

RIFLERY STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in riflery unless (a) health concerns deem it appropriate for the nurse to exclude them or (b) the instructor excludes them due to behavioral difficulties or an inability to handle the firearm safely.
2. Camper/staff supervision ratios: Kingswood recognizes the American Camping Association's required ratio of on duty staff to campers in cabin groups as well as to campers in camp activities: For boys age 6-8 years, one staff to 6 campers; for boys age 9-14, one staff to 8 campers; for boys age 15 and up, one staff to 10 campers. Additionally, at least 80% of the staff must be 18 years of age or older with no one under age 16. Younger counselors must be two years older than the campers they are assigned. There are no exceptions to these ratios and the Program Director will take them into account when assigning staff to all camp activities throughout the summer. In most cases, the camper to staff ratio will be 4:1. All Kingswood riflery clinics will be led by an instructor who has passed the National Rifle Association (NRA) Basic Rifle Shooting Course Student Examination, and who has familiarized himself with both the Kingswood Clinic Manual and The NRA Basic Rifle Shooting Course Outline and Lesson Plans. Rob Wipfler will personally certify all instructors.
3. Identification of appropriate equipment: Each individual piece of riflery equipment needs to be cleared for use before placed into service. The director personally needs to "sign off" on the gear selected by the staff. A form is available for this purpose. Riflery instructors, however, need to remain vigilant regarding the suitability of their rifles throughout the summer, taking precautions to withdraw from circulation any gear found to have deteriorated through constant use. The head of maintenance will repair/replace rifles as necessary, as well as oversee the maintenance of the shooting backstop. We adhere to the special rifle care and storage standards of the American Camping Association: Rifles are stored under lock and key in the riflery shed; ammunition is kept in a combination locked safe in the basement of the Nature Lodge.
4. Safety Regulations:
 - We have a 4 point range. The rifle instructor keeps his attention focused at all times on the boys shooting.
 - A safety orientation is done on the first day of clinics without ammunition on the range.
 - Campers who have not attended the Kingswood riflery orientation may not fire a rifle.
 - Campers awaiting their turn must sit quietly on the bench. No horseplay whatsoever is tolerated.
 - The rifle range is placed away from all other camp activity, with flags and/or fencing surrounding the area.
 - Equipment is available only when a qualified counselor is present and enforcing safety rules.
 - All riflery rules and regulations apply equally to staff and campers.
 - The National Rifle Association education and training materials, handouts, and publications are used as the authoritative source for our riflery program.
 - Prior to shooting, a camper is taught the 10 NRA Gun Safety Rules and the 1-2-3 of safe gun handling. He is also taught the proper care and cleaning of firearms. Prior to each day's shooting, the camper is given a verbal quiz on the gun safety rules. Additionally, each camper is given a personal copy of the NRA Gun Safety Rules. A written test is given on the final day of shooting.
 - The verbal test will require all participants to demonstrate knowledge in all of the following areas: 1) parts of the rifle and riflery terminology, 2) safety rules, 3) knowledge of the riflery commands, and 4) Kingswood-specific riflery safety regulations.
 - Safety rules are posted on the bulletin board. There is no leeway in the rules; they are to be made clear to all participants.
 - Potential safety concerns are identified each day with written or oral reminders.
 - Campers will always be strictly monitored when using rifles before and after competency is demonstrated.
 - During firing, any participant who is unable to keep his rifle pointed within his immediate target area will be disqualified from participating in riflery (this usually involves very small campers).
 - In the event of an emergency or unsafe condition, the instructors or anyone first noticing the situation will call an immediate "Cease fire- Open your bolts" command. The range may or may not be cleared at the senior instructor's discretion.
 - Cleaning of the rifles is done with regularity. Cleaning of the range is done after each use.
 - Instructor is to closely monitor that all shooters have fired all of their rounds. Campers may not take bullets or brass out of the range.
 - When retrieving targets campers must walk.
 - The riflery commands are as follows:
 - Starting commands
 - 1. "Four shooters to the line."
 - 2. "Approach your rifles."
 - 3. "Load and lock one round."

4. "Ready on the left." (All reply "Ready!")
5. "Ready on the right." (All reply "Ready!")
6. "All ready on the firing line." (All reply "Ready.")
7. "You may all take your guns off safety and fire five rounds at will."

When finished shooting

1. "Bolts open, guns on safety. All say "Aye." (All reply "Aye.")
2. "Hand me your empty blocks."
3. "Get a new target to replace yours."
4. "You may now walk out on the range to collect your targets."
5. "Please collect lead and place in tin cans."

Emergency commands

1. "Cease fire at once."
2. "Bolts open."
3. "Guns on safety. All say "Aye."

5. Emergency Procedures: Each activity listed above has written procedures regarding emergency situations which are binding at all times. These procedures may be found in the Clinic Manual. As a general rule, however, the same procedures outlined in the Staff Manual pertain to specialized activities: The infirmary is kept locked whenever the nurses are away from this facility. A note is tacked to the door giving her on-grounds location or advising seekers of in-charge person during their absence. In the event of an accident or other emergency, the first adult on the scene dispatches any other person to the infirmary to locate the nurse. The nature of the incident dictates whether the three whistle blasts over the PA are required or if the nurses need only be paged. The senior adult nearest the incident makes this call. The same considerations are made in paging the directors. Community emergency services may be summoned at the discretion of the nurses, or, in her absence, the person in charge as indicated by the note on the infirmary door.
6. Equipment maintenance procedures: All equipment should be regularly checked for safety, maintained in good repair, and stored in a manner to safeguard its effectiveness. Leaders do not condone any misuse of the equipment. A simple procedure governs this rule: The first person to arrive and the last person to leave the clinic site is the activity head. He is to submit maintenance requests in writing to me whenever he deems it necessary.
7. Identification of safety concerns related to the use area. We look upon this riflery certification course as a work in progress. We assume that never will we truly have thought of everything necessary to guarantee a 100% safe activity. Therefore, whenever you, as a certified riflery instructor, come upon a situation not covered in this course, please submit to me in writing, any suggestions for its improvement. Most significant are safety issues which we might have overlooked. Please do not delay even one day if you stumble into something new and uncertain.
8. Safety Orientation: The camp requires that all participants be provided a safety orientation before firing. This certification course packet should be in your possession on the first day of each new clinic week.
9. Required study materials: Prior to taking the riflery instructor certification test, you must study and become competent with the following documents: (1) This riflery instructor certification outline, (2) The riflery clinics from the Clinic Manual, photocopied. (3) The NRA Basic Rifle Shooting Course Outline and Lesson Plans. The test itself will vary from person to person, depending on factors such as age and experience.
10. Competency Demonstration: Once you pass the final test, you will be certified to teach riflery at Kingswood. Thereafter, expect and indeed, look forward to having a continuing dialogue with the camp administrators regarding your competence and overall abilities as a riflery instructor.

Name: _____ has been certified to instruct riflery at Kingswood Camp.

Signature _____ Date _____