sea Scouts. This is a new archery game where Scouts fire at foam disks that are launched in the air or rolled along the ground by a proprietary "Bowtrap."
- B. A Level I Archery instructor supervising up to 3 shooters on the range and an Individual 18 years older or above. Only 3 shooters allowed at one time on the range per Design Guideline 316 found at <https://www.scouting.org/outdoor-programs/properties/resources/design-guidelines/>.

The Level I Archery instructor must be a minimum of 21 years old. This applies to year-round use of the sporting arrows program, both summer resident and year-round camping. The Level I instructor must take a TRAINING module showing how the program works to be qualified.





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APPENDIX 8

TOMAHAWK THROWING PROGRAM

Range Supervision

A. Tomahawk Throwing:

This is a program for Scouts BSA, Venturers, and Sea Scouts. Scouts BSA, Venturers, and Sea Scouts may participate in Tomahawk Throwing and should have their Totin' Chip to participate **but not mandatory**.

This program is not approved for Cub Scouts of any rank.

1-A Safety briefing will be presented to all participants prior to throwing by the NRA Certified Range Safety Officer.

2-Range **Safety** Officers or his/her designee are to review safety rules and procedures with each group as they enter the range and as needed while throwing.

3-NO ONE is allowed on the ranges without permission of the Range **Safety** Officer or his/her designee.

Range Layout – throwing targets are to be placed at least 10 feet/3 meters back from the throwing line; throwing targets are to be at least 3.5 inch thick (minimum thickness or 2 each 2" boards) wood slabs (no engineered wood, i.e. particle board or plywood); range safety line is to be a minimum of 10 feet back from the throwing line; the throwing lane is a minimum of ~~5~~ 7 feet wide; the outer perimeter of the entire throwing range area should extend a minimum of 10 feet out from all sides of the active throwing area. **Please see below for guidance.**

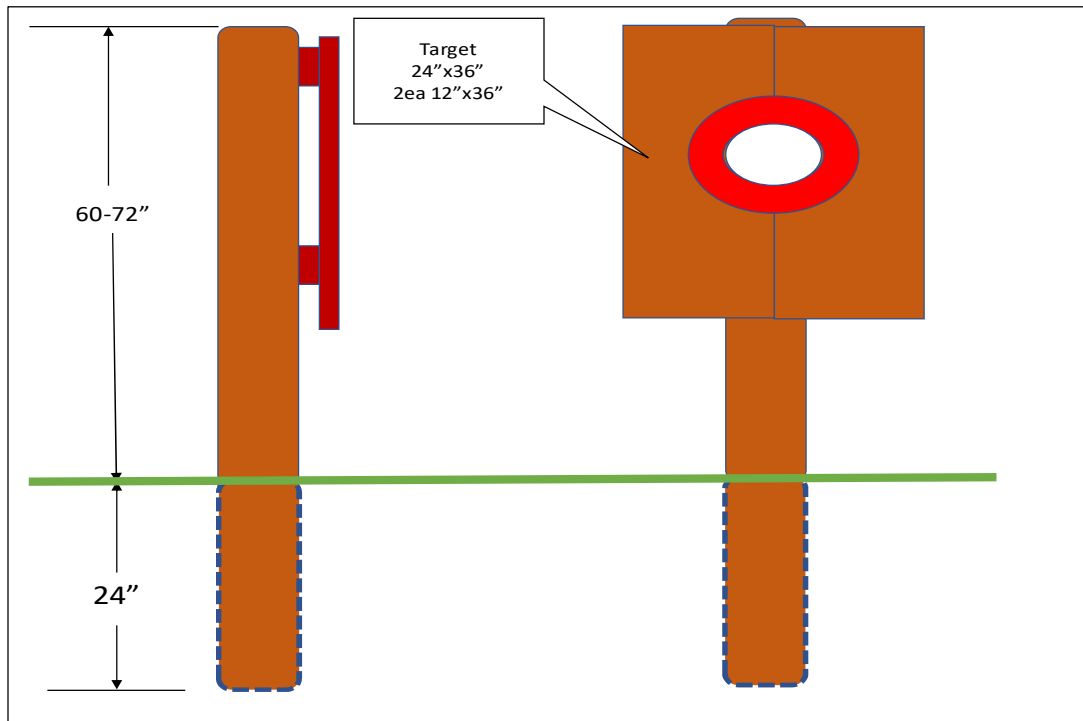




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TOMAHAWK TARGET



TOMAHAWK RANGE 75 feet deep and 50 feet wide

Buffer Zone
15-25 feet side
25-50 feet rear

3 M Firing Line

4 m Firing Line

6 m Firing Line

7 m Firing Line

9 m Firing Line

15'

Range
Sign

Entrance Gate

STAGING AREA

5 feet
minimum

Range
Sign





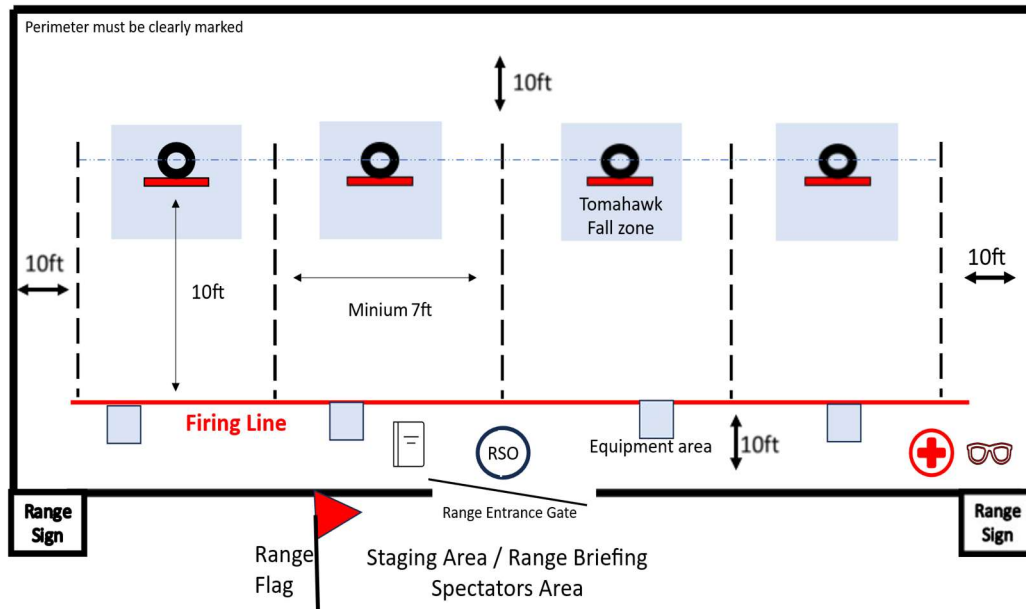
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TOMAHAWK RANGE

50 FEET DEEP AND 50 FEET WIDE

Jason Flannery 9/12/23



References: BSA Shooting Sports Manual, page 14

Participants: Scouts BSA, Venturing, Sea Scouting

Safety Equipment: Eye protection

Supervision Requirements: Responsible adult 21 and over with certification as an Range Safety Officer or a National Camp School Certified Range Activity Director or a Range Master (21+ years of age) with a training from the Shooting Sports committee in the usage of tomahawk/knife throwing training endorsement

Minimum to Operate Range: 1 qualified staff and age-appropriate assistants.

Ratio Instructor: Participant: 1:4

Approval: Activity must be approved by the Council Range and Target Activities Committee.

References: BSA Shooting Sports Manual, pages 80-82

Overview of equipment, targets, and range setup, pages 80-81

Safety: Basic Tomahawk Range Safety Rules.

1. Wear hard-toed shoes while on the range whenever possible.
2. Only move to throwing line when directed.
3. Check target and what's behind it prior to throwing
4. Begin throwing when given the command by Range Officer
5. Only move forward when given the command by Range Officer to **"Retrieve your tomahawks"**
6. Ranges conducted out side of Council properties must use the Private Property approval for Shooting Sports by Units, District, and Councils Forms from National



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TOMAHAWK RANGE SAFETY BRIEFING



Introduce Range Team.

Describe and point out the range layout: Throwing line, throwing lane, lane target, safety line, staging area, and buffer zones.

The following are Basic Tomahawk Range Safety Rules:

1. All staff and participants must wear eye protection.
2. Wear hard-toed shoes while on the range if possible. No open-toed shoes.
3. Only move to throwing line when directed.
4. Check target and what's behind it prior to throwing.
5. Begin throwing when given the command by Range Officer.
6. Only move forward when given the command by Range Officer to **“Retrieve your tomahawks.”**
7. Anyone on the Range may call out **“Cease Throwing”** if they see an unsafe condition.

Stance(s) to be used: (best to demonstrate too)

(Page 81, Described for right-handed throwers; reverse for lefties)

Side-by-side stance (2-handed throwing - This stance is the safest.)

1. Feet evenly squared with the target
2. Left hand on bottom of handle
3. Right hand on top of left with thumb facing up (helps with rotation)

Sideways (One handed throwing. This stance is optional; ensure that the draw goes directly overhead and not to the side, which causes the tomahawk to turn.)

1. Body and feet 90 degrees from the target on dominant side
2. Right hand on bottom of handle with thumb facing up
3. Aiming. Site the target with arm extended and tip of 'hawk pointed to desired spot.

Throwing: (best to demonstrate too)

1. Keep elbows and wrists locked.
2. Draw tomahawk back over top of head.
3. Bring it forward until initial aiming point is reached.
4. Release the tomahawk.



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Tomahawk Retrieval: (best to demonstrate too)

1. Retrieve only after I give the command to **"Retrieve your tomahawks"**
2. Proper removal of stuck tomahawk. Place one hand above hawk, firmly grasp handle with other hand and push handle down and back up.
3. Always remove the top tomahawk first and drop to ground. If you stick more than one hawk, keep one hand on the second hawk while removing the first one.
4. Grasp the head of the hawk in the palm of your hand and keep blade facing away from your body. Return hawks to throwing line and place as instructed. *(Head first into bucket/milk crate OR have them placed on the ground with blade facing down range.)*

Range Commands:

1. **Move to Throwing Line.** Grants permission to move from safety line to throwing line.
2. **Commence Throwing.** Grants permission to pick-up tomahawks and to start throwing.
3. **Cease Throwing.** All STOP throwing immediately. All tomahawks **OUT OF HANDS.**
4. **Range Open.** Declares range is safe to begin throwing.
5. **Range Closed.** All throwing must cease until command Range Open is given.
6. **Retrieve Your Tomahawks.** Participants may retrieve their tomahawks from the target area, place them at the throwing line, and move to the safety line.
7. **Exit Range.** All participants will exit the range.



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APPENDIX 9

CUB SCOUT BB GUN/ARCHERY/SLINGSHOT RANGE

Cub Scout shooting sports programs may be conducted only on a district or council level. Archery, BB Gun Shooting, and Slingshot Shooting are restricted to day camps, Cub Scout/Webelos Scout resident camps, council-managed family camping programs, or council activities where there are properly trained supervisors and where all standards for BSA shooting sports are enforced. All shooting ranges in the Cub Scout program must be supervised by a qualified Rangemaster who is, at least, 21 years of age and meets the minimum requirements.

Training requirements must follow the RANGE and TARGET ACTIVITIES MANUAL, SECTION IV, TRAINING, Chapter 8: Training Courses – Rangemaster Training, and APPENDIX 5-CUB SCOUT BB GUN SHOOTING SPORTS. All Rangemaster Training must be approved by the Middle Tennessee Council, Scouting America.

Rangemaster Training courses (2 separate courses, Archery-CS31 & BB Gun-Slingshot-CS32) are administered by the council's Range and Target Activities Committee and conducted by a BSA National Camping School certified Director. A National Rifle Association rifle instructor may conduct the BB/ Slingshot Rangemaster training, and a USA Archery instructor may conduct the Archery Rangemaster training. This person must be approved by MTC Scouting. In either case the Instructors must be familiar with the Scouting America program for which they are instructing (ex. NRA rifle instructor must be familiar with Cub Scout BB Gun Range activities if instructing BB Rangemaster). Rangemaster Archery and BB Gun/Slingshot certifications are valid for two years from the date of the training and issued a "Pocket Training Card." ALL Rangemasters must have their certification on file with MTC Scouting.

NRA instructors or USA Archery instructors who will teach the shooting sports skills of Archery, BB Gun or Sling Shot Shooting to Lions (archery and sling shot only) and Tigers with their adult partners, Cub Scouts, Webelos Scouts and Arrow of Light Scouts, BB/Slingshot Rangemaster and Archery Rangemaster training

There is potential danger to the untrained participant and others. "Safety through skill" is the watch phrase. All Cub Scout BB Gun and Archery programs will follow all applicable guidelines from SECTION V, RANGE AND TARGET ACTIVITIES FOR CUB SCOUTS, Chapter 9, pages 43 through 64 respectfully.

(1-Jan-2025 RAH)