



OPERATIONS HANDBOOK

August 24, 2016
(Updated October 19, 2017)

Introduction

The purpose of the Cowtown Operations Handbook is to establish the policies and procedures necessary to provide a safe and fun experience for all Cowtown customers and clients.

Cowtown is a unique entertainment property located within the City of Peoria. It is a venue for film productions, old west activities, corporate events, outdoor concerts, paintball, shooting competitions, private firearm and tactical training organizations. The facility is approved for use by a number of military and police agencies including the United States Army, United States Navy, United States Marine Corps, United States Air Force, and various Special Forces Units of those services (e.g. Seal Team 6 and Delta Force), along with Los Angeles County SWAT, Las Vegas SWAT, Scottsdale SWAT, and the Phoenix Police Department.

Cowtown Range is a professionally managed and operated shooting and training facility providing a high quality, customized experience for a variety of professional shooting sports, activities and events. Cowtown staff will oversee implementation of all rules and procedures, ensuring all members and clients use the facility in accordance with this Handbook.

This Handbook has been adopted by Westward Ho Adventures, LLC, the owner of Cowtown as of the date below. It will be periodically reviewed by ownership and key management staff, not less than annually, and any revisions will be formally adopted. A current copy of the Handbook will be delivered to the City of Peoria Planning Department.

Adopted this day of _____, 2017.

By: Westward Ho Adventures, LLC

_____, Member
Richard C. Shaw

By: Cowtown Range, LLC Manager

Richard S. Shaw, USMCR (Ret.)

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Policies and Procedures

Security

The main entrance (at the end of Old Carefree Highway) is gated and locked after hours, and a security trailer staffed by a live-in caretaker is located at the entrance. The Cowtown shooting range is not open to the general public, and all customers and clients will be members or approved training/user groups with reservations to use the facilities. Additional gates will control access to the east, west and the Cowboy Action Shooters shooting ranges. Proposed flag stations at the entrances to each individual range (gates 2, 3 and 4) alert all Cowtown clients there is active shooting on that range.

Most of the south, all of the west, and the northern portion of the east boundaries present physical access barriers. The remainder of the southern boundary is fenced, and the accessible portions of the east boundary will be fenced. The entire perimeter will be fenced or posted with warning signs that the property is used as a shooting range.

All Training Companies and User Groups have been instructed to secure all access points to their area of operation while active training and shooting is underway.

Safety

At all shooting related events, each group will be accompanied by either a Cowtown Safety Officer or a Designated Safety Officer (with credentials previously approved by Cowtown staff) within a training or user group who will be responsible to ensure all range rules are followed. Cowtown Safety Officers will have attended the Cowtown Safety class, including field training with semi-annual training classes thereafter. The Safety Officer in charge of each event will be responsible for range shutdowns as well as ensuring all procedures are followed before, during and after the shooting event.

Night shooting at Cowtown is not permitted after 10:00 pm (except for law enforcement and military training). Cowtown will comply with posting requirements and noise standards for law enforcement and military training under ARS §17-602 and §17-604.

Any shooter or User Group who does not follow the safety rules will be asked to leave the facility by the Safety Officer in charge of the event.

During concurrent shooting events on the property, the following range closures will apply. (See Fan study in Appendix)

- The Cowboy Action Shooters range may be used at all times except when the proposed west long range platform is in use.
- The east range bays may be used at all times with the exception of Bay 6. If Bay 6 is being utilized for a distance beyond 100 yards, it may be necessary to close the east platforms and some or all of Bays 1-5.

- The west platforms will be closed during use of the proposed west long range platform.

Emergency Services and Procedures

In the event of a medical incident/accident, the following steps should be taken appropriate to the circumstance:

- For minor injuries/incidents, First Aid Kits are available at the Security Trailer.
- For serious injuries or incidents, contact Emergency Services (911) immediately. Due to the geographical size and remoteness of Cowtown, post one individual at the Cowtown entrance to guide emergency vehicles. Below are the emergency agencies nearest to Cowtown:
 - Fire Department: City of Peoria, 911 (Response Time – 10 minutes)
 - Police Department; City of Peoria, 911 (Response Time – 10 minutes)
 - Nearest Major Hospital: HonorHealth Deer Valley Medical Center, 19829 N. 27th Ave., Phoenix, AZ, 8502, (623) 879-6100 (Drive Time – 19 minutes)
 - Nearest Emergency Room: HonorHealth Sonoran Health & Emergency Center, 33423 N. 32nd Ave., Phoenix, AZ 85085, (623) 474-1600 (Drive Time – 12 minutes)
 - Medevac Services: PHI Air Medical, 2800 N. 44th St., Phoenix, AZ 85008, (800) 421-6111 (Response Time – 10 minutes)
- The Cowtown Range Manager will record data on all incidents and advise ownership as soon as possible. The range rules and/or safety procedures will be modified as needed based on the incident report.

Agua Fria River Bed Crossing: Prior to any potential restrictions of the Agua Fria River crossing due to weather related events, the Range Manager is responsible for notifying all users and members that the Range will be closed. Additional notices at the main entrance will be posted that the river crossing is expected to be closed until further notification.

Code of Conduct

The following conduct at Cowtown is prohibited during all shooting events:

- Use of foul, offensive or threatening language.
- Acts or threats of violence.
- Repeated safety warnings by safety officers or continued violation of rules.
- Endangering, threatening, or causing physical harm to any spectator, instructor, student, member of range staff, oneself, or causing any person to reasonably fear for their own safety.
- Use of alcohol or drugs.
- Destruction or defacing of any property including, but not limited to, graffiti.
- Horseplay (i.e. play fighting, running or climbing on range facilities).

- Aggressive behavior including throwing of equipment (hats, shells, etc.) or rough handling of firearms.

Scheduling

A master schedule will be kept by the Cowtown Range Manager, and all events will generally require 30 days advance registration.

All new or prospective Cowtown members and clients must schedule a range tour prior to booking or scheduling the range. This is to promote safety and to assist Cowtown staff in providing the proper range assets for training needs and requirements. During the tour, each new or prospective Cowtown client will be issued a safety package and brief, which will include the range safety rules and liability waiver.

Once an event has been scheduled, the following items must be provided:

- A security deposit in the amount of one-half the anticipated event fee must be received by the Range Manager (does not apply to those organizations with a monthly or annual arrangement).
- For all training companies and instructors:
 - a. A copy of the company and instructor credentials including a statement of qualifications, certifications and biography.
 - b. Current Certificate of Insurance with limits of \$1,000,000 liability for each occurrence and \$2,000,000 general aggregate.

If the requested use is outside of normal hours of operation, or participants will remain within the facility or have equipment onsite overnight, a security plan will be provided to the Range Manager.

Check-in Process

Upon arrival at the main entrance, range users will be checked in by on site security or proceed to the range office. The Cowtown official will confirm the user's reservation time and location and direct the user to the appropriate facility or event venue. Upon completion of the user's reservation, he/she will check out with on site security or the range office and complete a range use form and return it to the range manager for billing purposes.

Any individual who appears to be under the influence of drugs or alcohol will not be allowed to participate. The Range Manager will be contacted immediately to manage the situation.

Refuse Collection/Clean up/Brass

Cowtown customers and clients are responsible to remove all garbage and debris at the end of the event (unless other arrangements have been made). Waste receptacles are provided throughout the Cowtown property.

The receptacles are emptied by a waste removal company on a weekly basis. Any garbage and debris left behind will be subject to a clean-up fee of \$50.00.

Brass Policy

- All brass must be collected at the end of each shooting or training session and placed into the brass collection containers located on each range.
- If a shooter intends to reload brass, the shooter may only retrieve their own brass. All other brass will remain at the range.
- If a shooter or user group does not collect expended brass, a \$50.00 clean-up fee may be imposed.

Range Operations

The following rules will be acknowledged by all Cowtown members and clients. The acknowledgement form and the liability waiver are to be signed by each individual shooting on the range.

No unsupervised minors (below the age of 18) are allowed in any live fire areas or allowed to shoot at Cowtown Range. Children under 12 are not allowed to shoot at Cowtown Range.

All minors must be supervised at all times by a parent or legal guardian and the appropriate waiver for minors must be signed by such parent or legal guardian.

Each event must have a Cowtown Safety Officer on the range at all times. If a designated Cowtown staff member is not available, another individual may be allowed to act as Safety Officer for the event provided the individual's qualifications have been reviewed and approved by the Range Manager.

Damage to or destruction of ANY Cowtown property caused by a client/member or any other user of Cowtown Range, will be paid for or reimbursed by such user. The value of such damage will be determined by Cowtown Range in its sole discretion and will be due from the user within 30 days' notice from Cowtown Range.

Range Rules will be posted on each range.

Firing Ranges

- Red range flags are provided by the range and must be flown at all times during live fire shooting.
- Hot Range Procedures:
 - When firearms are being handled and operated on the firing line, no one is authorized down range of the firing line.
 - Shooters may move forward to the firing line, handle/operate their firearms, police their area, and move firearms/equipment to/from their vehicles.
 - Firearms may be cleaned at your station with barrel always pointed in a safe direction.

- Cold Range Procedures:
 - Firearms are to have the safety engaged and cleared. Firearms may not be handled. Shooters are permitted to move down range to check and adjust targets.
 - Shooters remaining must move 10 feet behind the shooting stations/firing line.
- Any individual on the firing range may declare a cease fire. All shooters will immediately make firearms safe, then clear and ground firearms until the situation is resolved and normal operations can resume.
- Rapid fire or full automatic fire **must** be pre-approved by the Range Manager and is only allowed in the shooting bays (not from the platforms). Bump firing is not allowed at any time. With the exception of Cowboy Action Shooters, drawing from a holster must also be pre-approved by the Range Manager. Hip shooting is prohibited.
- Eye and ear protection must be worn at all times when on the range and during all live fire.

Gun Handling Rules

- ALWAYS KEEP THE FIREARM POINTED IN A SAFE DIRECTION. The safe direction is usually pointed down range at the impact berm or straight up.
- Firearms must be carried with the action open.
- Always keep your finger outside the trigger guard until ready to fire, and off the trigger until ready to shoot.
- Loaded side arms, exposed or concealed, are NOT permitted to be worn on the range (with the exception of on duty law enforcement).
- Know how to use your firearm properly. This includes knowing and understanding the operating mechanism and safety features of your firearm. Only firearms in good working condition are allowed on the firing line. All firearms are subject to inspection by the Safety Officer.
- Firearms will be kept unloaded until on the designated firing line, or when the shooter is in position to shoot.
- Firing is only permitted when all persons are behind the firing line and safe conditions exist.
- Firearms are not to be handled during "range safe or cold range" periods, when people are in front of the firing line, or when you are behind the firing line.
- In the event of a firearm or ammunition malfunction, notify the Safety Officer immediately. The shooter should not attempt to clear the firearm before notifying the Safety Officer. If a firearm continues to malfunction, the shooter must discontinue use of the firearm.

Targets

- All shooting will be in authorized areas only.
- No shooting at unauthorized targets (target frames, cans, bottles, boxes, rocks, plants, wildlife, etc.). Only target frames, stands and steel targets provided by Cowtown are

permitted.

- No shooting at any flora or fauna. Cowtown is home to a variety of protected wildlife and vegetation species, all of which is strictly off limits to shooting or any other potential source of harm.
- Know your target and what is beyond.
- Use only authorized targets properly placed no more than 10 feet in front of the rear backstop. All shooting is to be into the rear backstop only.
- Target frames and stands will be wood, with the exception of steel targets. Target backing will be paper, cardboard, corrugated, or similar material.
- Targets may only be paper, steel, or other material specifically designed for target shooting.
- Target frames must place targets a minimum of 30 inches above the ground, paper and steel.
- Special Targets such as vehicles require Range Manager approval and are restricted to the East 100 Bay only and may be subject to additional range fees.
- Targets that utilize binary explosives require Range Manager specific pre-approval and are restricted to specified range bays (NO PLATFORMS) per the Range Manager. The amount is restricted to ½ pound (Tannerite equivalent) per explosive and two uses per hour. The use of binary explosive targets may be subject to additional range fees.
- Steel targets
 - The Range Manager must approve all steel prior to use by training or user groups.
 - Must be at least 15 yards from the firing line for handguns and 50 yards for rifles. This does not apply to Cowboy Action Shooters as they do not use jacketed ammunition (lead only).
 - Steel target supports must be placed at a 20 degree angle downwards so all splatter and potential ricochets will strike the ground below the steel target. Cowboy Action Shooters will comply with the use of steel per recommendations of their chartered organization. The Range Manager must approve all steel prior to use by training or user groups.
 - It is the responsibility of each training instructor or group to set up and remove their steel targets at the beginning and close of training.
- No live fire training (i.e. shooting at or over people) is allowed.

Ammunition

- Armor piercing, steel core, incendiary and tracer ammunition are not allowed unless prior approval has been obtained from the Range Manager and they are restricted to the East Bays only (no platforms). Jacketed ammunition is not allowed at the Cowboy Action Shooters (South) range – only lead ammunition is permitted.
- Reloads and Hand Loads: Cowtown Range highly recommends the use of newly

manufactured commercial ammunition at all times. Users of reloads and hand loads accept full responsibility for the inherent risks associated with these types of ammunition.

- .50 caliber BMG shooting is not authorized on any range until or unless approved bullet containment devices (steel or concrete) have been installed. Calibers greater than .50 are not permitted for shooting on the range at any time.
- Ammunition Storage – No storage of any explosives materials, black powder, reloading components (e.g. primers) are allowed to be stored at Cowtown. As a convenience to Cowtown members and clients, manufactured ammunition in common calibers for small arms, rifles and shotguns will be stored on site in relatively limited quantities for use on the range. This ammunition will be stored in secure facilities accessible only to Cowtown Staff.

Individual Range Safety Rules

The individual range rules listed below are in addition to the facility wide range rules for Cowtown. These regulations address types of firearms, ammunition, targets, safety fans and other important information that are critical to the safe use and enjoyment of each firing range.

For all locations, the red flag must be up when firing (each bay and platform has a flag station).

East Range Bays (1-5)

The East range bays are primarily for small bore arms, but rifles may be fired subject to restrictions below.

All handguns are permitted provided the firing line is not behind (east) the edge of the berm separations (approximately 40 yards).

Rifles are permitted.

Shotguns are permitted (target frames destroyed will be reimbursed by shooter).

Steel targets are allowed subject to the provisions above.

Tactical shooting is permitted by experienced safety-vetted shooters, trainers (and their students), law enforcement personnel, and military personnel only.

North to south movement or shooters facing the lateral berms is prohibited.

All shots must impact the earthen backstop.

East Range Bay 6

Range Bay 6 may be used similar to the East Range Bays 1-5 (40 yards) or as a long range (100 to 200 yards) bay. When being used as a long range bay, the following rules will apply.

Bays 3-5 are subject to closure depending on the firing line, as determined by the Range Manager.

The portable flag stations provided at Bay 6 will be relocated to the firing line point.

All rifle shooting will be from the prone, sitting, or benchrest position.

No shotguns are permitted at this bay.

All shots must impact the earthen backstop.

East Long Range Platforms (1&2)

Only with the approval of the Safety Officer is any individual permitted downrange. When a shooter is downrange, a yellow flag must be carried at all times (provided in the platform area).

These platforms are designed for long range shooting with targets up to 300 yards.

All rifle shooting will be from the prone, sitting, or benchrest position.

No shotguns or handguns are permitted on these platforms.

Targets are limited to the location shown on the fan study for each platform, no deviations are permitted.

West Long Range Platforms (1-5)

Only with the approval of the Safety Officer is any individual permitted downrange. When a shooter is downrange, a yellow flag must be carried at all times (provided in the platform area). Entry to the target area for all west platforms is located at the south end of the property (just west of the south range).

These platforms are designed for long range shooting with targets up to 700 yards.

All rifle shooting will be from the prone, sitting, or benchrest position.

No shotguns or handguns are permitted on these platforms.

Targets are limited to the location shown on the fan study for each platform, no deviations are permitted.

West Long Range Platform 6 (Proposed)

Only with the approval of the Safety Officer is any individual permitted downrange. When a

shooter is downrange, a yellow flag must be carried at all times (provided in the platform area).

This platform will be designed for long range target shooting at 900 yards.

All rifle shooting will be from the prone, sitting, or benchrest position.

No shotguns or handguns are permitted on these platforms.

Targets are limited to the location shown on the fan study for each platform, no deviations are permitted.

South (Cowboy Action Shooters) Range

The south range is used exclusively by the Cowboy Action Shooters club. It is considered a cold range with no loaded guns unless the shooter is at the loading table. A range officer is on the timer and three spotters observe each shooter during the match. The shooter may not leave the loading table until the weapons are cleared.

Cowboy Action Shooters is an official member of the Single Action Shooters Society. A copy of the SASS Handbook (version 21.8 dated February 1, 2016), including worldwide guidelines and safety rules, can be found at the following website:

<http://www.sassnet.com/Downloads/SHB%20Version%2021.8.pdf>

Sporting Clays

Sporting Clays are allowed on West Platform 1 only, and must be scheduled in advance.

All shooters must be in front of the shade structure.

All clays must be thrown directly to the north, that is into the canyon – absolutely no clays can be thrown in the direction of the Cowboy Action Shooter town/are or the other West Platforms. Biodegradable clays must be used.

Only shotguns are allowed to be used to fire at airborne clay pigeons – rifles and pistols are strictly prohibited.

No slugs or buckshot is permitted to be fired at airborne clay pigeons.

Shotguns must be fired from the shoulder.

At no time is anyone permitted to go downrange, into the canyon or anywhere else than West Platform 1 without direct permission from Range Staff.

All spent hulls must be picked up and thrown away or carried out

Shoot House

[Non-lethal Training Ammunition (NLTA only)]

ALL INSTRUCTORS AND/OR SAFETY OFFICERS MUST ENSURE THE FOLLOWING WHEN USING THE SHOOT HOUSE:

1. That a safety sweep of the training zone (interior of the shoot house) for lethal items was conducted prior to anyone entering.
2. That all lethal weapons that have not been modified to fire non-lethal training ammunition (NLTA), all magazines that have not been inspected, and all lethal ammunition are removed from the training zone.
3. That all weapons to be used in the shoot house have the proper NLTA weapons conversion kits installed.
4. That all magazines to be utilized in the shoot house have been inspected by the designated Training Safety Officer (TSO) and are either blue or marked with brightly colored blue tape.
5. That ammunition shall not be loaded in the magazines without TSO approval. The TSO will be responsible for issuing all magazines loaded with NLTA. The TSO will issue all weapons and training aids as well. No cartridges of any kind shall be carried in anyone's pockets at any time, before, during, or after training.
6. That no knives or sharp objects are in the training zone. Secure all nonessential metal items and have students/participants place them in their vehicles.
7. That everyone performs an inspection of themselves and their gear, then get a buddy check. Everyone will receive a final personal safety inspection by the TSO before entering the training zone.
8. That everyone deemed "safety checked" will have a length of yellow caution tape affixed and clearly visible to one of the following areas: both front and rear belt loops, on their upper arm, or their lower leg.
9. That you have reviewed **FIREARMS SAFETY RULES** with each participant and acknowledge their understanding and adherence to those rules.
10. There is **NO FULL CONTACT TAKEDOWNS** within the shoot house. Physical contact for the purposes of weapon retention exercises, arrest simulations, and/or prisoner searching are permitted, but will be conducted safely so as to avoid injury to participants and damage to the shoot house.

THE TSO WILL ASSUME ALL RESPONSIBILITY AND LIABILITY FOR EVERYTHING THAT OCCURS WITHIN THE SHOOT HOUSE TRAINING ZONE, INCLUDING DAMAGE TO PROPERTY AND INJURY TO PERSONS.

Appendix

**WAIVER OF LIABILITY RELEASE
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

I, (print name) _____, wish to engage in firearms shooting at
Cowtown Range, 10402 West Old Carefree Hwy Peoria, AZ 85383

I understand that engaging in these activities may be hazardous, with accompanying risks of personal injury, death, and/or loss or damage to my property. In consideration of my participation in such shooting activities, I, on my own behalf and that of my heirs, successors, representatives, administrators and assigns, hereby:

1. Waive and completely release any and all, past, present or future claims, causes of action, suits, rights, damages, costs, expenses or obligations or demands of any kind whatsoever, I, or anyone on my behalf might have against Westward Ho Adventures, LLC, Cowtown Range, LLC, their affiliates, subsidiaries or successors and their respective officers, directors, servants, employees, agents, representatives and contractors (together referred to as "COWTOWN"), for any loss, damage, personal injury, death and/or loss or damage to my property resulting from my participation in such shooting activities;
2. Agree to indemnify, defend and hold harmless COWTOWN from any and all claims by any person, firm, corporation or others, for any damages, loss or claims, of any nature, arising in any way out of my participation in such shooting activities; and
3. Assume all risks associated with such activities and all responsibility for medical expenses, costs and/or other obligations and other losses or injuries to me or in which I may become involved, by reason of my participation in such shooting activities at the aforementioned facility or event.

MY COMMITMENT TO SAFE GUN HANDLING

Anyone who uses a firearm has a responsibility to themselves and others to use the firearm safely. I acknowledge that I am familiar with the basic rules of firearm safety and that those basic rules have been explained to me. I agree to follow all of the basic rules of firearm safety at all times during my use and handling of any firearms. The safe use of firearms dictates that I understand and agree to follow all of these instructions:

- I WILL TREAT EVERY FIREARM AS IF IT WERE LOADED.
 - I WILL ALWAYS KEEP THE FIREARM POINTED IN A SAFE DIRECTION.
 - I WILL NOT PLACE MY FINGER ON THE TRIGGER OR IN THE TRIGGER GUARD UNLESS AND UNTIL I AM READY TO FIRE.
 - I WILL ALWAYS BE AWARE OF MY TARGET, WHAT IS BEYOND IT AND AROUND IT.
 - I WILL ALWAYS WEAR APPROPRIATE EYE AND EAR PROTECTION.
 - I WILL ALWAYS BE IN CONTROL OF MY FIREARMS.
- I AM IN NO WAY INSTRUCTING OR CHARGING FEES TO ANYONE WHO MAY BE UTILIZING RANGE SPACE WITH ME. I UNDERSTAND THAT DOING SO WITHOUT BEING AN AUTHORIZED COMMERCIAL USER GROUP WILL RESULT IN PERMANENT REMOVAL FROM COWTOWN RANGE.
- I WILL ALWAYS FOLLOW THE COMMANDS OF THE SAFETY OFFICER (SO).
 - I HAVE READ AND UNDERSTAND AND WILL OBEY THE RANGE RULES (shown on Page 2).

**I understand these basic rules of firearms safety and I agree to follow them at all times.
I further certify that I am over eighteen [18] years of age and have read and understand this Waiver of Liability and have executed this instrument voluntarily on this date, and that I am a legal United States citizen, and am not a prohibited possessor of firearms.
I also agree to allow COWTOWN and their vendors/associates to use photos or videos of me for marketing and promotional purposes, without any identifying information. Initial here if you do not permit this: _____**

Date

Signature

Signature of Parent or Legal Guardian, if above is a Minor

Date