**NCAC Shooting Sports Unit/District Event Review (v12b)**

**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. *AFTER review and concurrence by your*** [***District’s Shooting Sports Committee representative(s)***](https://www.ncacbsa.org/wp-content/uploads/2023/11/NCAC-SSC-District-Rep-as-of-11-2023.pdf)***,* please send the completed form to the Committee Chairman Demi Pulas (****K4BSA@verizon.net****) for approval 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 planning and review activities, scheduling instructor staff, and verifying 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.
* Note: Form is not required for NCAC managed, NCAP inspected events like Cub Day Camp or BSA resident summer camps where standards, equipment, and qualified supervision validation are separately reviewed.
* **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.**
* **It is strongly recommended that all events include signed permission forms for the type of shooting / range sports planned. Several example forms are in the BSA Shooting Sports Manual. (Ref:** [**https://filestore.scouting.org/filestore/pdf/ShootingSportsManual.pdf**](https://filestore.scouting.org/filestore/pdf/ShootingSportsManual.pdf) **and search for “Permission Form”)**

**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 Alternate Date(s) (Hazardous weather etc.)**:

**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 camp/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 activity:**

**Is this a Merit Badge related activity (Y/N)?**

**If Yes, provide NCAC registered MBC contact information:**

**Does MB activity involve more than one Unit (Y/N):**

**If Yes, “group” MB activity must be approved by NCAC Advancements Committee per “NCAC Group Merit Badge Instruction Policy” April 22, 2023.**

**Facilities Available On Site (ranges, layout, cover, storage, etc.):**

**Equipment required to support event (list all), equipment source, & verification of BSA equipment standards (as appropriate – DO NOT provide serial numbers):**

**(ref:** [**https://filestore.scouting.org/filestore/pdf/ShootingSportsManual.pdf**](https://filestore.scouting.org/filestore/pdf/ShootingSportsManual.pdf)**ch1 p17-23, ch5 p33-38)**

**Secure equipment storage plan:**

**NCAC Pandemic Guidelines Reviewed? (Y/N):**

**Restrictions Active & Enforced? (Y/N):**

**(ref:** [**https://www.ncacbsa.org/covid-19**](https://www.ncacbsa.org/covid-19)**/)**

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

**(ref:** [**https://filestore.scouting.org/filestore/pdf/ShootingSportsManual.pdf**](https://filestore.scouting.org/filestore/pdf/ShootingSportsManual.pdf) **ch1, p9-15)**

**Notes:**

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

**Reviewed By (Name):**

**Approved By (Name):**