

RANGE POLICIES AND PROCEDURES
NORTHERN LIGHTS COUNCIL, SCOUTS CANADA

1.0 INTRODUCTION

- 1.1 Northern Lights Council (“Council”) has adopted this Policy to provide guidance regarding the operations and maintenance of new and existing Archery and Pelletry Ranges (“Ranges”) at facilities operated by the Council.
- 1.2 This Policy shall also apply to temporary Ranges that may operate at a short-term camping event authorized by Scouts Canada.

2.0 EFFECTIVE DATE

- 2.1 This Policy becomes effective on January 15, 2016.

3.0 GOVERNANCE

- 3.1 Activities occurring at a Range shall be governed generally by Scouts Canada Bylaws, Policies, and Procedures (“BP&P”), as amended.
- 3.2 Section 13016 – Lethal Weapons shall provide specific guidance to the operation of Ranges within the Council.
- 3.3 All activities occurring on or about a Range shall be considered a Category 3 activity, in accordance with Section 10000.1.
- 3.4 Risk management guidelines and procedures shall be established at all Ranges, in accordance with Section 10006.

4.0 OVERSIGHT

- 4.1 A Deputy Council Commissioner shall be appointed by the Council Commissioner to oversee the operations, development, and maintenance of all designated Ranges operating within the Council.
- 4.2 The Deputy Council Commissioner shall:
 - 4.2.1 be active member of the Council Management Advisory Committee;
 - 4.2.2 be notified of all planned activities occurring at all Ranges;
 - 4.2.3 advise and provide recommendations to the Council Commissioner concerning regular inspections, and matters related to the misuse of Ranges and equipment;
 - 4.2.4 consider requests for equipment loans from a Range; and
 - 4.2.5 review submitted risk assessments for new and temporary ranges planned for camps to be held within Council, regardless of location.
 - 4.2.6 submit an annual report summarizing the activity of the Ranges, and highlighting any ongoing safety concerns; and
 - 4.2.7 convene a committee of representatives (“Range Committee”) responsible for the ongoing operation of Ranges within the Council. The Range Committee members shall act as technical advisors to the Deputy Council Commissioner on risk management and operational matters, and may

include a Camp Warden (or designate) where a Range is located at a Council camp.

5.0 RANGE MASTER CERTIFICATION

- 5.1 Activities within all Ranges shall only be conducted under the supervision of a Scouter or Rover Scout who has successfully completed the appropriate Range Master Certification training course, offered from time to time within the Council.
- 5.2 Council may offer separate or combined Range Master Certification courses in Archery, Pelletry, or other related activities sanctioned by Scouts Canada.
- 5.3 A Scouter or Rover Scout must renew Range Master Certification within three years of the anniversary date of the previous Certification course.
- 5.4 A Venturer Scout, who has taken the appropriate Range Master Certification course, may act as an Assistant Range Master, under the supervision of a Range Master.
- 5.5 The Range Committee shall review the qualifications of a Scouter or Rover Scout who has obtained Range Master Certification through a course offered within another Scouts Canada Council.
- 5.6 The Range Committee shall revoke the Certification of a Range Master (or Assistant Range Master) found to be operating a Range contrary to procedures taught at a Range Master Certification course; or acting in a manner contrary to the regulations of BP&P.
- 5.7 A Scouter or Rover Scout with revoked Certification may re-establish their credentials with the successful completion of a subsequent Range Master Certification course.

6.0 RANGE OPERATIONS

- 6.1 Participants shall be limited to registered members of Scouts Canada. A non-member or other organisation may access a Range where 'hold harmless and indemnity agreements' have been signed in accordance with Section 13012.
- 6.2 A Range Master shall supervise and be responsible for all activities occurring at a Range. Where present, an Assistant Range Master may supervise specific activities, but shall at all times be under the direction of the Range Master.
- 6.3 Range operations shall be conducted strictly in accordance with the Range Master's certification training.
- 6.4 The absence of a Range Master shall cause any activity within a Range to cease immediately and for the Range to be closed to participants.
- 6.5 Section 6.4 shall not apply where another scouter who is also a Range Master is present at the activity, and prescribed adult:youth ratios continue to be met.
- 6.6 Where a Range Master has temporarily left an activity, the activity may continue provided another Range Master is present as approved by the Range Committee.

- 6.7 An activity may otherwise continue upon the return of the Range Master to the Range.
- 6.8 Only authorized equipment shall be used at a Range.
- 6.9 Use of personal equipment at a Range shall require the written authorization of the Range Committee. The Range Committee, in providing this authorization, shall require the request from the proponent to be made in writing. This request shall include all relevant specifications of the equipment proposed for use at the Range.
- 6.10 The proponent shall be solely responsible for any damage or theft of personal equipment used at a Range.
- 6.11 The Range Committee shall conduct live- and/or post-activity inspections for compliance to regulations and safe range conduct, on a regular basis.
- 6.12 Where it has been determined that a Range Master has stored equipment improperly, a representative of the Range Committee shall contact and discuss the matter with the individual. The Range Committee may recommend suspending the Range Master's Certification, pursuant to Section 5.6 of this Policy, should this behavior continue.
- 6.13 The Range Committee may authorize the placement of displays and instructional boards for the assistance of Range Masters conducting a Range activity. Removal of these boards may only take place with the authorization of the Deputy Council Commissioner.

7.0 MAINTENANCE

- 7.1 The Range Committee as a whole shall inspect each Range at least once per scouting year. Inspections shall include, but shall not be limited to:
 - 7.1.1 physical set-up of the Range;
 - 7.1.2 equipment used at the Range; and
 - 7.1.3 review of risk management and safety protocols.
- 7.2 The Range Committee, in consultation with Camp Wardens and supervisory staff, shall determine the ongoing schedule of Range inspection, maintenance and replacement schedules of equipment used at each Range.
- 7.3 The Range Committee shall provide details of any major renovation, expansion or equipment purchase or repair (over and above normal maintenance) to the Deputy Council Commissioner. The Deputy Council Commissioner shall seek budget approval by the Council as part of the annual Council Budget.

8.0 DAMAGE TO EQUIPMENT and/or FACILITIES

- 8.1 The Range Master shall report any incidents of damage to a Range or its equipment to the Range Committee. The Range Committee, at its discretion, may recommend to the Council Commissioner any cost recovery and/or disciplinary measures appropriate to the incident.
- 8.2 Schedule 'A' of this Policy shall provide guidance concerning the difference between daily wear and tear, and abuse of equipment.

9.0 NEW RANGES OR EXPANSIONS TO EXISTING RANGES

- 9.1 Any proposal for a new Range, or expansion to an existing Range shall be referred to the Range Committee for review and consideration. The proponent of such a request shall provide relevant information regarding location, authorizations, and risk management (or any other requested information) to the Range Committee.
- 9.2 The responsibility to obtain licences and/or permits shall remain with the proponent, who will provide Council with a copy thereof.
- 9.3 The Deputy Council Commissioner shall seek the approval of the new Range from the Council Management Team on behalf of the Range Committee.
- 9.4 The Range Committee will consult with an affected Camp Warden, or authorized Council personnel, on an as-needed basis.
- 9.5 Prior to making a recommendation to the Council Management Team, the Range Committee must be satisfied that any proposal for a new or expanded Range, conforms to applicable municipal bylaws, and provincial/federal legislation.

10.0 REVIEW AND AMENDMENT

- 10.1 This Policy shall be reviewed and updated on a tri-annual basis by Council. The Deputy Council Commissioner, in consultation with the Range Committee shall undertake the review and provide recommendations as appropriate to the Council Commissioner.
- 10.2 This Policy may be updated to reflect new or varied activities approved by Scouts Canada, subsequent to the effective date of this policy.

SCHEDULE 'A'
EXAMPLES OF EQUIPMENT WEAR AND TEAR v. ABUSE

ARCHERY EXAMPLES:

Arrow Net

Normal Wear and Tear: Arrow point holes

Abuse: Cuts to netting

Arrows

Normal Wear and Tear: Loose or broken nocks
Loose or missing fletches
Loose or missing points

Abuse: Split arrows or broken shafts

Bows

Normal Wear and Tear: Worn bow strings
Missing or loose arrow rest

Abuse: Twisted limbs
Delaminating of limbs (caused by dry firing)

Butts

Abuse: Using wrong arrows (e.g. broadheads)

PELLETRY EXAMPLES:

Improper Storage of Pellet Rifles

Abuse: Improper Storage. This is the most current problems when air rifles are left loaded, or in a state that will decrease performance over time, or not locked up after use.

Pellets

Abuse: Only use pellets provided by range, no steel BB's, no lead free pellets, no darts, no pellet other than Wad Cutters at .177 calibre

Spag

Abuse: SPAG left cocked.
Pellet left in barrel
Broken or damaged rear sight from not using rifle stand

Daisy

Abuse: Collapsed charging cylinder - improper charging procedure.
Pellet stuck in trigger mechanism - improper loading procedure.
Broken or damaged rear sight - did not use rifle stand.

Improper storage of rifle, pellet in barrel, charged, bolt back - Follow instruction.

Butts

Abuse: Damage to pellet traps during move- improper moving procedure
Damage to wall behind pellet trap - target and shooting only in pellet traps,
Damage to wall behind pellet trap above red line - review marksmanship skills.

Platforms

Abuse: Severe abuse of platforms such that they are in need of carpentry
Defacing platforms

Building Structure

Abuse: Shot marks found on doors, walls, or ceiling