**NCAC Shooting Sports Unit/District Event Review (v11d)**

All requests to allow or support a shooting sport (archery, rifle, pistol, shotgun, slingshot, BB) at any event held in NCAC (Council, District, Unit) must be submitted in a timely manner using the form below. The event is not authorized for shooting sports unless event approval is received from the NCAC Shooting Sports Committee.  **Send the completed form to the Committee Chairman Demi Pulas (****K4BSA@verizon.net****) and Vice-Chair for Administration Brian Suddeth (****Brian@Suddeth.com****) for review to ensure appropriate standards for qualified supervision, approved range, and appropriate equipment are covered and the activity is logged for NCAC records**.

Please follow these guidelines for submission:

* For large events (50+ expected participants) requesting review and/or support, **six (6) months' notice** to the NCAC Shooting Sports Committee is requested to allow time to arrange for scheduling instructor staff and equipment.
* For other events (under 50 expected participants) requesting review and/or support, **three (3) months' notice** to the NCAC Shooting Sports Committee is requested to allow time to arrange for scheduling instructor staff and equipment.
* **All shooting sports events must comply with BSA Guide to Safe Scouting and BSA Shooting Sports Manual guidelines.**
* **If the event coordinator is requesting any support for qualified supervision, arranging for appropriate equipment, range inspections etc. from the Shooting Sports Committee, that must be CLEARLY INDICATED on the form, otherwise it is assumed that the unit/district event planners will be covering staffing and equipment per statements in the request.**

**I am aware of and am responsible for ensuring that BSA Guide to Safe Scouting and BSA Shooting Sports Guidelines are complied with during this event.**

**(Name):** **(Date):**

**Reviewed by District Representative to the NCAC Shooting Sports Committee:**

**(Name):** **(Date):**

**(District):**

**Event Name:**

**Event Date(s) and Planned Rain Date(s)**:

**Requesting Group (Unit, District, NCAC level group, etc.):**

**Event POC Contact Information:**

**If Unit Event Provide Contact information for Committee Chair and Charter Org Rep:**

**Event Location (Note if BSA authorized location/commercial/private):**

**Planned Participants by Program Range (Cub, Scouts BSA, Venturing/Sea Scout/Exploring):**

**Estimated Participant Count by Scout Program Level:**

**Estimated Adult Count:**

**Requested Shooting Sport(s):**

**Training Plan Prior to Range (if required):**

**Facilities Available On Site:**

**Equipment required to support event, Equipment source, & verification of BSA equipment standards (as appropriate):**

**Secure equipment storage plan:**

**Social distancing and sanitization plan if required:**

**Staffing Per Range based on BSA Qualified Supervision Standards:**

**Event Staff Names, BSA ID# & YPT Expiration, NRA ID# & Certifications w/ Expire Date, USA Archery Cert Level, ID# (if any) & Expire Date, Contact Email & Phone** (Include whether NCAC BSA guidelines on pandemic safety for events has been reviewed)**:**

**Notes (see attachments, ensure permission forms as required):**

**NCAC Shooting Sports Committee Approval: (Yes) Date:** **(No) Date:**

**Reviewed By (Name):**

**Approved By (Name):**