



# Greater Cleveland Council Shooting Sports

Bylaws

and

Standard Operating Procedures



# Greater Cleveland Council Shooting Sports

## Bylaws

of the

# Greater Cleveland Council Shooting Sports Committee

Approved by the Greater Cleveland Council Shooting Sports Committee on June 6, 2015.

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### **Statement of Purpose:**

The Greater Cleveland Council (GCC) Shooting Sports Committee (the Committee) shall exist to safely promote all shooting sports activities held in or by the GCC. The Committee shall be responsible for managing and providing resources to GCC, the Camping Committee, and GCC camps for all activities involving shooting sports whether during summer camps or during year-round shooting activities. All shooting sports activities held on GCC properties or under GCC's purview shall be coordinated through the Committee to verify that a safe and responsible program is planned and conducted by properly trained and currently certified personnel.

All GCC shooting sports activities shall adhere to the policies established in the Boy Scouts of America (BSA) Guide to Safe Scouting, the BSA National Camp Standards & the BSA National Shooting Sports Manual. Said policies and guidelines are incorporated into these GCC Bylaws and GCC Standard Operating Procedures (SOPs) by reference. Any changes or updates made to the BSA policies or guidelines (especially those in the National Shooting Sports Manual) shall also be concurrently effective in these Bylaws and SOPs. In the event of a conflict between the BSA policies and the Bylaws or SOPs, the more stringent guideline or procedure shall apply.

These Bylaws and SOPs are not intended to replace or circumvent the obligations of the unit leader to deliver safe and effective activities. The Den Leader, Cubmaster, Scoutmaster, Crew/Ship Advisor, or other registered adult leader in charge, who accompanies the unit on an outing, is always responsible for ensuring that all activities adhere to applicable health and safety guidelines.

### **Governance:**

The establishment and organization of the GCC Shooting Sports Committee shall be as follows:

#### **Committee**

The GCC shall have a Shooting Sports Committee. The Committee shall consist, of a Shooting Sports Director, a Summer Camp Shooting Sports Director, a Chief Instructor, an Activities Chair and other chairpersons and members-at-large. Membership on the committee is open to any registered Scouter in GCC who desires to actively support the Statement of Purpose of the Committee through their leadership and service.

The Committee shall report to the GCC vice president for program, the camping committee chair, the health and safety chair, or the GCC risk management committee chair as appropriate.

The Committee shall be charged with managing and providing age appropriate activity resources to all youth members in GCC for all activities involving the shooting sports whether during summer camps or during year-round shooting opportunities or events.

**Shooting Sports Director:** The GCC Shooting Sports Director shall have a working understanding of summer camp and off-season programs, and the knowledge, skills, and attitude to organize and run safe ranges and shooting sports programs. The Shooting Sports Director is appointed by and serves at the pleasure of the GCC President with the concurrence of the GCC Scout Executive. Criteria to be used in selecting the GCC Shooting Sports Director include the following:

- The candidate must be age 21 years or older.
- It is recommended that the candidate hold or obtain the following minimum certifications:

- Current National Camping School certification as a shooting sports director;
- Current National Rifle Association or National Muzzleloading Rifle Association (NRA/NMLRA) instructor certification for the following disciplines: rifle, shotgun, muzzleloading rifle, and pistol.
- Current NRA range safety officer or chief range safety officer certification.
- Current USA Archery or National Field Archery Association (USAA/NFAA) Level 1 archery instructor certification.

The GCC Shooting Sports Director or his/her designee is responsible for:

- Scheduling regular meetings of the Committee and assigning individual Committee member responsibilities.
- Keeping the GCC Scout Executive or his or her designee informed of Committee actions.
- Ensuring compliance with all BSA/NRA shooting sports standards for Cub Scout, Boy Scout, Venturing, and Sea Scout programs conducted under GCC auspices on and off Council property.
- Maintaining a current inventory of all GCC shooting sports equipment and supplies.
- Maintaining a list of equipment and supplies that should be acquired for summer camp and year-round operations and submitting this list to the GCC Director of Support Services for procurement.
- Assisting in the development and continual review of GCC Shooting Range Standard Operating Procedures.
- Identifying and scheduling range maintenance to ensure all shooting sports facilities and equipment meet BSA/NRA standards and provide the best possible shooting sports experience for GCC Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and Sea Scouts.
- Identifying adult Scouters to help in year-round shooting sports programs and facilitating training as needed so that they hold the appropriate certification(s).
- Serving as a resource for shooting sports merit badges, unit shooting sports activities, or other council or district shooting sports events.
- Making recommendations to the GCC Director of Support Services on procurement and/or leasing of firearms, archery equipment, and supplies.
- Assisting the GCC Director of Support Services and GCC Program Executive in identifying and recruiting the Summer Camp Shooting Sports Director.
- Working with the Summer Camp Shooting Sports Director to ensure that all shooting sports requirements found in the national camp standards are met.
- Accompanying the Area camp visitation team on their tour of the shooting sports facilities and answering any questions the team may have relating to compliance with the national standards.
- Ensuring that adequate training sessions are conducted annually to certify BB Air Rifle Rangemasters and Cub Scout Archery Rangemasters for Cub Scout and Webelos day camps, resident camps, field days, weekend council activities, and other council or district activities.
- Working together with the GCC Scout Executive and GCC Director of Support Services, to research and apply for grant opportunities, gifts, donations, and contributions to maintain and expand GCC shooting sports opportunities. Potential grantors include the National Rifle Association, Winchester, Friends of the NRA local banquets, the National Alliance for the Development of Archery, and local gun and sportsman clubs. The Shooting Sports Director or his/her designee is encouraged to track these opportunities and to maintain a listing of specific needs for possible grants/donations. The Shooting Sports Director or his/her designee shall also maintain an inventory of any equipment or services acquired through

grants, donations, or gifts and provide an accounting for the expenditure of any funds provided under grants, donations, or gifts to the Scout Executive as well as the Committee.

**Summer Camp Shooting Sports Director:** The Summer Camp Shooting Sports Director shall have a working understanding of summer camp programs, and the knowledge, skills, and attitude to organize and run safe ranges and shooting sports programs. The Summer Camp Shooting Sports Director is appointed/employed by the Council Program Executive or his or her designee. Criteria to be used in selecting the Summer Camp Shooting Sports Director include the following:

- The candidate must be age 21 years or older.
- The candidate must hold or obtain before camp commences, the following certifications:
  - Current National Camping School certification as a shooting sports director;
  - Current NRA/NMLRA instructor certification for the following disciplines: rifle, shotgun, muzzleloading rifle, and pistol (if pistol shooting is offered during summer camp).
  - Current NRA range safety officer or chief range safety officer certification.
  - Current USAA/NFAA Level 1 archery instructor certification.
  - Current BSA adult registration as a merit badge counselor for Rifle Shooting, Shotgun Shooting, and Archery merit badges.

The Summer Camp Shooting Sports Director is responsible for:

- Working with the Shooting Sports Director to ensure that all shooting sports requirements found in the national camp standards are met.
- Accompanying the Area camp visitation team on the tour of the shooting sports facilities and answering any questions the team may have relating to compliance with the national standards.
- Ensuring compliance with all BSA/NRA shooting sports standards for Cub Scout, Boy Scout, Venturing, and Sea Scout programs conducted under by GCC during summer camp sessions.
- Maintaining a current inventory of GCC shooting sports equipment and supplies at camp.
- Working with the Shooting Sports Director to maintain a list of equipment and supplies that should be acquired for summer camp and submitting this list to the Scout Executive or his/her designee for procurement in advance of summer camp.
- Assisting in developing and continuing review of range safety standard operating procedures.

**Chief Instructor** The Chief Instructor shall have a working understanding of camp programs, and the knowledge, skills, and attitude to teach adults how to operate safe ranges and how to instruct Scouting shooting sports programs. The Chief Instructor is appointed by and serves at the pleasure of the Shooting Sports Director with the concurrence of the GCC Scout Executive. Criteria to be used in selecting the Chief Instructor include the following:

- The candidate must be age 21 years or older.
- The candidate must hold or obtain, the following certifications:
  - Current NRA/NMLRA certified training counselor rating for the appropriate disciplines: rifle, shotgun, muzzleloading rifle, and pistol (if pistol shooting is offered during summer camp).
  - Current NRA chief range safety officer certification.
  - Current USAA/NFAA Level 1 archery instructor certification.

- Current BSA adult registration as a merit badge counselor for Rifle Shooting, Shotgun Shooting, and Archery merit badges.

The Chief Instructor is responsible for:

- Working with the Shooting Sports Director to ensure that all shooting sports requirements found in the national camp standards are met.
- Facilitating training of Range Safety Officers, instructors, assistants, and counselors.
- Maintaining training records for GCC shooting sports personnel
  - BB Air Rifle Rangemasters
  - Cub Archery Rangemasters
  - NRA Certified Range Safety Officers and Chief Range Safety Officers
  - NRA Certified Instructors (rifle, shotgun, muzzleloader rifle, and pistol)
  - Archery Instructors
  - Merit Badge Counselors (archery, rifle shooting, and shotgun shooting merit badges)
- Maintaining a list of individuals having any of the following certifications:
  - Cub Scout BB Air Rifle Rangemaster
  - Cub Scout Archery Rangemaster
  - NRA Range Safety Officer
  - NRA Chief Range Safety Officer
  - NRA Rifle Instructor
  - NRA Shotgun Instructor
  - NRA Pistol Instructor
  - NRA/NMLRA Muzzleloading Rifle Instructor
  - NRA/NMLRA Muzzleloading Shotgun Instructor
  - NRA/NMLRA Muzzleloading Pistol Instructor
  - National Camp School Shooting Sports Certification.
  - NRA Training Counselor Certification (with certified areas of instruction).
  - USAA/NFAA Level 1, 2, or 3 Archery Instructor.
- Working with the Shooting Sports Director to prepare an annual training calendar.

**Activities Chairperson:** The Activities Chairperson shall have a working understanding of camp programs, and the knowledge, skills, and attitude to promote shooting sports opportunities within the Council. The Activities Chairperson is appointed by and serves at the pleasure of the Shooting Sports Director with the concurrence of the GCC Scout Executive. Criteria to be used in selecting the Activities Chairperson include the following:

The Activities Chairperson is responsible for:

- Working with the GCC Shooting Sports Director, the GCC Summer Camp Shooting Sports Director, the GCC Director of Support Services and GCC Program Executive to promote approved shooting sports opportunities at Council and District events, at Beaumont Scout Reservation and at other approved locations throughout the year.
- Serving as the primary point of contact for program and event planners interested in including shooting sports program components during Council and District events.
- Working with the GCC Shooting Sports Director and the GCC Council Program Executive to determine if a proposed shooting sports activity may be conducted within the requirements and policies found in the Guide to Safe Scouting, the BSA National Shooting Sports Manual, and the GCC Shooting Sports Range Standard Operating Procedures.



- Working with event planners to recruit an appropriate number of staff holding GCC Range Privileges as well as the necessary certifications to safely conduct approved shooting sports activities.
- Working with event planners to arrange logistical support for shooting sports staff (including housing, feeding, transportation, ammunition, clays, supplies, equipment, communications, etc.)
- Working with the Committee at large, the GCC Shooting Sports Director and the GCC Program Executive to develop an annual Shooting Sports Events Calendar.
- Working with the GCC Shooting Sports Director and GCC Chief Instructor to confer GCC Shooting Range Privileges to qualified adults based on a review of that individual's current credentials and certifications as well as the individual's performance as a range safety officer and/or instructor during previous shooting sports activities.
- Maintaining a listing of adults holding current GCC Shooting Range Privileges.
- Working with the Committee at large and the GCC Shooting Sports Director to recommend fee structures for year-round use of shooting sports facilities and equipment so that these programs are self-sustaining.

Other Shooting Sports Committee members may include:

**Committee Scribe:** The Committee Scribe is responsible for taking meeting notes as necessary and recording listings of action items as well as decisions of the Committee. Works with the Activities Chairperson and the Promotions Chairperson to distribute communications to Committee members regarding upcoming events training opportunities, and work weekends. The Committee Scribe is appointed by and serves at the pleasure of the GCC Shooting Sports Director with the concurrence of the GCC Scout Executive.

**Promotions Chairperson:** The Promotions Chairperson is responsible for promoting GCC shooting sports activities and training opportunities. Works with the Activities Chairperson and the Chief Instructor to maintain a calendar of shooting sports activities and training opportunities. Coordinates with the GCC Website team to maintain an online schedule of shooting sports activities and training opportunities. The Promotions Chairperson is appointed by and serves at the pleasure of the GCC Shooting Sports Director with the concurrence of the GCC Scout Executive.

**Facilities Chairperson:** The Facilities Chairperson is responsible for working with the Shooting Sports Director, the Summer Camp Shooting Sports Director, and the Activities Chair to identify needed supplies and equipment and develop long-range shooting sports facilities plan for Beaumont Scout Reservation. Coordinates with the Activities Chair and the Summer Camp Shooting Sports Director regarding the use of shooting sports facilities, supplies and equipment. The Facilities Chairperson is appointed by and serves at the pleasure of the GCC Shooting Sports Director with the concurrence of the GCC Scout Executive.

**Finance Chairperson:** The Finance Chairperson is responsible for coordinating solicitation of gifts; identifying, tracking, and preparing grant proposals; and working with established GCC committees and professional staff to secure funding for shooting sports supplies and equipment. The Finance Chairperson is appointed by and serves at the pleasure of the GCC Shooting Sports Director with the concurrence of the GCC Scout Executive.

**Standards Chairperson:** The Standards Chairperson is responsible for serving as the Committee point of contact for developing, reviewing, and updating standard operating procedures for shooting sports ranges on GCC property as well as temporary shooting sports facilities. Facilitates the Committee's work to establish usage agreements and protocols for



using GCC ranges, equipment, and supplies. The Standards Chairperson is appointed by and serves at the pleasure of the GCC Shooting Sports Director with the concurrence of the GCC Scout Executive.

### **Meetings of the Committee**

The GCC Shooting Sports Committee shall meet at least once per year. Meetings may take place in person or through telephone, videoconferencing, or other technological means providing mutual real-time communications to all attendees. It is recommended that a meeting occur in the spring of each year to plan for seasonal events, facility needs, and training opportunities. The Committee Scribe may prepare meeting notes to be taken along with a listing of action items and committee decisions. Meetings shall be announced to all members in advance.

### **Quorum of the Committee**

A quorum of the GCC Shooting Sports Committee shall be constituted if the Shooting Sports Director or the Summer Camp Shooting Sports Director and at least two other members of the committee are present (or represented by telephone, online, or through a written proxy or written proxy authorization) to conduct business.

### **Votes of the Committee**

Each member of the GCC Shooting Sports Committee in attendance at a meeting or represented at a meeting by telephone, online or through a written proxy vote or a written proxy authorization shall represent a single vote on any matter of business for the committee.

### **Votes Necessary for Adoption**

It is envisioned that most actions of the committee shall be accomplished through a consensus-based process that may not require a formal vote in order for a matter before the committee to be adopted. If a vote is called for to decide one or more matters of routine business, a measure shall pass if a simple majority of “aye” votes are entered. If the adoption of or amendment to the GCC Shooting Sports Committee Bylaws or Standard Operating Procedure(s) is under consideration, a two-thirds majority vote is required for passage.

### **Committee Bylaws and Range Standard Operating Procedures.**

The GCC Shooting Sports Committee shall devise and maintain a set of governing policies (Bylaws) and standard operating procedures (SOPs) for the safe implementation of shooting sports activities based on current BSA policies.

### **Policies**

All shooting sports activities must adhere to the currently effective BSA policies established in the Guide to Safe Scouting, the National Camp Standards & the BSA National Shooting Sports Manual. Said policies and guidelines are incorporated into these GCC Bylaws and GCC SOPs by reference. Any changes or updates made to the BSA policies or guidelines (especially changes to the National BSA Shooting Sports Manual) shall also be concurrently effective in these Bylaws and SOPs. In the event of a conflict between the BSA policies and the Bylaws or SOPs, the more stringent guideline or procedure shall apply.

Neither the Bylaws nor the SOPs are intended to replace or circumvent the obligations of the unit leader to deliver safe and effective activities. The Den Leader, Cubmaster, Scoutmaster, Crew/Ship Advisor, or other registered adult leader in charge, who accompanies the unit on an outing, is always responsible for ensuring that all activities adhere to applicable health and safety guidelines.

### **GCC Shooting Range Standard Operating Procedures**

The GCC Shooting Sports Committee shall have the responsibility to adopt and maintain GCC Shooting Range SOPs governing the use and operation of all GCC Fixed Shooting Ranges as well as shooting sports activities conducted under the auspices of the Greater Cleveland Council and its Districts. The procedures contained in these SOPs may be used by individual units conducting shooting sports activities at non-GCC properties, but such activities fall beyond the purview of the Committee.

The GCC Range SOPs may be modified by the GCC Shooting Sports Committee at any time.