



OPERATIONS HANDBOOK

**August 24, 2016
(Updated May 2, 2018)**

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, and 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 _____, 2018.

Westward Ho Adventures, LLC

By: Cowtown Range, LLC its Member

By: _____
Name: Richard S. Shaw, LtCol USMCR (Ret.)
Its: Member
Date: _____

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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 must be members or approved training/user groups with reservations to use the facilities. Additional gates will control access to the east, west and Cowboy Action shooting areas. Proposed flag stations at the entrances to each shooting area (i.e. gates 2, 3 and 4) alert all personnel that there is live fire shooting in that area of the 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 are also 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 user group will be accompanied by either a Cowtown Safety Officer or a Designated Safety Officer (with credentials previously approved by Cowtown staff), collectively referred to as “**Safety Officer**,” who will be responsible to ensure all range rules are followed. All Safety Officers will attend the Cowtown Safety class, including field training with semi-annual or annual training classes thereafter. The Safety Officer in charge of each activity or event will be responsible for range shutdowns as well as ensuring all procedures are followed before, during and after shooting.

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.

During concurrent shooting events on the property, the following range closures will apply.

- The Cowboy Action Shooters range may be used at all times except when the future 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 platform(s) and some or all of Bays 1-5.
- The west platforms will be closed during use of the future 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 or range check-in area.
- For serious injuries or incidents, contact Emergency Services (911) immediately. Due to the geographical size and remoteness of Cowtown, one individual should be posted 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 in all shooting areas:

- Use of foul, offensive or threatening language.
- Acts or threats of violence.
- Violation of safety protocols and/or range 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 requests for use must be made 48 hours in advance. Large events will require 30 to 90 days advance notice.

All new or prospective Cowtown members and user groups must schedule and attend a range tour and safety briefing prior to their first booking or scheduling at 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 user will be issued a safety package and brief, which will include the range safety rules and liability waiver.

If a user receives permission to conduct a shooting event at Cowtown Range, the following items must be provided prior to the event:

- A security deposit in an amount provided by the Range Manager.
- 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 a 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 shooting range check-in office. The Cowtown official will confirm the user's reservation time and location and direct the user to the appropriate facility or 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 invoicing purposes.

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

Refuse Collection/Clean up/Brass

Cowtown customers and clients must remove all garbage and debris from their use area at the end of their use. 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 prior to shooting on the range.

Children under 12 are not allowed to shoot at Cowtown Range. All minors between the ages of 12 and 18 years old 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. No unsupervised minors are allowed in any live fire areas or allowed to shoot at Cowtown Range.

Each shooting activity or event must have a Safety Officer present at all times.

Damage to or destruction of 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 (e.g. vehicles, target frames, cans, bottles, boxes, rocks, plants, wildlife, etc.). Only target frames, stands and steel targets provided by or approved 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 are 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.

- Target frames must be constructed so that targets are a minimum of 30 inches above the ground.
- **Binary explosives**, such as Tannerite, are **NOT** allowed at Cowtown Range.
- 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 at Cowtown Range until bullet containment devices (steel or concrete) have been installed. Firearms greater than .50 Cal. 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 handguns, rifles and shotguns may be sold by Cowtown 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 (i.e. side to side) 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 additional 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, unless specific permission is received from the Range Manager. West Platform 1 may be used for sporting clays with special permission from the Range Manager (sporting clays are not allowed on West Platform 1 when the Cowboy Shooting range is in use).

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 this platform.

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 are in place to 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 may be allowed with special permission from the Range Manager and on West Platform 1 only. Any sporting clay use must be scheduled in advance and use the following procedures:

- No sporting clays are allowed if the Cowboy Action range is in use.
- All shooters must be in front of the shade structure.
- All clays must be thrown directly to the north (and only the north) into the canyon. No clays can be thrown in the direction of the Cowboy Action Shooter range area or the other West Platforms.
- Biodegradable clays must be used.
- Only shotguns can 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 shell casings 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 the following have all been removed from the training zone: 1) all lethal weapons not yet modified to fire non-lethal training ammunition (NLTA); 2) all magazines that have not been inspected; and 3) all lethal ammunition.
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 Safety Officer (SO) and are either blue or marked with brightly colored blue tape.
5. That ammunition shall not be loaded in the magazines without SO approval. The SO will be responsible for issuing all magazines loaded with NLTA. The SO 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 conducts a buddy check with another shooter. Everyone will receive a final personal safety inspection by the SO 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 the SO has reviewed all FIREARMS SAFETY RULES with each participant and each participant has acknowledged his/her understanding and agrees to adhere 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 is permitted, but will be conducted safely so as to avoid injury to participants and damage to the shoot house.

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