

MANUAL OF POLICIES AND PROCEDURES FOR

H. E. BUTT FOUNDATION
SHOOTING SPORTS

REV. MAY 2019

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SECTION 1 OVERVIEW

Mission

The H. E. Butt Foundation Shooting Sports program ultimately exists to support the core purpose of the H. E. Butt Foundation, which is:

**To cultivate wholeness in people and institutions
for the transformation of communities.**

The specific goal of Shooting Sports is to:

**Support the mission of Canyon programs by providing a safe, memorable, and
educational experience for Canyon guests that serves to introduce
them to proper firearms and archery use and enrich their visit in the Canyon.**

Shooting Sports activities are instructional in nature and provide a very broad introduction into the world of riflery, archery, and shotgunning.

**H. E. Butt Foundation Shooting Sports activities assume no prior experience with
firearms and bows.**

Why This Manual?

When Canyon guests are engaging in activities including firearms and bows, it is imperative that the risks are managed. The risk of participating in Shooting Sports activities is minimal *when the proper systems and procedures are precisely followed all the time*. However, when operations are compromised, even slightly, the risk to Participants increases dramatically. This is an area that must be done right, with every "t" crossed and every "i" dotted. *The overarching goal of this manual is to define the systems and procedures we have in place to successfully manage these risks for our guests.*

Consistency Across Programs

This manual will also ensure consistency in the Shooting Sports operations in the Canyon. Because of the way that our organization is structured (multiple independent programs sharing equipment and ranges), it is extremely important that the various programs are consistent in the use of these facilities. Shooting Sports activities offer incredible value to Foundation programs, and it is imperative that each program operates the same way, every single time. It is also imperative that the management of Shooting Sports is centralized so everyone is "reading from the same book." The goal of this manual is to be the "same book" from which everyone is reading.

Alignment with Industry Standards

Another reason for this manual is to align the operations of H. E. Butt Foundation Shooting Sports with "industry standards." We do not operate in a vacuum; rather, we are part of an industry with many decades of development, innovation, and agreed-upon standard practices. We have certain requirements under our license from the state of Texas and we want to be in close alignment with the standard practices of other credible shooting sports organizations. It is critical, from both a safety and liability perspective, that we are meeting our state requirements and conforming as closely as possible to the standards and practices of our industry.

Setting Up Our Staff for Success

At the core, this manual will serve as a guide to the people who operate these programs in the Canyon. At the end of the day, it is people who minimize the risk and make these activities enjoyable. It is the human capacity for judgment, organization, attention to detail, and wisdom that make these procedures work.

Participant Requirements

Shooting Sports activities can be physically and emotionally demanding. To ensure that all Participants have a positive experience, the following Participant requirements must be met:

- The Participant does not have a physical problem that might be aggravated by participation in the activity.
- Facilitators should ensure Participants are physically and emotionally capable of safely participating (e.g., age, emotional state, limited physical ability, etc.).
- Fifteen (15) Participants is the max group size for any Shooting Sports activity and must be led by at least two (2) trained facilitators.

Age Requirements for Children

Shooting Sports activities vary in their suitability for children. Some disciplines demand a certain maturity level or degree of physical strength based upon age. The guidelines are:

Rimfire Rifle and Air Rifle

- **LLYC** — Completed the second grade
- **LLFC** — Age 7 or completed the second grade

Shotgun

- Completed the sixth grade



Description of Shooting Sports Activities

1. Rimfire Rifles

"Rimfire" refers to a style of firearm that strikes the rim of a metal cartridge in order to ignite the ammunition's primer. The firearms used in this activity are bolt-action .22 caliber rifles. These rifles are used for stationary target shooting from a seated position.

- »Echo Valley: Max of 4 Participants shooting at a time
- »Singing Hills: Max of 3 Participants shooting at a time
- »Headwaters: Max of 4 Participants shooting at a time

2. Air Rifles

Air Rifles differ from firearms in that they use compressed air, or another gas, to propel a projectile rather than a propellant charge, such as gun powder. The Air Rifles used in this program will be lever-action BB guns that are fired in the same way as the Rimfire Rifles.

- »Echo Valley: Max of 4 Participants shooting at a time
- »Singing Hills: Max of 3 Participants shooting at a time
- »Headwaters: Max of 4 Participants shooting at a time

3. Shotguns

Shotguns are designed with smooth barrels and fire shells which release multiple BBs or "shot" instead of a singular bullet. The Shotguns used are break-action 20-gauges. This is the only activity in which Participants are allowed to shoot at airborne, flying targets or "clays" that are thrown from a mechanized "skeet" thrower.

- »Echo Valley: Max of 2 Participants shooting at a time
- »Headwaters: Max of 2 Participants shooting at a time



Rimfire Rifle (.22)



Air Rifle (BB)



Shotgun (20GA)

3. Archery

The H. E. Butt Foundation Archery activity uses Genesis bows. The archery ranges in the Canyon accommodate multiple guests shooting at the same time, and all targets are stationary.

- » Echo Valley: Max of 4 Participants shooting at a time
- » Singing Hills: Max of 4 Participants shooting at a time
- » Headwaters: Max of 4 Participants shooting at a time



Range Descriptions



Singing Hills

- Located next to the Singing Hills Group Games Field
- Riflery and Archery are acceptable activities at this range
- There is a shed that stores the bows, gun safe, some targets, and cleaning supplies
- Key to shed is kept in Cantina
- Roughly 30 yards long with 15' dirt backstop



Echo Valley

- Located behind the rodeo arena
- Riflery, Archery, and Shotgunning are acceptable activities for this range
- Everything is stored in the middle closet of Barney
- Roughly 50 yards long with approximately 50' rock bluff as backstop



Headwaters Archery Range

- Located above the Blue Hole parking lot along fenceline
- Archery is the only acceptable activity for this range
- Roughly 30 yards long with archery-specific net backstop and 100 yards open beyond
- Small shed housing all archery equipment is adjacent to shooting deck



Headwaters Rifle & Shotgun Range

- Located on the backside of the road that goes to Circle Bluff
- Riflery and shotgunning are the only acceptable activities for this range
- Roughly 200 yards long
- No backdrop
- Everything is stored in the shed located next to the Headwaters Rifle & Shotgun Range

SECTION 2 POLICIES & PROCEDURES





Safety Procedures

The following policies and safety standards must be followed in the operation of any Shooting Sports activity:

- Participation in any Shooting Sports activity must be under the direct supervision of two (2) Shooting Sports Facilitators and a trained Shooting Sports Manager with a vehicle.
- A Foundation Guest Services manager must be notified before any Shooting Sports activity may take place.
- No group will be left unsupervised during a Shooting Sports activity at any time, for any reason.
- Appropriate steps must be taken to prevent access to firearms, bows, and ammunition when they are not being used.
- Shooting Sports equipment must be regularly inspected and maintained according to guidelines included in this manual.
- Participants must conform to age requirements specified for each shooting discipline as outlined in this manual.
- A minimum number of certified Facilitators must be on duty to operate an activity as specified in this manual.
- Use of tobacco, alcohol, or drugs by any Participant or staff is prohibited during a Shooting Sports activity.
- Hearing and eye protection must be worn by all Facilitators and Participants during firearms shooting activities.
- A radio must be carried by one of the Shooting Sports Facilitators during any Shooting Sports activity.
- Activities may operate during or after rain, provided there is no danger of lightning and Facilitators are using caution. The Facilitators, in conjunction with the on-duty Shooting Sports Manager, will make the determination if the activity may proceed or not.
- No dogs or other animals will be allowed in the area of an element during any Shooting Sports activity.

- All firearm Shooting Sports activities must take place at one of the designated ranges on the property.
- No staff or Participant may attempt to hunt or kill an animal during a Shooting Sports activity. The activities are designed for instruction in "shooting," not "hunting."
- The list of basic safety rules (as outlined in this manual) must be communicated at the beginning of every Shooting Sports activity.
- A visual firing line must be used in every Shooting Sports activity.
- Appropriate range commands, as outlined in this manual, must be taught and used during Shooting Sports activities.
- There must be a designated Range Master supervising every Shooting Sports activity. The Range Master will be primarily an overseer and will not directly instruct the Participants. The Range Master must be visually identifiable by wearing an orange vest.
- Steel targets may not be used in any Shooting Sports activity.
- Any Participant whose behavior threatens the safety of themselves or others or whose behavior distracts from the goals of the experience will be immediately removed from the activity.
- A Shooting Sports Manager may revoke or suspend the certification of any Facilitator at any time if they have any reason to believe that the person is not able or willing to perform their job.
- All Shooting Sports activities must be done with minimal or no impact to the environment.
- Foundation Camp Shooting Sports activities are not governed by the H. E. Butt Foundation Shooting Sports policies and procedures outlined in this manual.

Inspections and Maintenance

Periodic inspections of the Shooting Sports elements and equipment are vital to the management of Foundation Shooting Sports activities.

All Shooting Sports equipment must pass two types of inspections:

Annual Inspections

- All firearms must be annually inspected by a qualified gunsmith.
- All firearms must be deep cleaned annually. This involves disassembly of the firearm.
- All compound bows will be inspected when deemed appropriate by a Shooting Sports Manager.

Daily Inspections

- All equipment must pass an in-house daily inspection before being used.
- The daily inspections are tactile and visual.
- The daily inspections do not require written documentation.
- This inspection will be performed by any certified Facilitator.
- The daily inspection may be performed immediately before use.
- If the Facilitator finds anything that would compromise the safety of the equipment, the equipment must be taken out of service, marked, and reported to a Shooting Sports Manager. The equipment may be placed back into service when the appropriate repairs or modifications have been made.
- All firearms must be cleaned after each use.



Job Titles and Descriptions

Shooting Sports activities are run by a team of staff who work together to ensure that Participants have the highest-quality experience. The core team consists of Shooting Sports Managers, the directors of Canyon-based programs, and trained Shooting Sports Facilitators.

What follows is a list of the different members of the Shooting Sports team and the specific roles that they each play in operating the program:

Shooting Sports Staff

Shooting Sports Manager:

- Will see that each shooting range in the Canyon is designed, constructed, maintained, and operated in accordance with The Texas Department of State Health Services Regulation and H. E. Butt Foundation standards
- Will supervise all training, evaluation, and certification of Shooting Sports Facilitators
- Will supervise annual inspections of Shooting Sports equipment
- Will ensure that all Shooting Sports policies, procedures, and manuals are relevant and implemented
- Has the authority to “bench” any Shooting Sports staff member who is not ready or able to operate any Shooting Sports activity safely
- Will keep records of all certified Facilitators, their training, and their status as qualified Facilitators for other Canyon-based programs

Directors of Canyon-Based Programs (LLYC, LLFC, and Laity Lodge):

- Must work together with Shooting Sports Managers and Facilitators to ensure that policies and procedures are being followed
- Are responsible for their program’s participation in Shooting Sports as directed by this manual

Shooting Sports Facilitator:

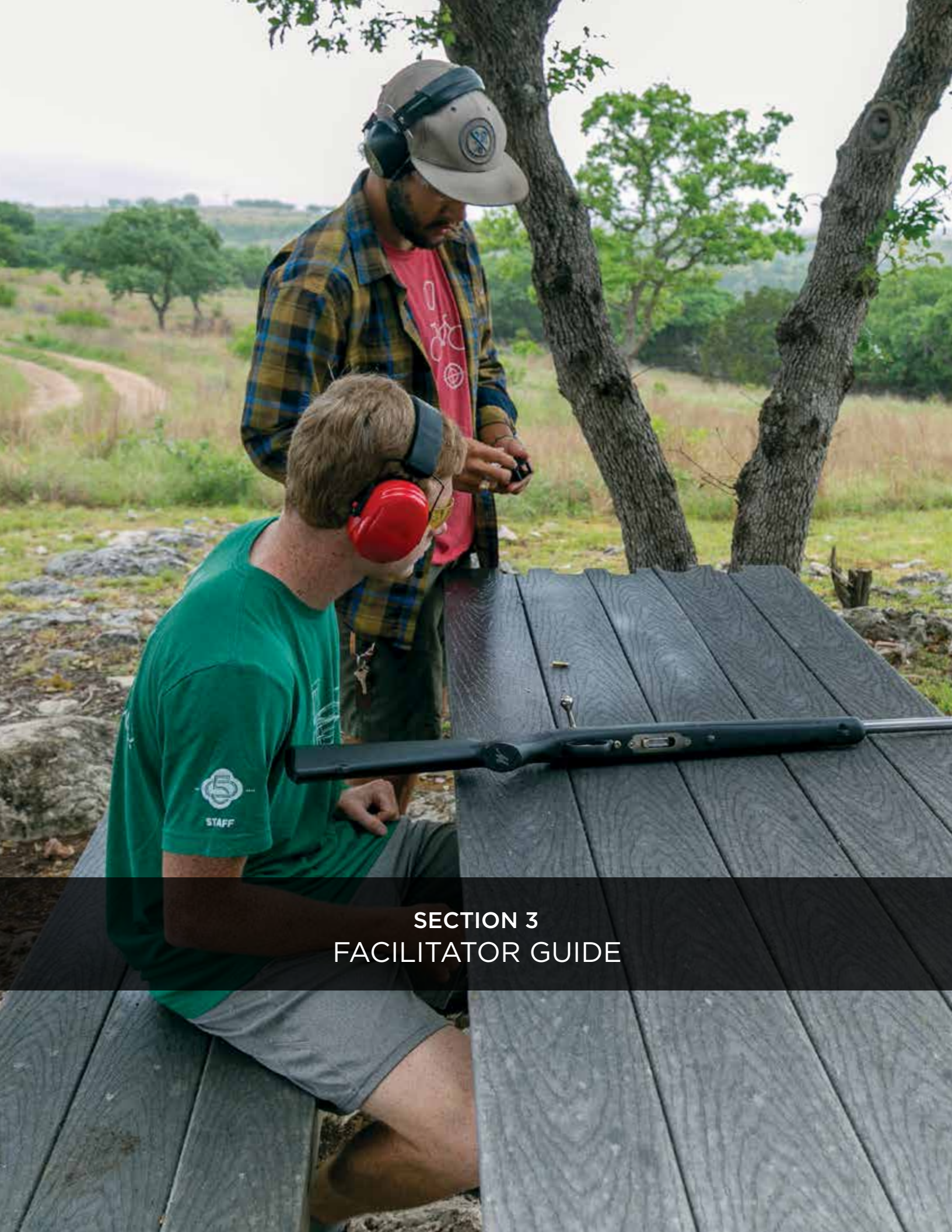
- Is responsible for the direct operation of any Shooting Sports activity in the Canyon
- Will perform all operations with a “safety first” mentality
- Is certified and will have passed a written test, a practical skills test, and be listed as approved by H. E. Butt Foundation
- Must be at least 18 and physically capable of performing duties
- Must notify on-duty Foundation personnel when taking any prescribed or over-the-counter medication

Training and Certification

Prior to training, no Shooting Sports experience is necessary. To ensure the highest level of risk management for our guests, all Shooting Sports staff must go through a rigorous training and evaluation process before they may participate as a staff member in an activity. What follows are the requirements necessary to become a certified Facilitator:

Shooting Sports Facilitator:

- Complete 16-hour course in Shooting Sports facilitation
- Pass a written exam
- Pass a hands-on skills test
- Demonstrate competency in group facilitation
- Certification is granted only by H. E. Butt Foundation
- Certification expires after two (2) years
- Must re-test on the written exam and hands-on skills test to recertify
- Must have an understanding of the H. E. Butt Foundation's philosophy and goals and how the Shooting Sports experience supports this mission
- Exhibit common sense, good judgment, and safety awareness at all times
- Demonstrate sensitivity and maturity appropriate to the ages and skill levels of the Participants



SECTION 3
FACILITATOR GUIDE



Archery

Facilitation Sheet

Range Master Responsibilities

- **Perform inspection: range, equipment, environment**

- **Safety Briefing**

- » Identify Range Master and Facilitator

- » Big Three Safety Rules

- Bow pointed in safe direction
 - Don't nock arrow until ready to shoot
 - Don't pull string back until ready to fire

- » Show Participants firing line and explain commands

- Commands:**

- Approach the firing line

- Facilitators ensure Participants are straddling the line, not yet touching bows.*

- Range is hot

- No Participants are crossing the firing line. Participants may pick up bows without drawing.*

- Nock and shoot

- Watch Participants to ensure they correctly nock arrow and fire bow, offering instruction as necessary.*

- Bows down

- Ensure all shooting has stopped and bows are hung back on racks.*

- Range is cold

- Participants may now cross firing line to retrieve arrows.*

- » Explain "Cease Fire" and empower spectators to help watch

- The safety of the range is the responsibility of all Participants. If anyone sees anything potentially unsafe on the range, encourage them to shout "Cease fire!"

- Practice shouting "Cease fire!"

Facilitator Responsibilities

- **Set-Up (While Range Master does Safety Briefing)**

- » Echo Valley & Singing Hills: Firing line 5 yards in front of shooting bench

- » Headwaters: Firing line on edge of platform

- » Bullseye targets 7 yards from shooters

- » Quivers in place

- **Introduce Bow/Arrows and Parts (After Safety Briefing)**

- » Bow parts

- »Wheel and Cam
- »Limbs
- »Arrow Rest
- »Grip
- »String
- »Nocking Point

- ***Fundamentals (After Safety Briefing)***

- »Although the proper technique is to use your dominant eye, for the sake of time and purpose of our program, we will use dominant hands
- »Stand perpendicular to firing line
- »Nock arrow below nocking point with index fletching out
- »Keep arm holding the bow straight or slightly bent
- »Keep draw arm elbow up while drawing bow
- »Draw bow until hand touches face (index fingertip)
- »Note left-handed and right-handed bows
- »Note difference between Genesis and Genesis mini

- ***Special Safety Rules***

- »Remember: Don't dry fire the bow!
- »Look for cracked or bent arrows

Clean-Up and Shut-Down (Both Range Master and Facilitator)

- Place targets in storage areas
- Place arrows in respective bins
 - »Bad arrows in bad arrow bin
 - »Good arrows in good arrow bin
- Store bows and quivers in storage areas

Riflery

Facilitation Sheet

Range Master Responsibilities

- **Perform inspection: range, equipment, environment**

- **Safety Briefing**

- » Identify Range Master and Facilitator
- » Big Three Safety Rules
 - Muzzle pointed in safe direction
 - Finger off trigger
 - Action open
- » Show Participants firing line and explain commands

Commands:

- Approach the firing line
Facilitators, ensure Participants are seated at the shooting bench and not yet touching firearms.
- Range is hot
No Participants are crossing in front of the shooting bench. Participants can pick up the firearm, keeping their finger off the trigger.
- Load and shoot
Facilitators hand Participants one round at a time and watch them correctly load and fire rifle, offering instruction when necessary.
- Firearms down
Ensure action is open and firearms are on the bench with muzzles pointed down range.
- Range is cold
Participants may now go check their targets.
- » Explain "Cease Fire" and empower spectators to help watch
 - The safety of the range is the responsibility of all Participants. If anyone sees anything potentially unsafe on the range, encourage them to shout "Cease fire!"
 - Practice shouting "Cease fire!"

Facilitator Responsibilities

- **Set-Up (While Range Master does Safety Briefing)**

- » Headwaters: Chain road and place sign when entering range
- » Staple targets to wooden stands
- » Firing line positioned in front of shooting bench
- » Place targets at varying distances between 12-30 yards
- » Lay firearms on table with actions open after targets have been stapled

- ***Introduce Firearm and Parts (After Safety Briefing)***

- » Butt
- » Stock
- » Trigger and trigger guard
- » Action
- » Barrel
- » Muzzle
- » Sights

- ***Fundamentals (After Safety Briefing)***

- » Hold butt of gun firmly to shoulder
- » Proper sight picture
- » Both elbows on the bench
- » Hold and squeeze the trigger
- » Remember to keep firearm on safety until ready to shoot

- ***Specific Safety Rules***

- » Ear and eye protection for all Participants and spectators
- » Keep actions open when rifles not in use
- » Notify Facilitator if you have any misfires
- » Handling misfires and other firearm issues while in the act of shooting:
 - If it happens once, try another, different round
 - If it happens twice, remove the gun from the activity and notify your activities director or program manager
- » Casings can get stuck in the chamber

Clean-Up and Shut-Down (Both Range Master and Facilitator)

- Clean rifles
- Store rifles in safe with bolts open and separate from ammunition
- Remove all targets from the wooden stands
- Place ear and eye protection in crate and place crate in storage area
- Lock the safe and building
- Headwaters: Remove road chains and signs when leaving

Shotgun

Facilitation Sheet

Range Master Responsibilities

- ***Perform inspection: range, equipment, environment***

- **Safety Briefing**

- » Identify Range Master and Facilitator
- » Big Three Safety Rules
 - Muzzle pointed in safe direction
 - Finger off trigger
 - Action open
- » Show Participants firing line and explain commands

- **Commands:**

- Approach the firing line
 - Facilitators, ensure Participants are in the shooting cage and not yet touching firearms.*
 - Range is hot
 - No Participants are crossing in front of the shooting cages. Participants are handed firearm with action open.*
 - Load and shoot
 - Facilitators hand Participants one shell at a time and watch them correctly load and fire shotgun, offering instruction when necessary.*
 - Firearms down
 - Participants hand Facilitators shotgun with action open, keeping muzzle pointed in a safe direction.*
 - Range is cold
 - Participants may now exit shooting cages.*
 - » Explain "Cease Fire" and empower spectators to help watch
 - The safety of the range is the responsibility of all Participants. If anyone sees anything potentially unsafe, encourage them to shout "Cease fire!"
 - Practice shouting "Cease fire!"

- Facilitator Responsibilities**

- **Set-Up (While Range Master does Safety Briefing)**

- » Headwaters: Chain road and place sign when entering range
- » Fill clay thrower
- » Firing line positioned in front of shooting cages
- » Plug in thrower button

- **Introduce Firearm and Parts. (After Safety Briefing)**

- » Butt
- » Stock
- » Trigger and trigger guard
- » Action
- » Barrel



»Muzzle

»Sights

- ***Fundamentals (After Safety Briefing)***

- »Explain reasons for the shooting cage — It helps restrict Participants from turning and pointing firearm at spectators

- »Hold butt of gun firmly to shoulder

- »Proper sight picture

- »Lead the target

- »Hold and squeeze the trigger

- »Follow through

- »Remember to keep firearm on safety until ready to shoot

- »Explain that Participants will call "Pull" when they are ready for Facilitators to throw a sporting clay.

- ***Specific Safety Rules***

- Ear and eye protection for all Participants and spectators under 18 years old (highly recommended for over 18)

- Keep actions open when shotguns are not in use

- Notify Facilitator if you have any misfires

- »Handling misfires and other firearm issues while in the act of shooting:

- If it happens once, try another, different round

- If it happens twice, remove the gun from the activity and notify your activities director or program manager

- »Casings can get stuck in the chamber

- ***Clean-Up and Shut-Down (Both Range Master and Facilitator)***

- Clean shotguns

- Store shotguns in safe with action closed and separate from ammunition

- Headwaters: Turn thrower off; shut front door of thrower with roof on

- Place ear and eye protection in crate and place crate in storage area

- Lock the safe and building

- Headwaters: Remove road chains and signs when leaving



Cleaning and Storage

Archery

Singing Hills

- Hang up bows in shooting closet/shed
- Place arrows in respective bins
 - » Bad arrows in bad arrow bin
 - » Good arrows in good arrow bin
- Place targets behind shooting closet/shed

Echo Valley

- Hang bows up in Shooting Sports closet
- Place arrows in respective bins
 - » Bad arrows in bad arrow bin
 - » Good arrows in good arrow bin
- Place targets in shooting closet

Headwaters

- Hang bows up in shed
- Place arrows in respective bins
 - » Bad arrows in bad arrow bin
 - » Good arrows in good arrow bin
- Place targets in shed

Riflery

- Remove paper targets
- Spray bore snake with Bore Oil
- Run snake through bore (3X) with action open
- Wipe down the outside metal of gun with Rem Oil
- Store in gun safe with chamber open

Shotgunning

- Turn off thrower/release throw arm
- Spray snake with Bore Oil
- Run snake through bore (3X) with action open
- Wipe down the outside metal of gun with Rem Oil
- Store in safe with chamber closed

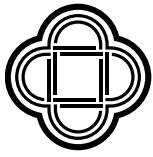


Reminder

Check to be sure that both the firearm safe and outer closet doors are secured and locked.



SECTION 4
APPENDICES



**H.E. BUTT
FOUNDATION**

NEAR-MISS REPORT FORM

Note: If a Participant was **injured**, fill out an Accident Report Form instead

YOUR NAME:

DATE:

OTHER FACILITATORS ON DUTY:

FOUNDATION STAFF ON DUTY:

SHOOTING RANGE:

GIVE A DETAILED DESCRIPTION OF WHAT HAPPENED:

IN YOUR OPINION, WHAT IS A GOOD SOLUTION SO THIS DOES NOT HAPPEN AGAIN:

ANY OTHER IMPORTANT INFORMATION WE NEED TO KNOW:

[illegible]