

Kit Carson County 4-H Program

Sanctioned 4-H Shooting Sports .22 Rifle, Air Rifle, Muzzleloader Shooting Event or Training Opportunity

Standard Operating Procedures



Established by:

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Kit Carson County

Certified Colorado 4-H Range Safety Officer

Derived from materials developed by:

Kit Carson County Certified 4-H Shooting Sports

Leaders

Section 1: Introduction

A. Kit Carson County 4-H Shooting Sports Program:

The sanctioning body for all 4-H Shooting Sports Shooting Events and Training Opportunities in Kit Carson County shall be the:

Area Extension 4-H Youth Development Agent(s) in charge:
Golden Plains Area Cooperative Extension Office (Kit Carson County)
251 16th St. Suite 101
Burlington, Colorado 80807
(719) 346-5571 – phone
(719) 346-5660 – fax
kitcarso@coop.ext.colostate.edu – e-mail

B. What is 4-H:

4-H is the informal youth education program of Cooperative Extension through Colorado State University. Through 4-H projects and programs (such as the Shooting Sports Program), youth learn life skills, citizenship, communication and decision making techniques, leadership, interpersonal relations and community and global awareness. 4-H helps you form attitudes that will enable them to become self-directing, productive and contributing members of society.

C. Colorado 4-H Shooting Sports Program Goals and Objectives:

- Practice safe and responsible use of firearms and bows.
- Learn and practice safe shooting sports techniques
- Develop leadership and citizenship abilities
- Develop positive relationships with family members.
- Develop self discipline in various shooting skills.
- Learn sportsmanship and ethical behavior.
- Develop an appreciation for history and tradition of shooting sports.
- Appreciate shooting sports as a recreation or career.

D. Colorado 4-H Code of Conduct:

The Colorado 4-H Code of Conduct is in effect for all sanctioned KCC 4-H Shooting Sports Shooting Events and Training Opportunities and participants are expected to abide by the stated rules for 4-H activities and events including, but not limited to the following:

1. Conduct them selves in a courteous, respectful manner, use appropriate language, exhibit honesty and good sportsmanship and act as a positive role model.
2. Learn and live by the principles of the 4-H Pledge, 4-H Motto and 4-H Slogan.
3. Adhere to program rules, curfews, dress code, policies and guidelines.
4. Abstain from illegal and immoral behaviors. Illegal drugs, alcohol or tobacco products are not allowed at any 4-H sponsored program, event or activity.
5. Fully participate in scheduled activities.
6. Respect other's property and privacy rights.
7. Respect the rights and authority of leaders, coaches, instructors, parents and Extension Agents.
8. Refrain from physical and verbal abuse.
9. Apply rules of safety to individuals, groups and property.
10. Accept personal responsibility for behavior.

Conduct not keeping with high 4-H standards will not be tolerated. Violation of the code will result in consequences to the participant. Consequences may include removal, at the individuals expense and without refund, from participation in an event, restitution or repayment of damages, sanctions on

participation in future 4-H events, forfeiture of financial support for an event, removal from offices held and etc.

The following items will be followed during all Kit Carson County (KCC) 4-H Shooting Sports Program sanctioned shooting events and training opportunities.

Materials presented below are excerpted from N.R.A. Range Safety Officer training materials and other sporting club SOP's.

Section 1: General Operating Procedures

1. Whenever firearms or related equipment is being used, the instructor/coach must be immediately accessible and able to oversee the entire range. The instructor/coach must be alert to conditions that may be dangerous to shooters and take preventive action. Qualified supervision is required during all phases of the contest as well as while shooting.
2. The number of shooters an instructor/coach can manage depends on the experience of the instructor/coach, the age and maturity of the shooters and the abilities or disabilities of the shooter. Less experienced instructors/coaches, working with mixed age groups on the line and those working with shooters with special needs should start with smaller line sizes.
3. A shooter in firearms related activities must be old enough to understand safety procedures and to handle equipment safely.
4. Instructors/coaches must have thorough knowledge of safety practices, equipment use and technique. Instructors/coaches must hold a current Colorado 4-H Rifle or Muzzleloader Certification or a current Colorado 4-H Range Safety Officer Certification (and be familiar with all Range Commands and Procedures) in order to run the range. Instructors/coaches may request other adults to assist on the line provided they are familiar with all range safety rules and procedures (these adults **MAY NOT** run the shooting line).
5. Each shooting range must have available a first-aid kit including a cold pack or ice. In addition a cell phone or two way radio must be available to contact emergency services in case of an accident or to contact range officials regarding safety hazards. If using a cell phone, the instructor/coach must exchange cell numbers with range officials.
6. Shooters participating at a "KCC Sanctioned 4-H .22 Rifle, Air Rifle or Muzzleloading Shooting Event" (or training opportunity where "live fire" is conducted) will be listed on a KCC 4-H membership roster and or be able to present documentation (upon the request of shoot officials) of membership in 4-H for sponsored events where participation from outside the county is expected.
7. Shooting facilities used for a Sanctioned 4-H .22 Rifle, Air Rifle or Muzzleloading Shooting Event or Training Opportunity will be used only during daylight hours or for the Event/Training designated shooting hours.
8. The instructor/coach in charge of the firing line is responsible for insuring that firearms and range equipment is checked before use. Broken or unsafe equipment shall not be used.
9. The instructor/coach will provide shooters with an explanation of safety procedures and appropriate shooting techniques (as it relates to range safety) before shooting begins.
10. The instructor/coach running the line is ultimately responsible for supervising and monitoring all range and shooting equipment used during the Event or Training and shooter safety while on the shooting line and in preparation areas.

Section 2: Safety Considerations

This section provides general reminders to instructors/coaches running the line during a sanctioned KCC 4-H .22 Rifle, Air Rifle, Muzzleloading Shooting Event or Training.

1. Be sure that all firearms and related equipment is correct for the event and is safe for shooters to use.
2. Insure that all shooters have correct eye and ear protection and that it is being used while on the firing line.

3. Check components and equipment for safety, insuring that: (All firearms and ammunition are subject to inspection at any time.)
 - a. Proper ammunition is being used for the firearm and for the event.
 - b. Appropriate accessories are being used and that accessories are safe.
 - i. Kneeling Rolls
 - ii. Binoculars/Spotting Scopes
 - iii. Rifle Slings
 - iv. Shooting Pads
4. Any equipment not meeting safety standards must be set aside and not used.
5. Firearms should not be laid directly on the ground or floor. Racks/cases or pads should be used.
6. Be certain that firearms are the proper length for the person shooting (if it presents a safety issue for the shooter or for the firing line).
7. Fire at authorized targets only (glass and other objects (unless expressly authorized by shoot officials) are not allowed as targets).
8. Observe to ensure that all projectiles impact within range safety limits.
9. If present, insure that all range flags are displayed on the firing line.
10. Call "CEASE FIRE" and make safe all firearms when anyone moves forward of the firing line or during any unsafe condition
11. Call "CEASE FIRE" if the firing line becomes staggered (one shooter forward of another) anywhere on the range.
12. Notify range/shoot officials of any safety infractions.
13. Ensure that all brass, paper and other debris is policed by shooters prior to leaving the line. Containers are available on each range.
14. Ensure that all shooters are practiced in the following:
 - a. Always consider that All firearms are always loaded!
 - b. Never let the muzzle cover anything you are not willing to shoot (and kill or destroy).
 - c. Keep your finger off the trigger until your sights are on the target.
 - d. Be sure of your target. Know what it is, what is in line with it and what is behind it. Never shoot at anything you have not positively identified.
15. Remind all shooters that SAFETY DEPENDS ON THEM! ALWAYS FOLLOW RANGE SAFETY RULES!
16. RSO/Line Officer Duties:
 - a. Ensure you are wearing eye and ear protection. "Lead by example"
 - b. Ensure all shooters read and understand all Range Rules as posted.
 - c. Ensure that all shooters have "signed in" and collected target packets.
 - d. Periodically traverse the ranges and insure:
 - i. All shooters are obeying all range rules.
 - ii. All actions are opened and all firearms are cleared when shooters or staff are down range.
 - iii. No firearms are being handled when shooters are down range.
 - e. The RSO/Line Officer's Word is LAW on the range.
17. Ensure that no intoxicating substances or intoxicated people are allowed on the line. Remember a person may become intoxicated by using prescription or OTC medications as prescribed or directed.

Section 3: General Shooter Responsibilities

1. Follow all Range Rules as posted.
2. Obey all verbal instructions of the line officer or RSO.
3. Ensure range is clear before shooting.
4. Ensure the range is safe before going down range.
5. Cooperate with other shooters.
6. Ensure you wear eye and ear protection while on the range.
7. Do not handle firearms when people are down range.
8. When not firing, your firearm will be made safe, unloaded and with the action open.
9. The muzzle of the firearm shall always be pointed in a safe direction.

10. Each shot will be an aimed, controlled shot.
11. Parents who bring young children are responsible for keeping them under their immediate and direct supervision at all times.
12. All shooters must check in with the line officer or RSO before going on the line.
13. Shooters will conduct themselves according to the Colorado 4-H Code of Conduct at all times and will be responsible for the conduct of any guests they bring.
14. All shooters are responsible for their firearms and ammunition while at the range.
15. Firearms that are out of the case and on the firing line will be made safe and have actions open and facing up, chambers empty, muzzles pointing down range and safeties on.
16. Only load firearms on the firing line after the line officer or RSO has given the command to load.
17. Do not point firearms at anything other than authorized targets.
18. Fire only at your own target.
19. Give the command “CEASE FIRE” if an unsafe condition exists.
20. Assist in policing the area of brass and any other debris.
21. For their safety, pets must be under control at all times.
22. For the duration of the shoot, DO NOT CLIMB ON THE BERMS.
23. Never fool around or indulge in horseplay on the range.

Section 4: Targets

1. Only paper targets will be used for sanctioned shoots.
2. Other targets may be approved (as needed) by the 4-H Shooting Sports program for training opportunities or for fun shoots.
3. All targets, backers and target frames for sanctioned events and training will be supplied by the shoot management.

Section 5: Range Commands

In order to take positive control of the firing line, the following commands should be given in a loud clear voice. The commands are such that all shooters should have no doubt what the command means and know what the proper response is. Use the following commands to control the firing line:

1. **“Shooters, come to the firing line. At this time you may make all preparations to fire.”** This is preparation time which allows the shooters an opportunity to arrange their equipment and prepare their firearms and ammunition for the match. Typically allow only a couple of minutes to this activity.
2. **“Shooters, post your targets.”**
3. **“The Range is Hot and Open”** issue this command only after all shooters and staff are back behind the firing line.
4. At this point, issue directions for the upcoming live fire. (For example: Fire at your sight in targets only.)
5. **“Ready on the right?”** receive acknowledgement from shooters on your right.
6. **“Ready on the left?”** receive acknowledgement from shooters on your left.
7. **“All is ready on the firing line.”** When all shooters are ready.
8. **“Shooters, you may load and Commence Fire.”**
9. **“Cease Fire.”**
10. **“Lay your firearms down, unloaded, actions open and up.”**
11. **“Shooters, step back from the line and make the range safe.”** Inspect the firearms and range and insure the line is safe.
12. **“The Range is Safe and Closed.”**
13. **“Shooters, you may retrieve your targets.”**
14. **“Shooters, remove your equipment and retire from the line.”** once all shooters are back behind the firing line.

ALL SHOOTERS ARE REQUIRED TO OBEY THESE RANGE COMMANDS. Shooters not following these range commands will be asked to leave the range.

Appendix to
Kit Carson County 4-H
.22 Rifle, Air Rifle, Muzzleloading
Event/Training
Standard Operating Procedure

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. ITS EFFECT IS TO RELEASE COLORADO STATE UNIVERSITY, ITS GOVERNING BOARD, AND THE STATE OF COLORADO FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITIES DESCRIBED BELOW, AND TO WAIVE ALL CLAIMS FOR DAMAGES OR LOSSES AGAINST THE UNIVERSITY WHICH MAY ARISE FROM SUCH ACTIVITIES.

Permission to Participate in the Kit Carson County 4-H Shooting Sports Program

Valid from January 1 to December 31, _____

I hereby give permission for _____ to participate in organized and sanctioned Kit Carson County 4-H Shooting Sports classes and competitions offered by the Colorado 4-H Youth Development Program as administered by local Colorado State University Cooperative Extension Staff. It is my understanding that my child will learn, understand and follow established guidelines for safely handling firearms, bows and ammunition, arrows. We understand that certified shooting sports leaders will offer trainings, and it is our responsibility to learn when those trainings will be offered and attend scheduled practices and shoots. We also agree to follow the Colorado State 4-H Code of conduct.

Release From Responsibility, Assumption of Risk, and Waiver

PARTICIPANT'S FULL NAME: _____

DATE OF BIRTH (MO/DAY/YR): _____

ADDRESS: _____

LOCATION OF ACTIVITY (IES): Kit Carson County designated locations and other sanctioned locations

DATE(S) OF ACTIVITY (IES): START DATE: _____ **END DATE:** _____

DESCRIPTION OF ACTIVITIES: Kit Carson County 4-H Shooting Sports classes and sanctioned 4-H Shooting events

I, the undersigned parent or guardian of the above named participant, hereby release and discharge, indemnify and hold harmless the The Board of Governors of the Colorado State University System and Colorado State University, and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, either in law or in equity, relating to injury, disability, death or other harm, to person or property or both, arising from my child's participation in and/or presence at the above listed activities.

I acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with my child's participation in the above-named activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, The Board of Governors of the Colorado State University System, and Colorado State University, and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage sustained through my child's participation in normal or unusual acts associated with the above-named activities.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release From Responsibility, Assumption of Risk, and Waiver.

READ, UNDERSTOOD AND AGREED TO THIS _____ DAY OF _____, 20 _____.

I, (printed name) _____, am the parent or legal guardian of the participant who has signed above. I have read and I understand the provisions of this document, I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Release From Responsibility, Assumption of Risk, and Waiver.

Signature of Parent or Legal Guardian (date)

Witness over 18 years of age (Parent or Guardian must sign in the presence of the Witness)

Emergency Report Sheet

Effective Date: 2004

Emergency Communications:

Contact	Primary Phone	Secondary Phone	Primary Frequency	Secondary Frequency
EMS	911	346-9325		
Police	911	346-9325		
Sheriff	911	346-9325		
Fire	911	346-9325		
Range			FRS 12/12	FRS 9/9
Range Cell	349-1358	349-2500		

Immediate Response for Injuries or Illness

- Call a “CEASE FIRE” if the person is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- The range RSO will notify Dispatch Center using the nearest cell phone and provide the information listed below.
- The RSO will nominate an adult present to pull targets, if possible, and securing the scene and the injured person’s gear.
- Dispatch a person to wait at the Burlington Gun Club building to guide EMS/authorities (if injury is in the lower ranges)/

Information for EMS/Sheriff/Fire – Dispatch Center

1. Location: Burlington Shooting Range
 2. Directions:
 - North of Burlington on Old Airport Road (County Road 48) to County Road W (1 mile north of the railroad tracks).
 - West on County Road W, 2 miles to County Road 46.
 - North on County Road 46, 1/4 mile to entrance to range.
 - West on Gun Club access road 1/4 mile to Burlington Gun Club building.
 - Person will be waiting at the Burlington Gun Club building at the top of the hill to give further directions.
 3. Telephone number that you are calling from _____
 4. Your name: _____
 5. What happened and possible hazards for rescuers:

 6. Number of people injured or ill: _____
 7. Condition of injured or ill:

 8. First aid provided (if any):

- Wait for Dispatch Center to hang up first. Return to the injured and continue care until authorities arrive.
 - The range RSO in charge will supervise the situation and ensure fulfillment of emergency procedures by:
 - Getting names of witnesses and taking statements.

- Providing EMS/authorities with as much information as is needed to facilitate their duties.
- Notify next of kin (if possible involve range officials in this) once EMS/authorities have examined the injured and prepared for transportation to a medical facility.
- Completing Injury Report Form.
- Notifying officials of the organization, range, club and Extension Office staff concerning the event.
- Remind organization officials to notify insurance company as necessary.
- Evaluate the emergency plan for possible revisions (at a later time but while incident is still fresh).
- Remain available for follow-up from authorities or club officials.

Injury Report Form

RSO Reporting Name: _____

Date & Time of Incident: _____

Contact Phone Numbers (Day & Evening): _____

1. Describe nature and extent of injury (specify parts of the body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (give name and phone number):

5. Disposition (specify name of hospital, time of transport etc.):

6. Notification of next of kin (specify time, person contacted and method):

7. Location of incident and conditions of area:

8. Was protective equipment worn (if applicable):

9. Describe steps taken to preserve the scene (equipment, photographs etc. if applicable):

10. Witness statements: Interview witnesses separately.

a. Witness (Name): _____

Address: _____

Contact Phone Numbers (day & evening) _____

Statement:

b. Witness (Name): _____

Address: _____

Contact Phone Numbers (day & evening) _____

Statement:

11. Notes and Comments:

12. Injury report completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

13. Disposition and follow-up:

Name: _____

Title: _____

Date: _____

Signature: _____

Range Inspection Checklist

Inspected by: _____ Date: _____

Item:	Yes:	No:
Controlled Access/Fencing/Gates Closed		
Flags or Signs Displayed		
Left and Right Range Limits Displayed		
Backstop/Impact Area Inspected		
Number boards Painted and Visible		
Target Frames/ Mounts in Good Repair		
Firing Line Marked		
Firing Points Numbered and Clean		
Shooting Benches/Tables Inspected		
Sandbags/Gun Rests on Hand		
Ready Line/Area Marked		
Spectator Area Designated		
Scoring Area Established		
Supplies Available		
Central Control Area Established		
Emergency Communications Working		
First-Aid Kit Filled/Accessible		
PA System/Bullhorn Working		
Range Rules Posted		
Bulletin Board Hung		
Gun Racks Available		
Empty trash Receptacles Labeled		
Brass/Dud Buckets Labeled		
Wash Area Identified		
Lockable Storage		

Comments:

Range Safety Briefing

Follow this outline when conducting range safety briefings. Issue copies of shooting range rules to all range users. Conduct the briefing on the range immediately prior to range use. Stand where posted rules, demonstrations and explanations of range equipment can be included in the briefing. Involve range users. Have them read rules from posters and or handouts. Ask questions to reinforce understanding. If firearms are used during the briefing, the RSO/range officer must follow the NRA gun safety rules.

1. Purpose of the Shooting Event
 - a. State the purpose (qualification shoot, etc.)
 - b. Provide an overview of the event.
 - c. State the total number of rounds to be fired and time available
2. Range Personnel
 - a. State where range personnel will be located.
 - b. Introduce range personnel.
 - c. Explain that their role is to ensure safety.
 - d. Indicate how they may be identified (orange vest etc.)
3. Range Layout and Limits
 - a. Conduct a range orientation on or within view of the range.
 - b. Point out key areas of the range and briefly describe actions that occur within each.
 - i. Spectator Area: Located behind the ready line where visitors and range users may wait and observe activities.
 - ii. Ready Area: Located behind the firing line where shooters may store and prepare their equipment.
 - iii. Firing Point: Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may handle and fire their firearms only when authorized to do so.
 - iv. Backstop/Impact Area: Located downrange from the firing line. Firearms should be pointed toward the backstop/impact area at all times. All firing should be directed forward from the shooter's firing points so projectiles impact within designated impact areas.
4. Demonstrate the proper use of special equipment (if any) and explain any special safety practices.

Hygiene Guidelines

Explain that these hygiene guidelines are intended to minimize exposure to lead and cleaning product residues.

Emphasize that everybody exposed at the range – even if they did not participate in the shooting session should follow these guidelines. Remind range users of these guidelines prior to, during and immediately after being on the range.

- Refrain from eating, drinking or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- Wash your hands and face with cold water after leaving the range and before eating or drinking.
- Change and wash clothing after shooting or cleaning a firearm to minimize exposure to particulate lead or solvent and cleaning product residues.