

Ethan Allen Biathlon Club
Policy and Procedures Manual

This manual is provided as a means of distributing to Ethan Allen Biathlon Club members, including non-shooting nordic groups, details of the EABC policies and procedures. This manual also incorporates portions of the National Guard, Ethan Allen Firing Range civilian training guidance. The complete Civilian Training Guidance Manual is included in the Appendix.

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EABC Policy and Procedures Manual

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Useful Terms

Ethan Allen Firing Range – *Refers to the entire Ethan Allen complex including other ranges and buildings.*

Biathlon Range 3-1 – *Refers to the biathlon range including the shooting area and surrounding trails. Does not include the Walker Building.*

Walker Building – *The large meeting building located at Biathlon Range 3-1. This building has bathrooms and a kitchen and is sometimes used in conjunction with the shooting range while hosting races.*

Red Building – *This is the small red house located on the main entrance road. This building contains administrative offices for the National Guard and Range Control. Checking in at this building is part of the protocol for using these facilities.*

Range Control – *Range Control is located in the Red Building and is open most days and some evenings. In order to make sure no one is in a dangerous place and there are no injuries, permission is needed from Range Control before using any area of the facility.*

National Guard Sports Office – *Administers and supports the training of National Guard athletes. Generally responsible for much of the maintenance work done on the trails.*

1.0 Introduction

The Ethan Allen Biathlon Club is a non-profit organization dedicated to promoting the sport of biathlon as both a recreational and competitive sport for all ages and all abilities. In addition, our coaches are dedicated to the development and success of young athletes in the sport of biathlon on the local, national and international stage. Ethan Allen biathlon facilities were originally built to be a state of the art facility and remain one of the top biathlon centers in the United States. The facilities include a 30 point range, 6 kilometers of paved and lighted roller skiing, and more than 18 kilometers of established wooded trails, a large meeting building as well as toilet facilities, showers, and a kitchen, and a separate building at the finish line dedicated to timing operations. The Ethan Allen Biathlon Club holds a Memorandum of Agreement with the National Guard for the usage of these training facilities.

2.0 Membership

2.1 Biathlon Membership is for athletes of all abilities interested in participating and improving in the sport of biathlon. Biathlon membership includes use of the Ethan Allen Biathlon Range, ski trails, running trails, and paved roller loops under the supervision of a designated Officer in Charge (OIC) and Range Safety Officer (RSO) at all times. Membership also includes coaching and use of club rifles, ammunition and other equipment with approval of the Board. Additional membership fees may apply to the use of club equipment, ammunition and access to coaching. Membership shall be divided into a summer and winter season.

2.2 One Day Membership shall be available to athletes participating in events sponsored by the Ethan Allen Biathlon Club. All one day members shall complete a EABC Membership form, read and initial a Range Safety Acknowledgement form, and complete a National Guard Hold Harmless Agreement prior to the use of the facilities.

2.3 Fees - Supporting Members contribute funds and individual assistance to the Biathlon Program. All fees go toward the purchase of equipment, ammunition, coaching, travel etc. They do not pay for the provision or maintenance of facilities at the Ethan Allen Firing Range. All athletes will complete a membership form.

Biathlon Membership: \$50.00 per season (winter and summer) for athletes 20+ years in age, \$40 per season for athletes under 20 years old. Additional fees may apply for use of coaching, rifles, and ammunition.

One Day Membership: Shall be a nominal fee or may be included in the event fee.

3.0 Use of the Facilities

3.1 National Guard Discretion: Use of the Ethan Allen Firing Range and associated facilities is at the discretion and convenience of the National Guard and all National Guard operations including athlete training take priority over usage by the EABC. There is no individual usage of the facilities for skiing, running, or shooting.

3.2 Biathlon Range 3-1 is available to athletes only at designated times and only under the supervision of an OIC and RSO. All persons using the biathlon range shall attend an EABC safety orientation prior to the use of the range and be certified by an EABC designated safety officer prior to the use of the range.

3.3 Ski trails are available to all members and use of ski trails, like all facilities, must be scheduled through the EABC liaison. Grooming and maintenance of the trails is at the discretion and convenience of the National Guard.

3.4 Walker Building – Use and access to this building is not included in membership to the Ethan Allen Biathlon Club. A request for use of this building on a specific date can be made through the EABC liaison.

3.5 Timing Building – is available to EABC members for use during training or competitive events.

3.6 Roller Loops (Summer) are available to all members and use of loops, like all facilities, must be scheduled through the EABC liaison. Maintenance of the loops is at the discretion and convenience of the National Guard. All members using the roller loops must wear a helmet at all times when on rollerskis.

3.7 Running Trails (summer) are available to all members and use of trails, like all facilities, must be scheduled through the EABC liaison. Maintenance of the trails is at the discretion and convenience of the National Guard. Runners should be aware that these trails sometimes pass through active National Guard training areas and that these trails sometimes cross active road which are not typically warned with signs. Runners should be aware of where these crossings are and always yield to vehicles at road crossings.

3.8 Lights on the ski trails and paved roller loops are not available for civilian usage.

4.0 Driving, Parking, Right of Way and Speed Limits - Parking is restricted to the designated parking areas adjacent to the range. No vehicles are allowed to be parked along the edge of the road. These roads are heavily traveled by both small and large military vehicles. All vehicles must observe the posted speed limits. Persons violating the speed limits will be asked to leave the facilities. Speed limits are 25 mph on the

Ethan Allen Road, 20 mph in tactical areas (including the road to the biathlon range), and 5 mph when passing personnel on foot. Military vehicles always have right of way.

5.0 Safety

5.1 Range Safety Officer (RSO) – A Range Safety Officer, as certified by the National Guard, shall be present at all times during the use of Biathlon Range 3-1 and shall not have any other responsibilities. This individual is responsible for the safe operation of the range and will insure that all rounds fall within the prescribed limits of the Range, only authorized weapons and ammunition are used, and the the range operation does not endanger any personnel. The individual must receive the Ethan Allen Firing Range safety briefing prior to running a range. Use of facilities other than the Biathlon range will require that the coach has attended the Ethan Allen Firing Range safety briefing. This includes non-shooting groups. This briefing can be scheduled through the EABC liason. This training is good for 90 days.

5.2 Officer in Charge (OIC) – A Officer in Charge is required for all use of the Biathlon Range during live fire operations. This person is overall in charge of the live fire range and is the primary point of contact with Range Control and must be present at all times. This person has overall responsibility for range opening, operation, and closing. The OIC must recieve the Ethan Allen Firing range safety briefing prior to running a range. This training is good for 90 days.

5.3 Communication – Two forms of communication for continuous communicaion with Range Control are required by all groups using the facilities including non-shooting members. The OIC or designated coach shall check in with Range Control upon arrival and obtain a Motorola two-way radio. Hourly communication checks shall be made with Range Control. Additionally, during live fire events, the appropriate range flag shall be obtained from Range control and flown at the entrance to the range

5.4 Range Opening/Closing – The OIC is responsible for opening and closing the range. A checklist for opening and closing the range is included in the Appendix.

5.5 Two Person Rule – No EABC member may use the facilities on their own. All usage must be scheduled and at least two persons must be present.

5.6 Emergencies – The RSO or designated coach must be aware of the appropriate response to an emergency including evacuation, location of the first aid kit and litter, and reporting.

5.6.1 First Responder – A first responder with a first aid kit and litter must be present at all live fire events.

5.6.2 First aid Kit – A first aid kit is maintained in the EABC Club Storage room located on the outside of the Walker Building.

5.6.3 Evacuation - The Ethan Allen Firing Range can not provide medical treatment or evacuation for any civilian organizations using the Ethan Allen Firing Range. Evacuation in the winter shall be through the use of an on site litter/sled capable of being pulled by a skier to an area where a vehicle can be used to evacuate the injured person or is accessible to outside medical assistance.

5.6.4 Accident/Incident Reporting – Any accident requiring medical treatment must be reported to Range Control immediately by radio or telephone and file an accident report.

6.0 Competitions/Special Events – Competitions which draw athletes not associated with the Ethan Allen Biathlon Club or local nordic groups require additional safety and coordination efforts. All normal safety and usage requirements shall be followed during competitions and special events.

6.1 Access – Athletes attending a race or other event at the Ethan Allen Firing Range shall be directed by signs to the competition area and appropriate parking. Access to the facilities shall be limited to the competition area.

6.2 Safety Orientation – All athletes/visitors shall receive a safety briefing from the OIC/RSO prior to usage of the facilities.

6.3 Spectators – All spectators shall be restricted to designated areas of the competition venue. Children shall be under the direct and constant supervision of an adult at all times. Demarcation shall be established to insure that spectators do not approach the firing points or rifle racks.

Appendix

- A1 EABC Membership Form
- A2 Vermont National Guard Hold Harmless Agreement
- A3 Rules for Use of Range Acknowledgement
- A4 Civilian Use Request Form
- A5 Range Opening/Closing Checklist
- A6 Ethan Allen Firing Range – Civilian Training Guidance Manual