



Riflery Range

Recreational activities are pillars of summer/winter camp, summer school, and recreational center experiences. They provide an opportunity for socialization and learning in a fun setting. These activities also provide an increased liability and potential for staff and/or participant injury. The safety of participants and staff should be standard operating procedure. It should be completed to the highest professional standards and in line with federal, state, local, and accrediting agency guidelines. The following checklist template provides a high level oversight to assist with your activity structure. Your organization is responsible for the development of your own written program guidelines and policies for the oversight of your activities. Through consistent management and preventative programs, exposures can be reduced to help ensure a safe recreational experience.

Pre-Activity:

- Established written program guidelines which outline participant assessment, liability waivers, instructor requirements, training, emergency action plan, and other additional criteria as required by best practices along with local, state, and federal statutes.
- Participant assessment protocols in place and completed in line with internal written policies. This includes emotional and physical assessment of each participant to assess their ability to safely participate in the activity
- Participant files contain emergency contact information and legal counsel reviewed liability waivers signed by legal guardians.
- Active and updated training program attended by all participants prior to firing a weapon. Retraining completed per internal written policy.
- Firearm choices made by qualified individual per internal written criteria.
- Camp/range supplied firearms only. No student owned (personal) firearms used during range activities.
- Firearms tested and inspected for function by qualified individual(s) prior to use.
- When not in use, firearms and live ammunition stored in separate safes. Strict key or code program with access by authorized staff only.
- Personal protective equipment (PPE) program. Outlines equipment usage, inspection process, and storage. Minimal protective equipment includes:
 - ANSI Z87 Impact resistant safety glasses
 - Hearing Protection

Oversight/Program Director:

- Riflery range instructors vetted for training experience as outlined in written policies.
- Riflery Range Instructor(s) have training certifications from at least one nationally recognized and accredited programs.
 - National Riflery Association (NRA) Instructor
 - Civilian Marksmanship Program (CMP)
 - National Range Officers Institute (NROI)

Riflery Range & Site Setup:

- Riflery range set up to best practices. Suitable spectator/staging area with physical barrier (guardrail) between firing area.
- Riflery range rules conspicuously posted in the staging area. Outlines instructor/student ratio, personal protective equipment requirements, firearm handling, ceasefire protocols, and firearm storage when not in use.
- Sturdy firing platform with continuous supervision by qualified instructor during range activities
- Adequate berm/backstop behind target. Adequate clearances behind the target area.

Safety During Shooting Activity:

- Clearly outlined range rules and cease fire protocols.
- Instructors, counselors, and students wearing adequate personal protective equipment (PPE) during shooting activities in line with internal written program.
- Internal written policy against horseplay. Written disciplinary policy outlining actions to be taken if rules are not followed, up to and including revoking riflery range access.
- No more than two students per single instructor during shooting activities on the firing platform. Additional spectator oversight provided by counselors. Spectator zone located behind the shooting platform with everyone clear of shooting activities.
- Visible/audible range indicators and range command system. All participants receive clear instruction during training and upon arrival to the range.
- Instructor maintains control of weapon and live ammunition. Firearm is never left unattended.
- Everyone follows safe firearm handling rules (per NRA):
 - Always treat every weapon as if it loaded
 - Always keep the gun pointed in a safe direction
 - Always keep your finger off the trigger until ready to shoot
 - Always keep the gun unloaded until ready to use
- Range clean up protocols including the pickup of casings once range activities have ceased.

For additional information:

[NRA Gun Safety Rules](#)

[Firearms Safety](#)

[Civilian Marksmanship Program](#)

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and safety needs, contact
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