

**Maryland Department of Health**  
**Center for Recreation and Community Environmental Health Services**  
**Youth Camps**

**Marksmanship Safety Plan Guidance**

**Purpose**

The purpose of a written safety plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while running marksmanship programs. The Specialized Activity must be conducted according to the safety plan.

**Training**

Staff and volunteers must receive training in the marksmanship safety plan. Training must include an opportunity to discuss the plan and ask questions.

**Knowledge and Conduct**

Staff and volunteers must know and follow the marksmanship safety plan procedures.

- Each staff member / volunteer must receive training on the marksmanship safety plan and be allowed to ask questions regarding the plan.
- The camp must keep documentation that each staff member / volunteer received the training before the beginning of camp.

**Availability**

The marksmanship safety plan must be on file in the camp headquarters or office and a copy must be available to the camp staff / volunteers.

- Each staff member / volunteer must know where the marksmanship safety plan is kept and / or be provided with their own copy of the plan.

**Writing a Marksmanship Safety Plan and Procedures**

Provide the following descriptions and action in your marksmanship safety plan:

1. Describe the health and safety risks of the activity.
2. Describe all safety rules, standards, and practices for the marksmanship activity.
3. Describe the equipment to be used, your safety procedures, and proper use of the equipment.
4. Describe your maintenance procedure and proper storage for the marksmanship activity equipment to ensure it remains in good working condition. (Guns and ammunition stored separately in a locked storage area)
5. Describe the required staff; staff qualifications; and each staff member's responsibility before, during, and after the marksmanship activity. Minimum state requirements for staffing are below. The camp's requirements may be stricter.
  - a. Staff to camper ratio is 1 staff to 10 campers.
  - b. An instruction must be present.

- c. Counselor or assistant counselor is at least 1 present at the range at all times during the firing session.
- d. Director (an individual who is 21 years old or older and has at least 24 weeks of supervisory experience) present at camp or at activity site, when the activity is not at the camp.

6. Provide a diagram(s) showing the firing range and the following aspects

- a. Orientation of the target range to the sun to minimize a shooter being blinded by the sun. (Suggested direction is North)
- b. Safety measures beyond the firing range.
- c. Location of fence and posted signs to prevent the accidental entry into the field of fire from the blind approach.
- d. Location of the red firing flags that are conspicuously displayed when the range is in use.
- e. Location of shooting line and ready line. (Must be at least 10 feet in between, clearly marked)
- f. Location of shooters relative to each other. (Minimum 5 feet between firing points)

7. Describe how the target range will be located so a camper will not wander into the danger area while engaged in other camp activities.

8. Describe what steps have been taken to minimize a shooter being blinded by the sun.

9. Describe the safety measure used beyond the target range. (One of the following)

- a. At least 3,000 feet visibility downrange of the targets.
- b. A hill backstop.
  - i. Crest is not less than 30 feet above the level of the firing point
  - ii. Clear of brush for at least 100 yards up the slope from the targets or to the crest.
  - iii. Has cut taken out of the hill immediately behind the targets to provide a perpendicular face to catch bullets and prevent ricochet.
  - iv. Has all rocks, glass, and metal removed from the perpendicular face.
  - v. Non-removable obstacle covered with at least 6 inches of soil and sodded or seeded to prevent a ricochet.
- c. A wood crib backstop.
  - i. Filled with dry earth or sand.
  - ii. At least 10 feet high, 30 inches thick, and 6 feet beyond the end of the targets.
- d. Air Gun alterative backstop.
  - i. Backstop and walls or side berms that are covered with soft material to prevent a ricochet, a bounce back, or a shot from leaving the range.
  - ii. Is sufficient to stop or contain the pellets

10. Describe the location of the fence and signs that will be posted to prevent accidental entry into the field of fire from the blind approach.
11. Describe how the firing range is free of objects that might cause bounce back or ricochet.
12. Describe how the shooting line, ready line, and shoot stations are clearly marked.
13. Describe the following when the marksmanship activity is not on the camp premises:
  - a. How the campers are transported to the activity.
  - b. Where and how the health and emergency information for the campers, staff members, and volunteers is kept.
  - c. How the group participating in the marksmanship activity communicates to emergency services (911), parents, and main camp office in an emergency.
  - d. Who the contact person for the marksmanship activity is and their phone number.
14. Describe the procedure (who/how) for taking attendance before, during, and after the marksmanship activity.
15. Describe how attendance of all campers is taken quickly during a marksmanship activity in an emergency.
16. Describe how parents, staff, and campers are notified of the activity, prior to the marksmanship activity.
17. Describe how the camp obtains written authorization from the child's parent for the camper to participate in the marksmanship activity.
18. Describe the minimum requirements for campers to participate (i.e. age, skills, etc.)
19. Describe how campers are instructed in safety procedures and the use of any protective equipment, including:
  - a. The purpose of the firing line and the ready line.
  - b. When a camper may be at the firing line.
  - c. When a camper should be behind the ready line.
  - d. When it's acceptable to enter the firing range to retrieve a target. (Only when the instructor has given the all clear to proceed)
20. Describe what protective equipment is used. (i.e. safety glasses, ear protection, etc.)
21. Describe the checkout system for equipment.
22. Describe how, where, and when staff member / volunteer will be trained on this marksmanship safety plan.
23. Describe how the camp will document that each staff / volunteer has received and understand the marksmanship safety plan training prior to camp and where that documentation will be kept.
24. Describe how the staff / volunteers will have access to the marksmanship safety plan; where copies of the plan will be kept and / or copies provided to the staff / volunteers.