

CAMP TAMARANCHO, MARIN COUNCIL, BSA

SHOOTING SPORTS FACILITY USE APPLICATION PROCEDURE

Last revised: 1/19/2017

PURPOSE AND USE

The purpose of this procedure is to explain how to request use of a shooting sports facility. Shooting sports facilities are defined as the Rifle Range, Archery Range, and Tomahawk Range.

Minimum time is four hours per range (please write down specific times on form) and start time is no earlier than 9:00 am.

Shooting sports facilities may be used by:

- Cub Scouts only during council events. These are events organized by the council program committee or their representatives and staffed exclusively by the council shooting sports committee. Packs may not use the ranges as a pack activity. A unit activity is one which is organized by the unit and may or may not be staffed by certified unit members.
- Boy Scouts and Venturers may use the facilities not only during council events but also for unit-organized activities. A unit activity is one which is organized by the unit. An example of a unit activity would be a troop weekend camping outing with shooting as an activity. The facility may be staffed by the Shooting Sports Committee or by certified unit members.

APPLICATION PROCESS

A SHOOTING SPORTS FACILITY USE APPLICATION form must be completed and submitted to the council. Even if a council event is proposed, a form needs to be submitted and processed. In order to allow adequate time for processing and staffing, application form must be submitted at least 40 calendar days prior to intended use.

After review by the council for completeness and verification that the camp facility requested is available, the form is forwarded to the Shooting Sports Committee for final processing.

The Committee verifies:

- Is equipment available and in good condition?
- If staff is to be provided by the council, is range staff available? The committee arranges for certified staff according to the Standard Operating Procedures for the facility requested.
- If the applicant is proposing their own range staff, the committee must verify the unit has adequate certified staff to meet the requirements of the range Standard Operating Procedure. All staff must be approved by the committee in advance. Please attach a copy of certification cards to the application.

If yes to all the above, the committee approves the application. If not approved, the committee notes on the application why it is denied. The committee then notifies the council of their action and the council notifies the applicant.

When approved by the committee, fees are calculated and paid by the applicant. A copy of the approved application is provided to the applicant, camp ranger, and the Shooting Sports Committee. If the applicant is to provide range staff, a copy of the range Standard Operating Procedure is provided as well.

It is important that the applicant understands that unit-provided range staff must have already provided copies of their certification cards with their application or they must show their certification cards to the camp ranger or a Shooting Sports Committee member on the day of the reservation to verify they are current and they are properly certified for their position. If they are not able to provide their cards, range use may be denied.

It is the responsibility of the user group to clean the equipment after use. Cleaning kits will be provided for the .22 rifles. Rags will be available to wipe off the BB Guns, Pellet Guns, and archery equipment. Either immediately after returning the equipment to the storage lockers or within a short period of time after use, the camp ranger or a member of the Shooting Sports Committee will inspect the equipment to verify it was cleaned adequately and any damage discovered was not from abuse. If everything is OK the deposit is returned to the applicant. If not, the equipment is sent for cleaning and/or repair and the expenses are charged against the unit's deposit.

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Form must be submitted at least 40 calendar days prior to intended use.

Reservation Information (please print)

Revised: 10/11/2018

Facility: Rifle Range with: ___ BBs ___ Pellets ___ .22 Archery Range Wrist Rockets Tomahawk Range

Type of Activity: Unit Activity: Troop # _____ Crew # _____ Council _____

Council Event (Describe): _____

Day/Date: _____ Time (minimum 4 hours) Start _____ End _____

Fees: **Rifle (.22):** \$10 per hour + \$3/user + \$5.00 for 50 shots

Archery: \$10 per hour + \$3/user

BB or Pellet: \$10 per hour + \$2/user

Wrist Rocket/Tomahawk: \$10 per hour + \$1/user

Additional rifle shots can be purchased at \$0.10 per shot. Unused ammunition must remain at the range. No personal rifles, ammunition, or archery equipment allowed (BSA policy). A deposit of \$100 will be held until Marin Council verifies equipment is returned clean and in good condition.

Projected number of participants in shooting activity: Youth _____ Adults _____ Total _____

Council Staff requested to operate facility: Yes No (Unit will provide staff – names are listed below)

If yes, do you wish to have instructors/coaches available? No Yes - Explain type of instruction wanted:

If troop or crew provides certified staff provide names, certifications, expiration dates, and NRA# of proposed staff.

Name: _____ Position: _____ NRA #, Cert., Exp.: _____

Name: _____ Position: _____ NRA #, Cert., Exp.: _____

Name: _____ Position: _____ NRA #, Cert., Exp.: _____

Name: _____ Position: _____ NRA #, Cert., Exp.: _____

Refer to Standard Operating Procedures for the individual facility for required staffing levels and certifications. Copies of certification cards must be attached to this application and provided to the camp staff before use.

Person making reservation _____ Phone number: () _____

E-mail _____ Position in Unit or Organization _____

Address _____

For Council Office Use

Reservation received by: _____ Date: _____ Deposit: _____ Forwarded to Shooting Sports Committee: _____

Shooting Sports Committee Action: Approved Denied by: _____ Date: _____

Special Conditions required: _____

Estimated fees (Actual fees will be calculated on day of use):

Range Use Fees: \$ _____ Per Person Fees: \$ _____ Shot charges: \$ _____ Estimated Total: \$ _____

Camp Ranger Check-in/Check-out

Shooting certifications verified: Equip. checked out Equip. checked in: Ammo turned in:

Completed checklist and fee summary forms turned in Comments: _____

Camp Ranger Signature: _____ Date: _____