



NORDIC SKIING  
ASSOCIATION  
OF ANCHORAGE



BIATHLON



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Kincaid Biathlon Range

# Standard Operating Procedures

Adopted by

Nordic Skiing Association of Anchorage  
Board of Directors

September 2016

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September 2016  
**STANDARD OPERATING PROCEDURES**  
NSAA BIATHLON COMMITTEE

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## A. Biathlon Committee Organization and Operation

1. The Biathlon Committee is a committee of the Nordic Skiing Association of Anchorage (NSAA); NSAA is a 501(c)(3) non-profit corporation.
2. Participation on the committee is open to all members of the biathlon community in the greater Anchorage area; in this document “committee members” refers to those assembled at the monthly meeting of the NSAA Biathlon Committee. All those attending a committee meeting, whether regular or occasional, are encouraged to participate in discussions of agenda items and assist the committee in reaching consensus on items under consideration.
3. In pursuing any business on behalf of the committee, all committee members will accept and adhere to the conditions contained in the Code of Ethics and Conduct, the Conflict of Interest Policy, and the Whistleblower Policy adopted by the Board of the NSAA.
4. Mission: Ensure that biathlon facilities are operated and maintained, per NSAA’s operating agreement with the MOA, in a safe and efficient manner for the use of the cross country skiing community. Encourage and assist the development of recreational and competitive biathlon by supporting athlete, race official, and coach development.
5. NSAA Biathlon Committee officer positions are selected by NSAA members present at the May biathlon committee meeting and approved by the NSAA Board of Directors (BOD). Assignments are held for one year. All committee members must be members of NSAA.
  - a. Other volunteer positions: Volunteers are confirmed by majority vote of members present at the meeting of the committee where selections are to be made. Term of office shall be determined upon appointment, or up to one year.
  - b. Resignation: Any committee officer or holder of a designated task position may resign at any time following notification of the Biathlon Committee Chair. Upon resignation, the officer or designee shall transmit all paper files, computer files, documents, email correspondence, forms and supplies, equipment, etc., that they have accumulated during their conduct of committee business to the secretary of the committee.
6. Duties of Committee officers:  
NSAA Biathlon Committee appointed by NSAA Board of Directors

Title	Duties and Responsibilities
Biathlon Chair	The Biathlon Committee Chair’s main responsibilities are to ensure that the biathlon committee meets the obligations of NSAA with regards to range safety, maintenance and operation. Serve as head of the committee, preside over committee meetings, and provide leadership for committee members. Prepare and distribute meeting agenda in a timely manner and

	<p>ensure proper posting of meeting time, place and agenda such that it is available to all NSAA members. Monitor committee discussion and ensure that meeting time is used effectively and create ad hoc committees to propose options to difficult issues.</p> <ul style="list-style-type: none"> <li>• Ensure that no one committee member is dominating discussions. Work toward operating as a team.</li> <li>• Contribute to the work of the committee without dominating or over-influencing.</li> <li>• Keep open channels of communication between committee, NSAA BOD, NSAA administrative offices and general biathlon community.</li> <li>• Make sure that committee members are clear about their individual responsibilities.</li> <li>• Assist the committee members in completing functions.</li> <li>• Develop a positive working relationship with all user groups.</li> <li>• Report to NSAA Executive Director and Board of Directors.</li> </ul>
Armorer	<p>Arranges for NSAA ammunition and rifle purchases and sales. Maintains NSAA rifles. Provides firearms instruction and repair assistance to club members. Conducts Range Safety Officer training (RSO). Conducts briefings for NSAA scholarship rifle award recipients.</p>
Range Maintenance	<p>Monitor &amp; maintain range target operation and function. Monitor and purchase maintenance supplies for target upkeep. Schedule and coordinate regular maintenance with coaches, volunteers and NSAA operations. Coordinate with coaches and NSAA Biathlon Armorer in monitoring and maintaining function and accounting of NSAA rifles. Monitor &amp; facilitate function, development and maintenance of range and infrastructure. Manage lead clean up per “Environmental Stewardship Plan for Management of Lead clean up at the Kincaid Biathlon Range” and MOA Agreement.</p>
Range Safety/Operations	<p>Develop/ review range Standard Operating Procedures. Develop educational materials &amp; conduct range safety training. Maintain current list of Range Safety Officers, working in conjunction with Armorer. Restrict access to facilities; maintain list of people with keys/access codes, monitor and maintain safety signage.</p>
Secretary	<p>Post meeting notices, record and post meeting minutes. Respond to public email requests regarding biathlon. Web page updates.</p>

Treasurer	In conjunction with NSAA administrative staff, prepare annual budget, including administrative and operations allocation, create and implement fundraising plan, secure grants to support biathlon events and programs.
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Program Liaison and Rifle Scholarships	<p>Foster partnerships with other biathlon programs. Identify opportunities for coordination with other groups to meet mutual goals. Work in partnership with the Racing and Events Task Lead and the Biathlon Development Program Task Lead to coordinate programs beneficial to the biathlon community in the area.</p> <p>Coordinate NSAA scholarship rifle selection committee. Provide annual recommendations for rifle scholarships to Biathlon Committee Chair. Provide Armorer and Range Maintenance Task Lead an annual list of awardees and contact information for scholarship rifle recipients. Collect scholarship rifles annually for inspection by Armorer and Range Maintenance Task Lead.</p>
Biathlon Development Program	Responsible for organizing and monitoring Eagle Eyes, the NSAA biathlon development program. This includes development of coaching staff, schedules and programs for youth and adults.
Racing and Events	Produce competition calendar in conjunction with NSAA administrative office in March/April for next season. Determine race formats. Recruit/train race chiefs. Create consistent registrar and registration process, include day use range fee for non-season pass holders. Prepare proposals for national/ international events for review/approval by NSAA Board of Directors.

7. Other Volunteer Positions:

- a. Race Director(s): Acts as race director for local and/or upper level competitions hosted by the committee; recruits staff and/or assists volunteers to perform necessary functions for competitions.
- b. Biathlon Coach(s): Responsible for organizing and coaching a local junior development program. Acts as coach for athletes competing in local competitions and those outside the Anchorage area and Alaska.
- c. Scholarship Rifle committee: Reviews applications for award rifles and makes recommendations for awards.

8. Special projects are overseen by designated committee members or subcommittees.

## **B. Biathlon Committee Income and Expenditures**

1. Income: ammunition sales, range use fees, local race entry fees, special event registration fees, biathlon camp registration fees, scholarship rifle user fees, grants, auction income, donations/sponsorships, and biathlon clothing sales.
2. Expenditures: ammunition costs, rifle costs, local race expenses, special event expenses, biathlon camp expenses, auction expenses, range operation and maintenance costs, grooming expenses, range electricity expense, portable toilet rental, biathlon clothing costs, Municipality of Anchorage (MOA) trail use fees, and office supplies.
3. Expenditure Approval:
  - a. Expenditures by Biathlon Committee task leads of \$100 or less do not require committee approval.
  - b. Expenditures exceeding \$100 but less than \$500 require committee approval.
  - c. Expenditures of \$500 or more require approval by the committee and two NSAA Board members.
  - d. Expenditures made by committee members for the conduct of committee business are reimbursed by presenting an invoice or receipt to the NSAA office staff.
4. Annual Budget: A budget for the budget year (1 October - 30 September) is proposed by NSAA staff and biathlon treasurer each September for inclusion in the NSAA annual budget.

## **C. Biathlon Committee Meeting Organization**

1. The committee meets monthly throughout the year in Building B located at the biathlon range; additional meetings may be scheduled as necessary.
2. Proposed agenda is circulated by the Chair prior to the meeting date.
3. Meeting Protocol
  - a. Approval of minutes of previous meeting.
  - b. Discussion of agenda items, with motions and votes on action items; motions are carried on the basis of a majority of votes of Committee members in attendance.
  - c. Items requiring further information before consideration are assigned to a volunteer committee member or subcommittee to research.
  - d. Items not on the agenda are discussed under Other Items following the discussion of agenda items.

## **D. Ammunition and Rifle Purchases**

1. Purchases of ammunition and rifles are handled by the club Armorer.
2. Copies of all correspondence and receipts are retained by the armorer and NSAA and deposited in committee files.

3. Several times per year interest in ammunition and/or rifle orders is solicited from those on the biathlon email list; when sufficient orders are received, inquiries are made of dealers to determine the best available price, and an order is submitted.
4. Orders for ammunition are submitted in case lots (5000 rounds/case).
5. Price per case ordered by individuals is adjusted slightly above the purchase price. Ammo is offered for sale to those attending range openings who need ammunition.
6. Money collected through sale of individual boxes of ammunition at range openings by the Range Safety Officer is taken to the NSAA office for deposit in the biathlon account.

## **E. Ammunition and Rifle Handling at Kincaid Park**

1. Ammunition and biathlon rifles intended for use at a range opening or other NSAA Biathlon Committee-organized shooting activity at the range may be transported by a person who is taking or has completed a NSAA Biathlon Committee rifle safety class. Rifles may be removed from the travel case and used at the range only by a person who has completed the NSAA Biathlon Committee rifle safety class.
2. Those leaving a scheduled activity at the biathlon range not intending to return to that activity will remove from the range their rifle and all ammunition remaining from the supply they brought to the activity.
3. If participants in a scheduled activity at the biathlon range leave the range temporarily, they must arrange with the Range Safety Officer for temporary storage of their rifle and ammunition. While they remain in the park, they may secure rifle and ammunition hidden from view in a locked vehicle or, with agreement of the Range Safety Officer, temporarily store these items in the locked range Building B vault.
4. During biathlon races and training sessions, participants who have completed a NSAA Biathlon Committee rifle safety class may carry an unloaded rifle with an empty magazine in the magazine well on trails in Kincaid Park. The rifle is to be carried on the individual's back via the carrying harness. The rifle may have loaded magazines mounted on the rifle but not in the magazine well. Individual cartridges may be placed in the spare round holders on the rifle.
5. No ammunition, brass, or ammunition boxes may be brought to the Kincaid Park Chalet or the Annex/wax bunker.
6. The RSO in charge of the range during range openings, races, clinics, or other events is responsible for confirming that no rifles, ammunition, or trash is left outside or in the secured storage area at the range when all personnel are departing.
7. Ammunition belonging to the Biathlon Committee may be stored in the locked Knaack storage box or metal (sales) locker that are located in the secured storage area of Building B.

## **F. Rifle Safety Certification**

1. Satisfactory completion of the NSAA Biathlon Committee-sanctioned rifle safety class, as well as current membership in the US Biathlon Association (USBA), is required for all those who live fire at the biathlon range in Kincaid Park. During scheduled events, visiting coaches and biathletes who have attended a comparable safety class are exempted from the requirement to attend a local rifle safety class.
2. NSAA Biathlon Rifle Safety Instructors are required to hold Kincaid Biathlon Range Safety Officer Certification, current membership in USBA, and at least one of the following certifications:
  - a. USBA Level 1 Coach
  - b. NRA Rifle Instructor.Applications to become an NSAA Biathlon Rifle Safety Instructor will be reviewed for initial approval or renewal by the Biathlon Committee on an annual basis.
3. The rifle safety class covers safe rifle handling, care and use of a biathlon rifle, basic biathlon technique, and range procedures. Appendix A contains a list of the rifle handling topics and Appendix B contains a list of the range procedures that should be covered in the safety class.
4. Rifle safety classes last from one to two hours in order to cover the required topics adequately and allow time for visual presentations, discussion, and quizzing of the participants.
5. Participants are made aware that for insurance purposes they must be a current member of the USBA ([www.usbiathlon.com](http://www.usbiathlon.com), USBA, Membership, Membership Form) in order to live fire on the biathlon range at Kincaid Park, and that at the first range opening they attend as a USBA member, and those following if requested, they should show their Membership Card to the RSO. Each safety class participant has access to introductory biathlon information documents in the biathlon section of the NSAA website. A safety class follow-up note is available at the NSAA office in the Rifle Safety Class Attendees electronic file.
6. A reference list of those who have completed the safety class is available in the Range Log for use of the RSO.
7. Rifle safety classes are conducted most months in range Building B.

## **G. Biathlon Range Standard Safe Operating Procedures**

1. Before signing the Range Log and participating in range openings, time trials, clinics/camps, or other events with sessions at the range, participants review the list of Basic Range Operating and Safety Procedures found in Appendix B and posted in the Range Log binder; race and camp participants review the list at the event registration.
2. The Range Safety Officer or other official in charge of the activity or event will take immediate action in response to any violation of range safety procedures (refer to Appendix

B). Participants will have a violation and the appropriate procedure explained to them. At the discretion of the RSO or other official in charge, the violator may be allowed to continue to participate in the activity or event. In the case of repeated violations or blatant disregard for the safe operating procedures, the RSO will direct the participant to leave the range for that day and inform the participant that they are required to re-take the NSAA Biathlon Committee rifle safety class before again participating in shooting activities on the range. The RSO will inform the Biathlon Committee Chair and the Range Safety/Operations Task Lead of an event that requires a re-take of the safety class.

## H. Range Safety Officer (RSO)

1. Those certified as a RSO, who supervise range openings, are required to (a) have completed a Biathlon Committee-certified rifle safety class, (b) be a member of the USBA, (c) possess general knowledge of firearms and the sport of biathlon, (d) successfully complete a RSO clinic conducted by a NRA-certified RSO instructor who is a current USBA member, and (e) be certified as a RSO by the NSAA Biathlon Committee.
2. Because RSO's supervise range openings where athletes under the age of 18 are participating in the NSAA biathlon program, or are using facilities operated by the NSAA Biathlon Committee, they are subject to a background check similar to that currently in use by Anchorage Junior Nordic so that the Biathlon Committee may determine if they have appropriate credentials for the activity they are supervising.
3. New RSO's are expected to assist a fully certified RSO at a minimum of three range openings before becoming fully certified. The Biathlon Committee may alter this requirement in special circumstances.
4. RSO's, once certified, are required to participate in a Kincaid Biathlon range opening at least twice per year to maintain his/her RSO access to the range. RSO's that have not participated in more than two years will be required to assist a current RSO at a minimum of three range openings. Documentation of dates and functions served will be forwarded to the acting Range Safety chair.
5. RSO's open the range only after the date, time, and contact information have been posted on the online range opening calendar, typically done by the RSO several days in advance of the opening, but may be posted with a minimum of two (2) hours lead time. Schedule of a range opening also may be announced by the Range Opening Coordinator sending an announcement specifying this information to the current biathlon email list and Kincaid Chalet office or by posting on the range calendar (with notifications).
6. Range openings are classified General or Special. General openings are open to all shooters who have paid range use fees. Special openings are reserved for private coaching sessions, classes, and clinics. Both may occur simultaneously. RSO's are responsible for confirming that all shooters are USBA members, have completed a Biathlon Committee-certified rifle safety class, and have paid the appropriate range use fee. This is accomplished by the RSO physically inspecting the USBA and NSAA Biathlon Range Fee Cards that shooters must

have in their possession in order to shoot on the range. The RSO is responsible for filling out the range log with the first and last name of every participant and checking the boxes for current memberships. The RSO is also responsible for collecting any fees and paperwork for one day USBA memberships and having the participants fill in the rounds fired for the session. Exception; For any event that requires a formal check in, the responsibility for verifying credentials falls to those doing the registration.

7. Prior to opening the range, RSO's give a basic range operating and safety procedures briefing and/or request that participants review the list of such information posted in the Range Log before they sign in for the opening. This includes a statement that when the rifle is not being carried on the shooter's back, the bolt must be open. A loaded magazine should not be inserted into the rifle until an athlete has stopped on the shooting mat at their firing point and the muzzle is pointed down range.
8. The Dedicated RSO does not engage in shooting while supervising a range opening.
9. The function of the Dedicated RSO is to open the venue and ensure that shooters and other park users in the vicinity of the range conduct themselves in a safe manner. They may offer limited technical advice to participants so long as safety considerations are not compromised.
10. RSO's are responsible for confirming that no live ammunition or ammunition boxes are left at the biathlon range by participants departing at the conclusion of a range opening or other activity that involves live firing at the range. The RSO also confirms that all shooters are listed on the Range Log sheet, and that an estimate for bullets fired has been entered for each shooter.
11. RSO's secure the range at the conclusion of a range opening, including return of all equipment to original storage areas, targets set to prone and paddles closed, target covers secured, lane number signs at the firing line angled toward the targets, all buildings and storage structures locked, and lights turned off (refer to Range Use Procedures).

## **I. Range Use Procedures**

1. The range is opened for live fire shooting only by a Biathlon Committee-certified RSO.
2. Equipment needed for range openings is stored in range Building B, the shed at left end of shooting ramp, storage enclosure at left end of target slab, and in electrical boxes at rear of shooting ramp.
3. Club rifles requested by participants and ammunition for sale are retrieved from the vault and storage box in Building B, respectively. Range flag, spotting scopes and tripods, mats, wind flags, and various tools are stored in the shooting ramp shed. Paper targets are stored in the target slab enclosure.
4. Firing line and target lights are switched on, using the rotary switches on the back of the power panel (rotated to the "hand" position), when ambient light does not provide adequate target and shooting ramp illumination.

5. Blue covers removed from the metal targets should be stacked well to the right and left of the targets in use. Paper target frames are positioned between each metal target and the adjacent target to its right. Each should have 6-bull and 4-bull target sheets attached containing a sufficient number of clean targets to accommodate the number of shooters that are in attendance.
6. Windflags are placed in the infield 20m from the target line and 5m from the firing line. To decrease the chance of windflags being shot when paper targets on the lower portions of the target frames are used during range openings, they should be placed only on pipes immediately left and right of the block of lanes to be used for firing during the opening unless circumstances dictate a more thorough coverage of the area is necessary to detect wind patterns more accurately.
7. The lane numbering signs at the firing line are raised from their storage position, which is angled toward the targets, to the upright position for the lanes that are to be used.
8. Shooting mats are placed at each of the shooting points to be used; they should not be dragged on the asphalt which is exposed during snow-free months.
9. Target control keypads for lanes to be in use during the session are removed from storage in the gray electrical boxes at the rear of the shooting ramp and placed on top of the box for convenient operation.
10. The red range flag is raised on a firing line light pole prior to giving the 'range is open' command.
11. In high wind velocity conditions it is advisable to weight the tripods or lay unattended tripods/scopes on the ground to prevent blow over which can cause scope or tripod damage.
12. At the conclusion of a range opening, all equipment is returned to storage areas and secured, range flag is lowered and stored, lane number signs are angled towards the target line (lowered carefully rather than dropped into this position), targets are set to the prone position with paddles closed, vinyl covers are replaced on the targets and latched, the shooting ramp is policed for live ammunition and ammunition boxes, brass is collected and placed in the storage container in the shooting ramp shed, all buildings and locks are secured, and lights are switched off.

## **J. Scholarship Rifles**

1. Typically in late spring, the Biathlon Committee makes available several club rifles for loan to promising junior biathletes. At the discretion of the committee, rifles may be awarded at any time of year.
2. Applications are solicited from juniors aged 12-20 in which they are asked to provide a resume of training and biathlon-related activities including participation in races, camps, and range openings over the past year; they also are asked to include their academic status, and a

summary of their goals in the sport of biathlon. Application is made online on the NSAA website.

3. Applications are received by the Scholarship Rifle Committee and evaluated at the May committee meeting (and at other times as necessary). In addition, the record of each applicant's participation in biathlon activities, particularly range openings, time trials and races, and their proficiency in biathlon-specific skills are considered. Applications are evaluated by members of the committee who do not have athletes being considered for receipt of a rifle.
4. Recipients receiving a rifle for the first time meet with the club Armorer to fit the rifle, receive a briefing on the use and care of the rifle, and sign a property form acknowledging receipt of the rifle and listed accessories; a parent signs for a recipient under the age of 18. Repeat recipients are re-issued the rifle they returned to the committee for servicing in spring (see item 6).
5. A \$100 annual user fee is collected from each rifle recipient who will be using the rifle for six months or longer; a \$50 fee is collected for a use period of less than six months. All scholarship rifle recipients must be/become an NSAA member for the period of the scholarship award.
6. All rifles should be returned to the committee 2 weeks prior to the spring application deadline so they may be serviced by the club Armorer. This requirement may be satisfied by recipients living outside the main Alaska road system who are applying for an additional award period, or who are transferring the club rifle in their possession to a new recipient in their area, by one of the following: 1) rifle presented to the committee/Armorer by an adult who has transported it to Anchorage, 2) rifle presented to the committee/Armorer if brought to Anchorage by the recipient (e.g. to participate in a competition), 3) at the discretion of the Biathlon Committee, inspected by a gunsmith in the recipient's locality.
7. The name of each recipient of the Jay Poss Memorial Rifle is inscribed on a plaque that is on public display.
8. Each recipient is required to submit an annual report of training and biathlon-related activities to the committee.
9. The signed property lists for award rifles are maintained in a committee file; digital copies of forms and announcement documents are maintained in committee computer files and online on the NSAA website. The Scholarship Committee chair may also maintain a hard copy file.

## **K. Junior Travel Grants**

1. Grants received or monies collected by the NSAA Biathlon Committee specifically for travel are distributed to junior biathletes age 14-20 to defray costs of travel to biathlon camps, competitions, or other events outside the Anchorage area; such funds are divided equally

among sponsored juniors traveling to the designated event. Applicants must be NSAA members.

2. No monies collected or received for junior travel by these means shall be used to cover a coach's travel expenses.
3. Fundraising events shall be designated as collecting funds for travel awards to juniors participating in specific biathlon events.
4. To be certified by the committee as qualified, the prospective junior participant and their parent(s) must participate in the fundraising event.
5. Juniors intending to travel to events must apply for travel grants at least three months prior to the start of the event.
6. Applicants are required to submit an essay summarizing their qualifications for the award activity, including their (a) training and participation in biathlon-related activities, (b) demonstrated proficiency in skills required for the award activity (skiing or rollerskiing, marksmanship) such as achievement of the criteria listed below, (c) participation in a scheduled training program, (d) competition results in the past year, and (e) marksmanship and shooting test results. The essay also must include a brief discussion of short-term and long-term goals in biathlon and how participating in the award activity would assist in achieving these goals.
7. Criteria for ranking an applicant's level of development in biathlon:
  - a. advanced
    - shooting accuracy: at least 50% (mean of three most recent race and/or time trial results when available)
    - fitness: participation in year-round training program
    - ski test result (winter): 3.3 km time trial in 12 min or less
    - rollerski test result (summer): 3.3 km time trial in 12 min or less
    - commitment: agrees to participate in 3 races or other biathlon-specific events during the following competition season
    - equipment: should possess appropriate equipment for the award activity
  - b. Intermediate
    - shooting accuracy: at least 40% (mean of three most recent race results when available)
    - fitness: participation in training program much of the year
    - ski test result (winter): 3.3 km time trial in 16 min or less
    - rollerski test result (summer): 3.3 km time trial in 18 min or less
    - equipment: should possess appropriate equipment for the award activity

## L. Junior Travel

1. For junior athletes traveling to biathlon competitions, camps, or other events outside the Anchorage area sponsored by the NSAA Biathlon Committee, the minimum age is 14.

2. Sponsored athletes are accompanied by a minimum of two coaches unless only one junior is involved; groups of mixed gender shall be accompanied by at least one male and one female coach or chaperone.
3. Coaches are responsible for assuring that athletes register for the event in a timely manner, making travel arrangements for athletes or providing information to allow athletes to arrange their own travel, arranging for transport to and from the event venue, and food and lodging arrangements at the venue.

## **M. Coaches and Coaching**

1. All those involved in coaching and/or supervising training activities of athletes under the age of 18 who are participating in the NSAA biathlon program, or are using facilities operated by the NSAA Biathlon Committee, are required to agree to undergo a background check similar to that currently in use by Anchorage Junior Nordic. The background check will be coordinated by NSAA staff.
2. Minimum qualifications for designated coaches are (a) USBA membership, (b) NSAA rifle safety certification or comparable, and (c) approval of a sponsoring Biathlon Coach.
3. Coaches may conduct private coaching sessions, classes, and clinics during Special Openings. The coach must be a Biathlon Committee-certified RSO, or a person of equivalent experience and certification in the case of a visiting coach, who is familiar with the operation of the Kincaid Park biathlon range or who has been briefed on its operation. As with General Openings of the range, the date, time and contact information must be posted on the range opening calendar. Such coaching activities must be covered by USBA insurance. A copy of the contractual agreement between coach and athlete must be available to the Biathlon Committee. A general range opening may occur simultaneously with a special opening.

## **N. Kincaid Park Facility Reservations**

1. A Room Rental Reservation Request form and a Request for Fee Waiver form both are filed at the Kincaid Chalet office to secure space for clinics, post-race gatherings, and camps; reservations for the latter two events are made at least 90 days in advance of the event.
2. Blank room request forms are available online at MOA, Departments, Parks and Recreation Department, Park/Facility, Reservations, Kincaid reservation request form link (they may be filled out online), at the Chalet office, or in committee electronic or hard copy files. Waiver forms are available in committee electronic and hard copy files.
3. On the waiver form, 'All Fees' should be printed in the blank asking for the amount of the requested waiver, and the standard NSAA justification statement ("NSAA spends \$300,000+ annually to maintain trails used by the general public in Anchorage, including the trail system in Kincaid Park. Biathlon is an essential and integral part of the NSAA mission. Use of the biathlon range and trails, as well as the Annex and Chalet, is necessary for the safety

and comfort of biathlon participants”) is printed in the space following. No financial obligation to the MOA should be made by an RSO or committee member without approval by NSAA.

4. A permit for the event will be forwarded to the NSAA office.

## **O. Liability Insurance for Biathlon Activities**

1. All activities that involve live fire shooting at the Kincaid Park biathlon range are covered by liability insurance carried by the USBA.
2. Request for Certificate of Insurance forms are faxed to USBA (207-688-6505), which carries the liability insurance policy. They also may be sent via regular mail (49 Pineland Dr., Suite 301A, New Gloucester ME 04260). This is coordinated by NSAA staff.
3. Forms are available in the committee hardcopy or electronic files.
4. Line notations for the form:
  - a. Name of Club or Event Sponsor: Biathlon Committee, Nordic Skiing Association of Anchorage
  - b. Address: NSAA office address 203 W. 15<sup>th</sup> Ave, Anchorage AK 99501
  - c. Contact Person: Current chair of the Biathlon Committee; Phone; Fax#: NSAA Fax
  - d. Sanctioned Event: Typically, Biathlon Race # or Clinic or Camp name (if it involves shooting at the range), date, and location at Kincaid Park, Anchorage Alaska. NOTE: Each May a request is made for coverage of routine shooting activities at the range for the entire year, an event called Biathlon Training and Time Trials, with a date period of e.g., 7/01/12 – 6/30/13. The term time trial is used because summer events are covered by a different insurer who charges a substantial premium for liability insurance on a “race”.
  - e. Organization: same as item a; Attn. to: current Biathlon Committee chair; Address: NSAA office.
  - f. Name/Address/Relationship of additional insured:
    - Nordic Skiing Association of Anchorage/Address: as above/Parent Org.
    - Municipality of Anchorage/P.O. Box 196650, Anchorage AK 99516/Landowner
5. Certificates of Liability Insurance are mailed to the NSAA office; a copy is deposited in Biathlon Committee files.

## **P. Requests for Grooming**

1. NSAA Event/Race Application forms are available from the NSAA grooming staff at the Nordic bunker. This form, together with detailed course and stadium maps, must be submitted at least two weeks prior to the event date.

2. Information requested on the application includes contact information, date and timing of event, start lane requirements, and contact number for course marking person; course marking requirements are given on the form.
3. Maps showing courses designed to international standards for the World Y/Jr Biathlon Team Trials, as well as several other maps covering the biathlon area, are available on the NSAA website (Biathlon); maps of other areas of Kincaid Park used for biathlon race courses are available in committee files and through the NSAA office and the NSAA grooming staff.

## **Q. USBA and NSAA Membership, Range Use and Trail Fees**

1. For insurance purposes, USBA membership is required of all who live fire on the biathlon range at Kincaid Park; forms are available online ([www.usbiathlon.com](http://www.usbiathlon.com), USBA, Membership, Membership form), the NSAA website, and in the committee electronic and hard copy files.
  - a. Annual membership payments are due at the beginning of the competition year, November 1.
  - b. The membership of those who were not USBA members and applied well before the due date (e.g., at a summer camp) expires on 31 October, so they will be required to renew after this date for the upcoming competition year; if application is made in September or October, following the summer biathlon season, the membership will be good through the upcoming competition year.
  - c. Renewing members may renew their annual membership for the upcoming competition year any time before 31 October.
  - d. For insurance purposes an individual is considered to be a USBA member when he/she has submitted the USBA membership application form, including the signed waiver portion, and appropriate fee to a NSAA Biathlon Committee representative.
  - e. A list of current USBA members is available in the Range Log binder.
2. Payment of NSAA trail fees is strongly recommended for all biathlon participants in the greater Anchorage area to support NSAA trail building and maintenance, and grooming of the biathlon venue and trails used for race courses and training. Also, the NSAA biathlon program is provided access to NSAA facilities, equipment, and assistance required for holding competitions and other biathlon events, operating and maintaining the biathlon range, and accomplishing administrative tasks. NSAA members pay lower race entry fees than non-members.
3. Payment of a range use fee is required to participate in live fire sessions at the biathlon range. The fee schedule is available on the Range Fee Form posted on the NSAA website under Biathlon - Range Information. A daily fee or an annual fee may be paid. Payment of range fees, either daily or annual allows the participant to use a club rifle.
4. A NSAA Biathlon Range Use Card, certifying that range fees are paid and a safety class has been taken, will be issued to all biathlon participants. The participant must also have a USBA membership. Both the USBA card and the NSAA card must be in possession in order to shoot at a range opening on the Kincaid Park biathlon range.

5. Trail Use Fee: Under the NSAA-MOA Cooperative Use Agreement, each participant in a biathlon race age 19 and older is assessed a trail use fee which is included in the race entry fee. This fee is paid to the MOA by the NSAA office following the current race season as a lump sum, calculated as number of biathlon race registrants age 19 or older for the season x fee.

## **R. Requests by Individuals and Organizations for Use of the Biathlon Range**

1. The committee will attempt to accommodate requests to use the biathlon range if it can be accomplished without compromising safety standards and scheduling of range operation.
2. The biathlon range in Kincaid Park may be opened for live fire shooting only by a Range Safety Officer certified by the NSAA Biathlon Committee, or in special circumstances where permission is granted by the Biathlon Committee, a person of equivalent experience and certification who is familiar with the operation of the Kincaid Park biathlon range. Such use of the biathlon range must be covered by USBA insurance or insurance provided by the individual or organization using the range for live firing.
3. In the event of range use by another organization, said organization is financially responsible for any damage to equipment, structures, or the venue caused by their activity.

## **S. Cooperative Programs with other Organizations**

1. Biathlon classes, clinics, camps, or other activities offered in cooperation with other organizations, such as the Municipality of Anchorage, are required to allow sufficient time at the beginning of the event for a thorough presentation on rifle safety. If the activity will include live firing at the biathlon range, or participants will be certified as having taken a Biathlon Committee-certified rifle safety class as a result of attending the event, the safety presentation must be comparable in content and duration to those presented during stand-alone rifle safety classes offered monthly by the committee.

## **Appendix A. Topics covered in the NSAA biathlon rifle safety class:**

1. Detailed biathlon rifle nomenclature and adjustments; ammunition
2. Primary rifle safety rules (safe direction, open bolt, unloaded, trigger/trigger finger)
3. Carrying the rifle
4. Signing in and reviewing safe operating procedures list at a range opening
5. Actions required in response to commands used on the range
6. How to assume the prone and standing firing positions
7. Standard preparations for firing, and safe firing procedures
8. Nomenclature of the rifle range and vicinity
9. Operation of equipment on the biathlon range
10. Restrictions on areas people may occupy when the range is in use
11. Safety precautions when people are downrange
12. Standard procedures for shooters moving in the range area
13. Role of the range safety officer at a range opening
14. Recommended eye and ear protection
15. Proper handling of ammunition and recommended hygiene to avoid ingestion of lead
16. Precautions by shooters before leaving the range
17. Safe ammunition and rifle handling in the park
18. Dry firing and safety precautions
19. Rifle cleaning and maintenance
20. Waiver agreement
21. Basic first aid and emergency procedures
22. NRA injury response packet and injury report forms deposited in the Range Log binder

## Appendix B. Biathlon Range Safe Operating Procedures

The following rules are considered essential to safe operations.

1. The muzzle of a rifle must be pointed in a safe direction at all times. The muzzle must be carried in the upward position, or pointed downrange (toward the targets) when at the firing line.
2. Rifle bolts must be open unless at the firing line on target or harnessed on the back of an athlete with an empty chamber or a spent round in the chamber. A rifle must have an open bolt and empty chamber when secured in its case.
3. The rifle trigger should not be touched until the athlete is in proper position and rifle is on target.
4. Rifles may only be moved when properly harnessed or carried by the barrel with the muzzle pointed in a safe direction. In rifle carry situations, shooters may not remove a strap of their rifle carrying harness from their shoulder before they have reached the shooting lane from which they will be shooting. They must cross the lane marking line with both feet and lay both ski poles on the ground prior to removing their rifle from the carrying position. In non-carry situations, the rifle may only be picked up or set in a rack after the athlete has come to a complete stop at the rifle rack.
5. The rifle may not be carried with a live round in the chamber or a loaded magazine in the magazine well.
6. A rifle is considered unattended when it is exposed (uncased) and out of the control of its owner or designated user. An unattended rifle on the mat or a rifle rack must have the bolt open.
7. A loaded magazine should not be inserted into the rifle until an athlete has stopped on the shooting mat at their firing point and the muzzle is pointed down range.
8. A live round should not be loaded into the rifle chamber until the athlete is in firing position with the rifle pointed in the direction of the target.
9. Firing may not commence until a red flag is elevated on the range flagpole and the command "RANGE IS OPEN" has been given by the Range Safety Officer.
10. When firing, an athlete's rifle muzzle must extend over the firing line, which is the front edge of the shooting ramp area or as otherwise clearly designated by the RSO due to seasonal conditions.
11. When the command "CEASE FIRE" is given, athletes must stop shooting immediately, open the rifle bolt, lay the rifle on the mat or properly harness it, and step back from the mat or place it in a rifle rack. Anyone on the range who observes an unsafe condition may give this command.
12. Before personnel move downrange, the Range Safety Officer will give the command "RANGE IS CLOSED."
13. When the "Range is Closed" command is given, shooters must harness their rifles or place their rifle with open bolts and empty magazine wells in the rack.
14. Anyone witnessing an unsafe act should immediately bring it to the attention of the individuals involved and the Range Safety Officer.
15. Shooters leaving a range opening should take their rifle and remaining ammunition and empty ammunition containers with them, and notify the Range Safety Officer if intending to return.
16. Athletes should secure rifles and ammunition out of sight if stored in a locked vehicle.

17. The NSAA Biathlon Committee has an approved plan for the management of discharged lead bullets. The plan addresses the collection and recycling of lead bullet fragments. A committee member is assigned responsibility for lead management at the biathlon range. A copy of the Lead Management Plan is on file at the NSAA office.

## **Appendix C. Kincaid Park Biathlon Range Control Procedures**

- RSO - A person with Range Safety Officer certification. As required by the Municipality of Anchorage, one RSO is required to be present at any range opening.
- Dedicated RSO - A person with Range Safety Officer certification whose duty on the range is to open the venue and then only to ensure that all athletes conduct themselves safely.
- Advanced Athlete - An athlete who has participated at the age of 18 or older as a member of a national team in competitions and/or training.

### Range Opening Classifications

- USBA liability will be met during all range openings.
- All regular range opening procedures (such as registration of opening on calendar & making range log entries) are required for all range opening classifications.
- The opening classifications will be defined on the website.

### 1. General Range Openings

- a. Publish these openings a minimum of two (2) hours ahead of time on the calendar
- b. Calendar notes will include the RSO's name and contact information
- c. A Dedicated RSO is required
- d. All athletes who are current on range dues and safety class are welcome to attend
- e. The goal is to schedule two (2) weekly general range openings on a regular basis

### 2. Special Openings

- a. Designation for private coaching sessions, classes and clinics
- b. Published on the calendar as Special Opening with the RSO/ Coach and contact information for each opening
- c. Coaches must have RSO training and experience. Waivers may be given to visiting coaches.
- d. These sessions will not be open to all athletes, however additional athletes may be accepted into a session at the discretion of the coach and the rest of the range will still be available for additional, concurrent general range openings and special openings with additional RSO coverage.
- e. No rifles can be left unattended at the range.
- f. In the case of visiting groups of athletes, a person (to be determined) will be contacted to schedule a one-time range briefing. During this briefing, waivers will be signed, range set-up procedures will be covered, and our SOP's will be explained.

### 3. NSAA Biathlon Range Use Cards

- a. All athletes will be required to have, on their person, the NSAA Biathlon Range Use Card and current USBA card in order to shoot on the range. The cards will be issued annually when memberships are renewed. Biathlon email blasts will go out in August,

September, and October reminding the members that these cards will be required as of November 1, 2014. Athletes not having one or both cards will be required to pay range/USBA fees.

- b. The NSAA card is not issued unless an NSAA safety class or other approved safety course has been taken and range fees are paid.

## **Appendix D. Additional Range Management, Operation, and Maintenance Information**

### Introduction

Biathlon is an extremely popular sport internationally that combines cross-country ski racing and rifle marksmanship, requiring athletes to balance speed on the course and on the range with shooting accuracy. Biathlon competitions are the top-ranked spectator sport on European television, typically with 50 million viewers per event and 25-50 thousand in attendance at the venue. In the US, World Cup events have attracted over five thousand spectators at the venue. The biathlon range in Kincaid Park is used routinely by the biathlon community of the Anchorage area, and by visiting biathletes from other parts of Alaska, the Lower-48 states, and other countries.

### Purposes

Purposes of this Biathlon Committee Standard Operating Procedures (SOP) document are to describe the organization and functions of the NSAA Biathlon Committee; outline income and expenditures; provide a thorough description of safety issues and standard safe operating procedures including ammunition and rifle handling, rifle safety certification topics, and range safety officer requirements and functions; describe application procedure for rifle awards and travel grants; provide information on a variety of topics of importance to the proper functioning of the NSAA Biathlon Program.

### Mission and Goals

Mission of the NSAA Biathlon Committee is given at SOP A.4.

Goals of the NSAA biathlon program managed by the committee are to:

1. Provide a high quality recreational biathlon training and competition program,
2. Enhance participation of Anchorage School District students and participants in private training programs in the sport of biathlon,
3. Establish and maintain a successful Biathlon Junior Development Program,
4. Support opportunities for junior biathletes to attend biathlon training camps,
5. Enhance opportunities for southcentral Alaska biathletes to participate in Arctic Winter Games competitions,
6. Increase the participation of senior and masters athletes in the biathlon program,
7. Provide support for Alaskan biathletes in their efforts to be named to World Youth/Junior, Junior National, Senior National, and Olympic biathlon teams,

8. Make applications to U.S. biathlon organizations to host national level competitions at the Kincaid Park venue.
9. Manage, operate, and maintain the biathlon range in a safe and environmentally responsible manner so as to preserve the value of this community investment in the sport of biathlon to the greatest extent possible.

## Range Facilities

### Biathlon Range

The biathlon range is located about 200 meters east of the park cross-country stadium which lies below the Kincaid chalet. The range was constructed in 2007. It meets International Biathlon Union standards. The range is surrounded by high earthen berms on the east and west sides and a hill on the north side, all planted with grass and small spruce trees. There are 30 shooting lanes in a width of 295 feet (95 m). The shooting positions are on the 15 meter wide shooting ramp that forms the south side of the range. The ramp and a strip in front of it, separated by an 18 inch concrete retaining wall, are paved with asphalt.

The targets are located on the north side of the range, within a roofed concrete structure. This structure consists of an 8-foot-wide concrete slab with an 8-foot-high concrete wall at the rear that serves as a backstop. The metal roof, supported by steel girders attached to the wall, is capable of supporting the maximum snow load/wind shear force expected in the Anchorage area. The shooting distance between the firing line and targets is 50 meters. A 15-foot-wide asphalt apron abuts the south side of the concrete slab to catch lead that rebounds from the targets. An earthen field lies between the shooting positions and the south edge of the apron. This field was graded and a single sump drain installed in the fall of 2009. Seeding of open dirt areas was done in fall 2013.

### Target System

The target system consists of 30 freestanding, metal, electronically operated HoRa 2000 E targets. They were purchased new and installed in November 2007. The manufacturer is HoRa Systemtechnik GmbH of Germany. They are secured to the concrete slab about 3 feet from the backstop wall. These targets are the competition targets and also are used in practice sessions. They are covered by vinyl covers when not in use.

A second target system presenting paper targets to shooters is used during practice sessions and for 'zeroing' the rifles prior to using the metal targets for training or competition. Paper targets are attached by a magnet assembly to wooden frames topped by an adjustable metal tubing assembly which allows them to be attached between adjacent metal targets. A rectangular metal 'bullet trap,' mounted on the concrete backstop wall behind each paper target frame, is an important lead containment and safety component of this system. Bullets pass through the paper target and enter the trap through a thick rubberized fabric that covers it. Bullets and bullet fragments are directed down into a tray at the bottom of the trap by 45° louvers. The fabric prevents all but a small amount of bullet fragments from escaping the bullet traps and landing on the metal surface below the traps, the concrete slab, or the asphalt apron. Lead fragments are collected from these surfaces periodically using a commercial HEPA vacuum system (refer to

Environmental Stewardship Plan for Management of Lead Bullets for a detailed description of lead management at the range). Paper target frames are stored between adjacent bullet traps with the targets facing the backstop so as not to present an inviting target to potential unauthorized shooters. All biathlon shooting is with .22 caliber rifles using no greater than standard velocity ammunition (1180 feet per second).

Armored cables carrying operating current and signals to the targets are protected by being routed in a trough formed by a short concrete wall in front of the backstop wall covered by metal roofing panels behind the target line, and then up the back side of the target supporting legs to the target motor and computer. The motor slides a wide bar with 45 mm and 115 mm diameter openings into position behind each of the five target openings for prone position or standing position shooting, respectively. Hits are registered by the computer which then directs a solenoid motor to rotate a white paddle into position where it hides the black target area, signifying a hit. Targets are connected in triplets with the target on the left (facing the targets) functioning as the master unit controlling the two slave units. When ambient lighting is insufficient, the targets are illuminated by fluorescent strip lights concealed behind the roof overhang. General range lighting is provided by an elevated quartz-halogen light at either end of the shooting ramp, and trail lights along the trail that traverses the biathlon stadium area.

The HoRa instruction manual showing target operation, procedures for replacing broken, nonfunctioning or worn target parts, and calibration, is appended to the detailed Biathlon Range Operation and Maintenance Manual developed by the Range Supervisor; copies of this manual are deposited at the NSAA office, NSAA operations bunker (Nordic bunker), and Biathlon Building B.

#### Electrical and Target Control Infrastructure

Electrical power is routed underground to the range from the main service disconnect in the cross-country stadium on the opposite side of the park road. The power is used for operating the metal targets, lighting, operating a vacuum cleaner for collection of lead fragments, and operating other equipment. The primary supply is three phase 480/277 volts to the left panel box on the range power panel located at the south end of the west berm. This is stepped down to about 240VAC and 125VDC in the right panel box. Targets are supplied with 230VAC which is stepped down to the 24VDC operating voltage. Outlet boxes with 110VAC are located at the power panel, at each of the five electrical boxes along the south side of the shooting ramp, and in two locations in the cable trough behind the targets. Storage batteries that provide backup power to the targets in case of power outage also are located in the cable trough.

The five electrical boxes provide storage and cable connections for keypad units that control the metal target functions: principally, opening or closing the targets, resetting targets at the end of a shooting bout, setting the targets to prone or standing size target openings, and setting them to operate automatically. Armored cables connecting the keypad units at the shooting ramp to the metal targets are routed through five buried PVC conduits. These cables, replacing the original less durable cables, were installed in July 2009 after water and ice was discovered in the conduits.

#### Penalty Loop and Stadium

The penalty loop, where racers ski one lap per missed target, is a roughly circular open area east of the east berm. The large open area south of the shooting ramp and penalty loop is the biathlon stadium where start and finish areas, bypass lane, start equipment inspection area, start holding area, coaches area, media area, warm up area, and range Building B are located. The range is connected to trails on the south side that form the race courses for biathlon. Standard lap distances are 1.5, 2.0, 2.5, 3.0, and 4.0 km for competitors age 17 and older, with some shorter lengths used for younger competitors. The penalty loop, the section of trail encircling the range berms, and the road-width trail leading from the shooting ramp to the multi-use paved trail which parallels the park road are paved with asphalt. This allows summer biathlon events and training using roller skis. Piping for the snowmaking system was installed east of the east berm and through the stadium just south of the shooting ramp in October 2010.

### Range Buildings

Two range buildings, Range Control Building B, the principal structure, and a small shed at the west end of the firing line, plus an enclosure at the west end of the target slab, provide areas for storage of equipment needed for range openings, races, and other biathlon events. Building B contains a built-in rifle vault for secure storage of club rifles and lockable steel containers for ammunition. During races Building B is the site of race registration, competition office, timing operations, and results computation. Office materials, most race-related items such as penalty loop and course marking equipment, range recorder materials, tools, and equipment for special programs are stored here. The firing line shed provides storage for mats and transporting cart, scopes and tripods, wind flags, and snow tools. Behind Building B a standard 8x20 shipping container (Connex) provides additional storage space. At the west end of the target slab an enclosed space with locking door provides storage for a supply of paper targets and paint for renewing metal target surfaces (summer only).

### Equipment Ownership

Major equipment owned by the NSAA Biathlon Committee:

- a. Shipping container, 8x20, (connex) located behind Building B)
- b. Range shed,
- c. Biathlon rifles, various manufacture – 28 (stored in Building B rifle vault),
- d. Cannon rifle safe (stored at Armorer's residence for interim storage of NSAA property),
- e. 30-shooting mats
- f. Festool HEPA vacuum cleaner (dedicated for lead cleanup),
- g. Rigid vacuum cleaner (used with HEPA filters, dedicated for lead cleanup) - 2
- h. Bushnell telescopes – 4,
- i. Redfield telescopes – 3,
- j. Tripods, various manufacture - 6
- k. Devin biathlon targets – 14 (in storage),
- l. Rifle racks (in various conditions)
- m. Bib set – 100,
- n. Wind flags (+1/2" pipe)

Municipality of Anchorage owned equipment:

- a. HoRa 2000 E Biathlon Target System including 30-electronic metal targets
- b. 30-paper target frames
- c. 30-bullet traps
- d. 11-target control keypad units and 5-electric boxes for storage
- e. cables and associated components for transmission of system operating power
- f. cables and associated components for transmission of electronic operating signals and data
- g. 31-numbered lane marking signs
- h. 2-24V storage batteries Range Building B,
- i. Concrete target slab with attached backstop wall and roof structure,
- j. Power panel

### Vehicle Access

A 100 m paved road enters the biathlon range area from the west, originating at the paved park road that provides access to the cross-country stadium and parking lot, Annex/wax bunker, and chalet. Near the park road this road is crossed at right angles by parallel outgoing and incoming trails near the west side of the range.

### Range Use

The biathlon range is used year round by biathletes. The range is used only for biathlon training and competition. No shooting other than that associated with biathlon activities is authorized or allowed.

Operation of the biathlon range and equipment is the responsibility of the NSAA Biathlon Committee, Range Supervisor, and Range Safety Officers.

Range operations include weekly range openings for training, monthly competitions during the winter ski season and summer months, multi-day biathlon camps with local or outside coaches, and focused clinics with guest coaches. Successful programs for juniors (“Eagle Eyes”) and seniors/masters operate year-round.

### Competitions

Biathlon has five commonly used competition formats which vary in number and length of course laps, and thus length of race, and number of shooting bouts (individual, sprint, pursuit, mass start, relay). Depending on race format, length of course laps for competitors age 17 and older are 1.5, 2.0, 2.5, 3.0, 3.3, and 4.0 km, each starting and ending at the range. Shorter course lap lengths are used for younger competitors.

### Range Management

Management of the biathlon range in Kincaid Park, including the stadium area and penalty loop when used for biathlon activities, and the biathlon training and racing activities and events that occur at the range, are the responsibility of the NSAA Biathlon Committee. Many of the required management and operational actions are discussed in this Biathlon Committee SOP document, as referenced.

## 1. Administration

Financial transactions and records concerning equipment, parts, and services contracted for tasks that are the responsibility of the Biathlon Committee are handled by the NSAA office with input from the Biathlon Committee.

## 2. Range and Equipment Maintenance and Repair

- a. Routine Maintenance – Maintenance of the biathlon range and equipment is the responsibility of the NSAA Biathlon Committee with Range Supervisor or Range Subcommittee lead. Maintenance tasks include (a) painting the metal targets, (b) replacing adhesive discs on paddles of metal targets, (c) removing lead from interior surfaces of metal targets, (d) adjusting metal target motors for correct positioning of paddles and slider bar, (e) calibration of replacement shooting plate, (f) replacing bulbs of target lights, (g) seasonally turning on or off heat pads in shooting ramp electrical boxes, (h) collecting spent cartridge casings for recycling, (i) placing windflag support pipes in position, (j) placing shooting lane demarcation signs, (k) planting and caring for trees in the range area, (l) vegetation control in the range area, (m) lead clean up (refer to Environmental Stewardship Plan for Management of Lead Bullets).
- b. Routine Repairs or Parts Replacement – Repair and replacement of biathlon range equipment or parts is the responsibility of the NSAA Biathlon Committee with Range Supervisor or Range Subcommittee lead. Tasks include (a) replacement of paddles, transformers, circuit boards, securing clips, paddle-operating solenoid motors, slider motors, slider pulley, shooting plates, fuses, and missed shot sensors in metal targets, (b) repair of paper target frames with shot damage, (c) repair or replacement of paper-securing magnets, (d) windflag repair, (e) firing line lane marker post repair, (f) HEPA vacuum filter replacement.
- c. Major Repair or Other Tasks – requiring e.g., heavy equipment operation, major excavation, professional electrician or electronics capability: tasks such as electrical cable replacement, electrical wiring, building foundation excavation, construction of buildings, hydroseeding.
- d. Equipment Fabrication – fabrication of equipment such as windflags and support pipes, paper target cart, shelving, range signage, shooting lane demarcation signs, race course marking signs, rifle racks, relay rounds bowls, target slab soil diversion barriers, firing line snow retaining boards is the responsibility of the NSAA Biathlon Committee with Range Supervisor or Range Subcommittee lead.

## 3. Range Security

Some general security for the range from vehicle incursions is provided by a gate blocking the range access road and park gates being locked during evening hours. Trail lights turned on for part of the evening during dark months may discourage vandalism. Security for ammunition and rifles left at the range when it is unoccupied is provided by storing them in the locked Knaack storage box and rifle vault in the locked range Building B, respectively. Telescopes, shooting mats, wind flags, and other equipment used at the range are stored in the locked range shed.

## Appendix E. Emergency Procedures

1. Take charge of the situation.  
Call a “Cease Fire” if necessary and secure the range.  
Evaluate the seriousness of the injury. If the injury is serious call for help.  
If unsure about the extent of the injury, play it safe and call for assistance.
  2. Call for help, if required.  
Using a working cell phone call 911.  
State the following:
    - Location (range or nearest access to trail)
    - Your name and phone (caller ID should handle this)
    - What happened – explain how the injury or illness occurred.
    - How many people were injured and their condition(s)
    - Location of person who will meet emergency responders and direct them to the scene.
  3. Render aid, within the scope of your training.  
Range has blue first aid bag. (query group for any RN’s ~Physicians)
  4. Direct medical help to the location.  
Send out one or more people to open necessary gates and standby to direct emergency personnel to location. (We need gate keys stored in key box.)
  5. Take notes so that you can file a detailed and accurate report with NSAA and Kincaid Park on what occurred. Designate a note taker to write down all of the important details behind the emergency, such as the timeline of the chain of events. Additional recordkeeping may include getting statements from witnesses.
- Other notifications