

Sea Gull and Seafarer Riflery Operating Procedures

(This document will be reviewed annually by Program Tactical Team)

Last Updated January 2019

Staff Needs and Roles

Chief – Anytime the program is open there will be a staff member or volunteer designated by the Program Director as the “Chief.” This person is responsible for the Riflery keys and accountable for proper set up and shut down each activity period. At a minimum this person will be vetted and trained by the Program Director. Ideally, he or she has one season of experience working at Riflery and has the Level 1 Riflery Certification.

Range Commander – The Chief will designate a “range commander” who has been trained in the rules and procedures of the range and has proven themselves to have an observant eye for safety. Cilts must be under observation by a counselor if they are acting as range commander.

Assistant – Ideally there is also a staff member or volunteer to serve as the “assistant. His or her role is to support the other Chief and range commander, to engage participants in a friendly manner, and assist where necessary and directed. He or she may also teach skills and safety procedures of the range.

CILTS – cannot know the codes/combinations for firearms and ammunition.

Equipment

- Shooting mat, 1 per firing line
- Safety goggles, 1 per mat
- BB guns, and 22's (summer only)
- Hearing protection if the 22's are in use, 1 per shooter
- paper target's for BB's and 22's (small plastic animals are used in the spring and fall at times)
- Clothes pins to hang the paper targets to the firing line
- The Chief is responsible for a daily visual equipment and facility inspection. If something is wrong they contact the Director on Duty immediately and do not open the site.

Operating

- Once the Chief arrives, they will unlock the hut and be responsible for the range set up, firing mats are placed at each firing line along with a pair of safety goggles, (if it is summer and the 22's are being used then hearing protection will be added to the mats).
- One BB gun is placed on each mat (ensure the safety is on).
- Best practice for Y-Guides and/or Starter Camp - staff/volunteers load the BB guns; if a gun runs out of BB's the participants should raise their hand and ask the staff/volunteer for a reload. Ideally, staff/volunteers have a couple loaded back up guns to trade with participants when their gun runs out.

- Best practice for Seafarer summer when scoring - 6 BB's are counted out and placed in the small Tupperware containers (one for each line)
- The paper targets are placed out on the range, 1 per firing line (plastic animals will be put on the shelf).
- Once participants arrive they will sit in the waiting area and listen for instructions.
- The Chief, range commander or assistant will guide participants through the safety instructions of the range and the gun they are about to use. Cilts must be under the supervision of a counselor if they are acting as range commander.
- They will then line up and count out participants to go and wait behind a firing line.
- The range commander then assumes control and instructs participants to "lie on the mat, and place your safety glasses on". Once everyone is ready the range commander will instruct participants to "remove the safety and fire when ready". The range commander must keep an overall eye on safety during this period. Anything alarming or a threat to safety the range commander must instruct "cease fire". Once participants have finished shooting they must place the safety back on the gun and stand behind the shooting mat to show they are finished. Once everyone is finished the range commander will instruct them to "remove your safety glasses". They will then form a line and walk to the far end of the range where they will pick up a new target, they will approach their own target and take it down and replace it with a fresh target. Once finished they will then exit the range via the yellow rope. If they wish to shoot again they can make their way back into the waiting area.
- The range commander must ensure that everyone is keeping their gun pointed down the range at all times and firing in a straight line. Also very important that only 1 22 be placed into the gun at a time, the gun will be locked and loaded and fired and then repeat the process.

Shut Down

- All equipment must be returned to the riflery hut and stored in the correct manner in the correct place. Guns must be locked into their appropriate cabinets and remaining ammunition locked in a separate place.
- 22's must be cleaned and serviced daily on a rotational basis (not all at the end of the day, but at some point throughout the day). Record maintained completed and also the amount of ammunition used.

Training

- At a minimum this person will be vetted and trained by the Program Director. Ideally, he or she has one season of experience working at Riflery and has the Level 1 Riflery Certification.
- The range commander and assistant can be trained by the Chief.

Emergency

- In the event of an emergency the Riflery staff or volunteers will contact the director on duty and other trained staff on site to assist with the situation.

Communication

- Program Tactical is responsible for going back to each of our teams and sharing these Operating Procedures and any future changes when seasonally reviewed, explaining what would apply to each Director if they are on duty for a weekend
- Designating Riflery Chief next to the Riflery activity on Rosters for weekends
- Reviewed annually