

COSSA POLICY MANUAL

Updated 5/14/2020

CENTRAL OREGON SHOOTING SPORTS ASSOCIATION
PO BOX 1606
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COSSA POLICY MANUAL

1. GENERAL

A. Objective of this Policy Manual

The objective of this manual is to provide uniformity in practices used to operate COSSA through development of clear and concise policies. It collects in one place, for use by COSSA members, the policies and procedures adopted by the COSSA Board of Directors for the operation of COSSA.

B. Controlling Documents

The overall hierarchy among the controlling documents of COSSA is BLM Contract, COSSA Constitution and By-Laws, COSSA Policy Manual, directives of the COSSA Board and documented practices of the individual disciplines within COSSA.

Revision of the Constitution and By-Laws requires a vote of the membership. The COSSA Policy Manual can be revised by the Board of Directors. Discipline practices must conform to the Constitution and By-Laws and the Policy Manual. Disciplines can request Board approval for exceptions to meet the needs of their shooting activity.

C. Maintenance of the Policy Manual

This Policy Manual is maintained by the COSSA Secretary or designee and will be updated as deemed necessary by the Board of Directors.

2. ORGANIZATION

A. Organizational Structure of COSSA

COSSA is a mutual-benefit non-for-profit association of individuals and families formed to promote shooting sports. The members elect officers (President, Vice President, Second Vice President, Secretary, Treasurer, Director at Large, safety Director) who serve one-year terms. The elected officers of COSSA form the *Executive Committee* of COSSA.

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Members pursuing specialized shooting activities may form themselves into shooting disciplines. Each recognized discipline must have a Discipline Director. The COSSA officers plus the Discipline Directors form the COSSA Board of Directors, which has general management responsibility for COSSA. Officers and Discipline Directors must be members of COSSA.

The COSSA officers must represent COSSA even though they may participate in discipline activities. They cannot take leadership positions in any discipline.

B. Coordination with The Bureau of Land Management

COSSA operates the COSSA Park shooting ranges under a lease agreement with the Bureau of Land Management (BLM) and must follow BLM rules, including fire threat level rules.

The COSSA Board of Directors interfaces with the BLM and assures that COSSA's responsibilities under the lease agreement are carried out. Coordination with the BLM is only through the COSSA Board; individual COSSA members must not interface directly with BLM management on behalf of COSSA.

C. COSSA Coordinators

Administrative functions are appointed by the COSSA Board of Directors to the following appointed positions.

- 1. Financial Audit Coordinator:** Audits financial records of COSSA and its Disciplines.
- 2. Membership Coordinator:** Liaison between members and COSSA Board. Helps get new members through the application process.
- 3. Newsletter Coordinator:** Edits and publishes the COSSA newsletter.
- 4. Publicity Coordinator:** Promotes COSSA and COSSA activities via radio, TV, newspapers, and other media.
- 5. Projects Coordinator:** Manages range work parties and range improvement projects.
- 6. Scheduling Coordinator:** Schedules and maintains the range master calendar.
- 7. Webmaster:** Maintains the COSSA website.

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Due to lack of volunteers, COSSA officers may often wear two or three hats, performing the duties of one or more coordinators, as well as the duties of their office.

3. DISCIPLINES

A. List of Approved Disciplines

Approved Disciplines within COSSA are:

1. Central Oregon Competitive Shooters Training (COCST)
2. Central Oregon Precision Riflemen (COPR)
3. COSSA Kids
4. COSSA Practical Shooters (CPS)
5. Handgun Silhouette
6. Great Basin Sharpshooters (GBSS)
7. Horse Ridge Pistoleros (HRP)
8. Lady Hawks
9. Pine Mountain Posse
10. Pine Mountain Riflemen

B. Formation/Elimination of Disciplines within COSSA

Formation or elimination of Disciplines within COSSA requires the approval of the COSSA Board of Directors.

C. Structure of the Disciplines

Each shooting Discipline has a Discipline Director who coordinates the discipline's shooting activities and who represents the discipline on the COSSA Board of Directors. It is recommended that each Discipline have By-Laws.

The Discipline Director is selected by the members of the Discipline. Failing that, the COSSA President will consult with members of the discipline and appoint a Director.

D. COSSA Responsibility to the Disciplines

COSSA provides the shooting range and related facilities, overall management of the range and coordination with BLM.

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E. Discipline Responsibilities to COSSA

Disciplines are responsible to comply with the COSSA Constitution and By-Laws, and the COSSA Policy Manual. Disciplines are also responsible for the maintenance and housekeeping of their assigned areas and the timely and quarterly payment of match fees to COSSA. Each discipline must submit by January 31st an annual report of their activities and financial status, See the addendum for the annual report requirements.

F. Discipline Housekeeping

Each discipline must maintain a neat, tidy, and professional appearance of their respective ranges. This includes, but is not limited to trash removal, area clean-up, maintenance, and construction of needed facilities.

G. Membership in Discipline National Organizations

Each Discipline is encouraged, where possible, to join their respective national organization which can provide guidance and structure to discipline activities.

H. Scheduling of Discipline Events

All discipline events, including regularly scheduled matches and all special events, must be coordinated with the Scheduling Coordinator.

I. Dispute Resolution Among Disciplines

1. Disputes and/or conflicts within, among or between disciplines have the potential to disrupt the smooth operation of COSSA. It is COSSA policy not to get involved in such disputes or conflicts unless the success of COSSA is threatened. For guidance, the Board of Directors has adopted a five-step process for dispute resolution:
 - i. The discipline(s) will attempt to resolve the dispute or conflict among themselves.
 - ii. If satisfactory resolution cannot be reached, an independent arbitrator must be sought whose decision will be binding. Any expenses will be paid by the discipline(s).

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- iii. If arbitration is undertaken, the discipline(s) involved must suspend all organized shooting activities at COSSA Park until arbitration is completed. While arbitration is ongoing, COSSA members in good standing, who are part of the discipline(s) involved in arbitration, may continue to use COSSA Park.
- iv. If arbitration fails, the COSSA Executive Committee (consisting of the elected officers of COSSA) investigates the dispute, interviews all interested persons, gathers all relevant information, and recommends action to the Board of Directors. The recommended action may be: (a) no action, (b) reprimand, (c) probation, (d) suspension of range privileges, (e) termination or (f) other appropriate action to resolve the dispute.
- v. Final action is determined by the Board of Directors. Interested parties will be informed of the Executive Committee recommendation and will have the opportunity to address the Board prior to any Board action. Reprimand, probation, suspension, or termination applies only to the discipline(s) and not to any COSSA members in good standing who are part of the discipline(s) involved.

4. SAFETY

A. General

Range safety is of paramount importance to COSSA. COSSA safety policies are designed to ensure that all participants have a safe and enjoyable experience at COSSA Park. To emphasize the importance of safety, COSSA has a Safety Coordinator reporting directly to the President. COSSA safety policies and range usage are documented in the COSSA Safety Manual and the Member's Guide to Range Usage.

COSSA Range and Safety Rules are generally posted in all areas where shooting will take place. The COSSA Safety Manual is available on the COSSA website at www.cossapark.com.

All new members and members who have let their memberships lapse are required to attend a Range Orientation class which includes:

- Review of the COSSA Safety Manual

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- Review of the Policy Manual
- Overview of the COSSA organization
- A Range Tour

B. Discipline Safety Programs

It is required that each shooting discipline have a defined safety program. The discipline safety program is subject to review and approval by the Board of Directors and must conform to the COSSA Safety Manual and Member Guide to range Usage.

C. Range Officers/Safety Officers

It is strongly recommended that each discipline have Range Officers/Safety Officers certified by their respective parent organizations. Alternatively, the discipline may certify a Range Officer or Safety Officer through one of the other disciplines or through the National Rifle Association.

D. Emergency Instructions and Incident Reports

The COSSA Board develops and maintains Emergency Instructions for the range, which are prominently posted at each bay or range. These instructions include how to seek aid for severe injuries, how to call for Medical and Law Enforcement support, and how to manage an incident in terms of quickly getting support services to the site.

Any incident requiring outside medical attention (either immediate or after the fact) must be reported in writing to the Board of Directors describing the incident. An Incident Reporting Form is appended to this policy manual.

In preparing the report, witnesses to any incident should be duly interviewed and a description of what happened should be provided. The scene should be secured if such is required.

E. First Aid Kits/Stretcher

First Aid Kits, suitable for use at the range, are located in outhouses and in the Training Center. An AID is in the Training Center. A stretcher, helicopter landing panel, trauma kits and blankets are located in the storage trailer.

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F. First Aid Training

It is strongly recommended that each Discipline have several members familiar with and certified in CPR, Gunshot Wound Care, and Basic First Aid. It is COSSA policy that major shooting event have a First Aid certified person present and for major events an RN or EMT be on site.

G. Fire Prevention and Suppression

Each discipline must have several members trained as to the location and use of the fire suppression equipment provided by COSSA. Instructions for the use of fire suppression equipment are posted on the equipment. COSSA provides fire extinguishers in each outhouse and each discipline warming shelter.

During periods of extreme fire danger, the BLM may ban all fires. BLM has four industrial fire threat levels. COSSA's standard operating practices of restricting fires, smoking and the placement of generators on metal pans conforms with all requirements of Levels 1 & 2. Level 3 requires COSSA to obtain a waiver from the BLM to continue operation. Level 4 shuts down COSSA Park.

H. COSSA Park is a Wildlife Sanctuary

The area contained within the boundaries of the COSSA Park is considered by the BLM and COSSA to be a wildlife sanctuary. There will be no shooting of wild animals (including sage rats, badgers, elk, deer, coyotes, rabbits, birds) for any reason at any time.

5. FINANCIAL

A. Budgeting

The COSSA fiscal year is the calendar year. Annual budgets will be developed by the President in the 4th quarter of the preceding year. Income and expenditures will be reviewed monthly at Board meetings and budgets revised, as necessary.

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B. Income and Expenditure Reporting Policy

Income and expenditures will be reported monthly to the Board of Directors. Profit and loss reports will be given quarterly to the Board.

C. Unbudgeted Spending Limit

Any unbudgeted expenditures or commitments over \$500 require Executive Committee (consisting of the elected officers of COSSA) approval in advance.

D. Debit Cards

Debit cards are issued to the Treasurer and to such other members as approved by the Board.

E. Audit and Tax Policy

Audits will be required by the Board at their discretion. Tax returns are prepared by an outside CPA designated by the President. Although COSSA is exempt from federal and state income taxes, a federal tax return form 990 must be filed to maintain our tax-exempt status.

F. Insurance

COSSA must carry liability insurance. Any amount above BLM requirements will be at the discretion of the Board. This insurance must cover COSSA sponsored and hosted shooting events.

G. Insurance for Disciplines

Liability insurance coverage for discipline-hosted events is usually under the COSSA umbrella. For major events, disciplines should have \$1,000,000 liability insurance coverage for the event.

Disciplines incorporated as LLC's may need to carry their own liability insurance. If they do, they should furnish a certificate naming COSSA as an additional insured.

H. Insurance for Outside Groups and Major Events

COSSA requires outside organizations, sponsors of major events, and contractors to carry a minimum of \$1,000,000 in liability insurance and to furnish a certificate naming COSSA as an additional insured.

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I. Fees for Advertisements

Ad fees are \$40 per year. The ad is in business card form and will be in the monthly newsletter and on the website. Fees are invoiced on a yearly basis separate from member dues.

J. Fees for Disciplines

COSSA range fees for all discipline-sponsored events are 20% of the gross shooter match fees collected. Cost of portable toilets and wash basins (if any) may be deducted from gross fees before calculating COSSA's 20%. Expenses not allowed to be deducted include food, insurance, awards, prizes, advertising, ammunition, targets, and paid match officials.

Range fees for major matches sponsored by a discipline may be calculated at 20 % or the actual range rental fees whichever is less at the discretion of the Executive Board.

All fees must be paid on a monthly or quarterly fashion.

K. Range Fees for Guests

The COSSA guest policy is to introduce people to the range and encourage them to join COSSA. Range fees for guests of members are \$5.00/day for each guest. Guests 17 years of age and younger are free. There is a limit of no more than 4 guests per COSSA member unless prior Board approval is obtained. Members may not bring in the same guest more than 3 times a year. All guests and the sponsoring member must sign in at the Sign-in Kiosk by the member to be covered by the COSSA insurance. All guests must always be accompanied by a COSSA member and under the direct supervision of that member. Guests must leave the range when the member leaves.

L. Range Fees for Outside Groups

Range fees for outside groups which include firearms training instructors specified in the attached "**FACILITY AND RANGE USE POLICY FOR EVENTS**".

Rental fees for the Nosler High Power Range are negotiated on a case-by-case basis between the event sponsor and the COSSA Board of Directors

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Outside groups must have their own insurance as noted in Section I above.

M. Lead Fund

The BLM contract requires COSSA to set aside 3% of gross shooting revenues for a lead removal fund.

N. Rent Payments

Rents, such as required for monthly meeting facilities, a post office box, a safety deposit box, or a storage unit, are paid by the COSSA Treasurer as they become due. Rents and any changes must be approved by the Board of Directors prior to entry into or renewal of any contract.

6. SECURITY

A. COSSA Park Access

COSSA Park is open to members and their guests 24/7 365 days a year subject to any BLM restrictions. All access to COSSA Park must be via the West Gate. The West Gate is RV compatible. See the “Members Guide to Range Usage/Range Map” for detailed access information.

B. Combination Lock Revisions

Access to COSSA maintained structures and the fire trailers will be changed regularly as deemed necessary by the Board. Notification of combination changes will be made at member meetings, in the COSSA newsletter, and via email. Generally, the combination to the fire trailers and other facilities open to members will be the current year, IE 2020.

C. Reporting of Vandalism or Theft

If vandalism or theft occurs, this must be reported to the COSSA President immediately. An inventory of missing or damaged items should be made and, if significant, a report will be given by COSSA to the Sheriff’s Office.

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7. MEMBERSHIP

A. Eligibility

Membership in COSSA is open to anyone age 18 or older who may legally possess a firearm and who is not involved with any organization advocating violent overthrow of any governmental body.

B. Annual Dues

Annual member: Individual: \$145; Family \$185 (Family dues cover member, spouse, and children 17 and under living at home).

Charter member: This category is closed.

Pioneer: Age 70 and 20 years of continuous membership in COSSA.

C. Membership Cards

Membership ID cards are issued annually at renewal. Members should carry their membership ID card with them when at the range.

It is COSSA policy that all persons sign in at scheduled events, whether they are direct participants or observers. A sample Event Registration form is appended to this Policy Manual.

D. Work Party Credits

For work on approved COSSA projects, members earn a work credit of \$10 per hour to be applied to the following year's dues. Work credits may not exceed the annual dues. Work credits are not cumulative and cannot be saved to apply to future annual dues nor can they be transferred to another COSSA member.

Officers and Directors earn 2 hours work credit for each Board meeting attended.

E. Annual Drawing Tickets

Tickets for the prize drawing at the annual member meeting are awarded as follows: one (1) ticket for attending a COSSA member meeting or a COSSA Board meeting, one (1) ticket for participating in a COSSA work party, one (1) ticket for

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each 8 hours spent on COSSA approved projects and activities, excluding discipline work parties.

F. Disciplinary Action

Members, guests, and visitors are expected to follow COSSA policies and safety rules and to act responsibly when shooting at the COSSA range. Members, who violate the terms of membership, who violate safety rules or other policies, or who exhibit conduct that discredits COSSA, face disciplinary action by the Board of Directors.

The Board of Directors has adopted a five- step disciplinary process for handling such issues.

- 1) The COSSA President, or designated COSSA Board representative, meets with the member accused of improper conduct and attempts to resolve the matter.
- 2) If a satisfactory resolution cannot be reached, the matter is referred to an independent arbitrator/mediator paid by COSSA whose decision is binding.
- 3) While arbitration is ongoing, the accused member must suspend all shooting activities at COSSA Park.
- 4) If arbitration fails, the COSSA Executive Committee (consisting of the elected officers of COSSA) will investigate the matter and recommend action to the COSSA Board of Directors. The recommended action may be (a) letter of reprimand, (b) suspension of shooting privileges for a time, or (c) termination of the accused's membership, or other appropriate action.
- 5) Final action will be taken by the Board of Directors. The accused member and other interested persons will be informed of the Executive Committee's recommendation and will have an opportunity to address the Board, prior to any Board action. Termination of membership in COSSA requires a two-thirds majority of the Board, a quorum being present. The vote is by secret ballot.

8. COSSA PARK

A. Ownership of Structures

All structures within the COSSA Park, whether built by COSSA or by the disciplines, are the property of COSSA. This does not include props. Any damage

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to COSSA structures or equipment may subject a member to its repair or replacement. Any damage to a member's vehicle while entering, exiting or in COSSA Park is a member's responsibility.

B. Maintenance of Structures

All structures within the COSSA Park, whether they be COSSA related, or Discipline related, will be routinely maintained to preserve value and function. Disciplines are required to maintain their own areas from the standpoint of painting, repairs due to weathering and other weather damage. COSSA may provide materials for structure maintenance.

C. Approval Needed for Structures

Board of Director approval is required to construct, install, enlarge, or tear down range facilities including Discipline structures. A blueprint or basic plan is required prior to approval.

D. Ownership of Discipline Props/Targets/Etc.

Various props, steel targets, target stands, plates, plate racks, etc. purchased by the Disciplines are the property of those Disciplines. Use by any other group requires approval by the Discipline.

E. Parking

Safe parking space is provided by COSSA. Vehicles should be parked away from the firing line and not be subject to ricochets or direct fire. Major events will have designated parking areas.

F. Scheduling of Bay Usage/Events

The Range Calendar is maintained by the COSSA Scheduling Coordinator and posted on the COSSA Park website. This schedule is used to avoid range usage conflicts. All range events, whether they be routinely scheduled matches, major competitions, special classes, law enforcement or military training, etc. will appear on the Range Calendar. Events are scheduled first-come-first-served, except that large, regularly held annual events sponsored by COSSA disciplines have precedence.

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Attached are **FACILITY AND RANGE USE POLICY FOR EVENTS** and the **FACILITY AND RANGE USE AGREEMENT**. This communicates COSSA requirements to any event sponsor or trainer should they choose to hold events at COSSA Park and serves to avoid misunderstandings and unrealistic expectations.

G. Use Of The Nosler High Power Range

The High-Power Range Director designated by the Board of Directors, will establish procedures for the use of the Nosler High Power Range. Before directing events at the HP Range, individuals must be trained in its use and authorized to run events by the HP Range Director. These individuals are designated High Power Range Masters. Any use of the HP Range requires the presence of an HP Range Master.

During High Power Range use, adjacent facilities - HP Gong range, Buffalo range, and Rifle Silhouette range will be closed to ensure safety.

9. MAINTENANCE

A. Fencing

Fencing is installed around the perimeter of the COSSA Range. It will be maintained for security as well as to keep range animals from wandering into the facility. Safety signs are attached at intervals to warn of the proximity to and dangers of a shooting range.

B. Roads

Roads will be maintained periodically to avoid ruts and to ensure that two-wheeled sedan type vehicles can safely drive into and around the facility. The Board of Directors will determine the frequency of this maintenance.

C. Structures

COSSA range structures will be maintained to preserve their value and appearance. Funding for maintenance of general-use structures will be provided by COSSA. Maintenance of discipline-specific structures is the responsibility of the respective disciplines.

D. Painting

Color schemes for structures visible from the highway will be in accordance with BLM guidelines. Other colors may be determined by the Board if necessary.

E. Berms

Due to wind erosion and soft soil in some areas, periodic maintenance will be required on berms. Ground cover on berms is encouraged and may take the form of anything that is aesthetically pleasing and safe.

F. Fire Protection Equipment

Fire protection equipment will be serviced at least once a year at the beginning of the fire season. Water tanks and pumps must be drained or winterized at the end of fire season.

G. Trash Removal

COSSA provides trash barrels at all shooting ranges and bays and at many range structures. Shooters are responsible for placing debris in the trash barrels and placing cardboard targets and boxes in the recycling trailer. Trash barrels have heavy plastic liners provided by COSSA. Extra liners are available in the storage trailer. Disciplines (or match sponsors) are responsible for placing filled trash bags in the garbage trailer. COSSA periodically hauls the garbage trailer to the Knott landfill.

Sponsors of large events are responsible for range cleanup and for emptying the garbage trailer at the landfill.

H. Burn Rules for Refuse

COSSA burns refuse as allowed by the BLM and other governing agencies. Large scale burning will be done in accordance with requirements of relevant permits and be located as directed by the Board. COSSA requires the presence of a responsible person when large scale burning takes place. Fire suppression equipment must be readily available.

Cardboard targets and boxes should be placed in the covered recycling trailer and not in the garbage trailer or in refuse barrels. Use of 55 gallon burn barrels is prohibited.

10. CHARITABLE CONTRIBUTIONS/REQUESTS

A. Policy on Giving

COSSA is a not-for-profit organization and normally does not make charitable contributions. Any contribution requires approval by the Board of Directors.

11. POLITICAL INVOLVEMENT

A. Funding of Political Parties/Candidates

COSSA will not donate to or endorse any political party or candidate. This includes use of the range by political parties or candidates for purposes of publicity for their candidacy.

COSSA does, however, encourage members to support the political party of their choice. Second Amendment issues, being important for the survival of shooting sports, are emphasized to members.

B. Donations to Lobbying Groups

Donations will not be made to lobbying groups.

C. COSSA Communication to Government Representatives or Officials

Any official communication from COSSA to Government Representatives or Officials will be via the Board of Directors.

D. Heads-Up to Members

Notification of important legislation requiring a unified vote from COSSA members will be done through the newsletter or member meetings. In the case of time sensitive situations, notification will be via e-mail.

E. Providing Expert Testimony or Informed Opinion

One of the purposes of COSSA is to preserve our Second Amendment right to keep and bear arms. On occasion, COSSA members may be asked to provide expert testimony or express an informed opinion on matters before a governmental body. Any views expressed do not represent the views of COSSA unless specifically authorized and approved by the Board of Directors.

12. OUTSIDE ORGANIZATIONS

A. Corporate Membership

COSSA does not have Corporate Memberships.

B. Law Enforcement, National Guard, and Military

It is the policy of COSSA to welcome Law Enforcement and Military Agencies to use the range facilities providing:

- 1) Their schedules are set around regularly scheduled events.
- 2) Agencies agree to repair or replace any facilities or props which become damaged or destroyed because of their use.
- 3) Agencies provide their own insurance for use of COSSA facilities.
- 4) All props, steel, target stands, etc. loaned to agencies are put away at the end of use. All trash is placed in trash barrels or the garbage trailer. Any used targets or other cardboard is placed flat in the recycling trailer.
- 5) Any access codes or combinations to locks at storage yards or storage trailers will not be divulged to outside parties.

Agencies should coordinate directly with BLM Law Enforcement for use of Bay 17. All events will be scheduled through the COSSA Scheduling Coordinator. While every effort will be made to accommodate the needs of agencies, some juggling of the schedule may be required. Schedule decisions made by COSSA are final.

Group use with a Training Officer who has been given COSSA Park access is acceptable. Individual officers or military personnel who are not members of COSSA must not be given the gate access codes and must be guests of a COSSA member if they train without a group without a Training Officer present.

C. Fees Associated with Range Usage

COSSA, at the discretion of the Board, may charge state and federal agencies for use of the range. Donations to COSSA from outside groups are gratefully accepted.

D. Major Competitive Events

Major competitive events, such as regional or national level contests, must conform to all COSSA policies and practices. Major events require review and approval by the Board prior to proceeding. See the attached **FACILITY AND RANGE USE POLICY FOR EVENTS & FACILITY AND RANGE USE AGREEMENT**

13. TRAINING

A. COSSA Position on Training Activities

COSSA does not and cannot provide formal training events or classes. Instruction on safety and weapon usage which takes place prior to or during matches and regularly scheduled competitive events is safety advice and not a training activity.

B. Training Contractors

COSSA encourages outside trainers to use COSSA Park facilities. Trainers must carry their own \$1,000,000 liability insurance and furnish a certificate naming COSSA as an additional insured, prior to use of the range for training classes. COSSA assumes no liability for the expertise of instructors in such training classes.

14. COMMUNICATIONS

A. Website

COSSA maintains a website to promote COSSA and its activities. COSSA Disciplines are encouraged to have a link showcasing their activities. The COSSA website also links to outside groups, such as the NRA, CMP and OASR.

B. Newsletter

COSSA will issue a monthly newsletter highlighting activities of the club, upcoming events, and news of a general nature.

C. Member Meetings

A general membership meeting will be held the second Thursday of every month except for October. The COSSA Board will meet the Monday immediately

preceding the General membership meeting. Minutes of the general membership meeting will be posted on the COSSA website.

15. DECOMMISSIONING OF THE RANGE

A. Ownership/Disposition of Structures

Ownership of all structures in COSSA Park resides with COSSA. In the event of decommissioning the range, COSSA retains the right to remove structures and dispose of them as determined by the COSSA Executive Board. The COSSA Executive Board may, at the request of a Discipline, allow discipline-specific structures to be removed by that discipline.

B. Ownership/Disposition of Props and Targets

All props and targets belonging to the various Disciplines must be removed and disposed of at the discretion of the respective Disciplines. This includes all steel targets, movers, turners, silhouette targets, metal buffalo, etc. Any props or targets not removed and/or disposed of by the disciplines become the property of COSSA for disposition as the COSSA Executive Board sees fit.

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ADDENDA

**GUIDE TO USE OF COSSA RANGES
SHOOTER REGISTRATION FORM
FACILITY AND RANGE USE AGREEMENT
FACILITY AND RANGE USE POLICY FOR EVENTS
MEMBERSHIP APPLICATION
INCIDENT INVESTIGATION REPORT
GUIDE TO RANGE RENTAL MAP**

Guide to use of COSSA Ranges

The following is an explanation of the uses of the various ranges/bays at COSSA Park. Each bay was designed for a specific use but can be used for other types of shooting if done safely and with forethought. Range use will be described starting at the main(west) gate. Range designations will be the same as on the office COSSA Park Map.

Range 1: The Precision Gong Range-Steel gongs are set up at 100-yard intervals out to 1400 yards. The Gong stands are also equipped with sockets to hold 1" x 2" sticks for mounting paper targets. No other targets are to be used on this range.

- The Precision Gong Range may not be used if the Nosler Hi-Power range is in use.
- Protective berms are in place and the Gong range may be used when the Buffalo range is being used if contact is made with the person in charge of that shoot. Contact must be made when people on either range are going downrange.
- Shooters may use the existing steel gongs or set up their own steel targets.
- If paper targets are set up, the shooters must remove them when leaving the range. No other targets are allowed.
- The range will be used in accordance with the standard Hot/Cold rules. When the range is called cold, no firearms are to be handles.
- Vehicles may be used to set up targets downrange. Keep vehicles on the graded road on the right.
- Park vehicles on gravel behind benches parallel to the line of fire so more vehicles may be parked in the parking area.
- Keep door closed to reduce noise for incoming traffic.
- If these rules are not followed, range closer may result.

Range 2: Hi Power range from 200 to 1000 Yards. To be used only for scheduled events, not for casual shooting.

Range 3: Black powder buffalo matches. To be used only with black powder rifles with lead bullets on buffalo targets. Targets go out to 1000 yards at various ranges.

Hi-power rifle matches. This range is also used for high-power long-distance matches. Ranges can go out to one mile when matches are scheduled.

Range 4: Rifle silhouette range- Can be used for scheduled shoots and casual shooting if proper targets are set up.

Range 5: Pistol Silhouette range- To be used for pistol silhouette matches and special events. All events should be scheduled.

Guide to use of COSSA Ranges

Range 6: Sight in range-To be used for sighting in and casual shooting. All calibers are allowed at this range. Benches, target backing, and sandbags are supplied. Proper targets, paper, and steel gongs only, can be set at ranges from 25 to 200 yards. Steel gongs are set at 50 yard increments from 250 out to 500 yards. Range rules are posted. Police all brass and targets when done shooting. Target backing boards are provided if needed. For safety, no access is allowed beyond the 200-yard berm.

Range 7: COSSA KIDS-Small bore range-Used for small bore shooting only and special events. All events should be scheduled.

Range 8: Small caliber rifle and pistol (Bay 1). This range is primarily used for pistol shooting out to 100 yards. Rifles may be used if they are rimfire or pistol caliber. Targets can be set at any range out to 100 yards. Benches, target stands, and gongs provided. Special scheduled events take precedent over casual shooting. Range rules are posted. No .223 shooting is allowed on this range.

Range 9: COSSA Practical Shooters (Bays 2-6). To be used for pistol casual shooting and scheduled events. Bay 3 has 5 COSSA steel plate targets for casual pistol shooting. The COSSA gongs should not be moved from this bay. Do not leave targets in bay 2 as this bay is access to storage behind the berm.

Range 10: Three Gun Bays (Bays 7 & 8). These bays go out to 100 yards and are used for 3-gun competition. These bays may be used of rifle shooting and targets may be set out at any distance. Steel targets should not be set closer than 75 yards.

Range 11: Cowboy Action (bays 9-14). To be used for Cowboy Action scheduled events and casual pistol shooting.

Range 12: Lady Hawks Training (Bays 15, 16). To be used for scheduled events and casual pistol shooting. Bay 15 has 5 of the COSSA gong targets set up and should not be removed for this bay.

Range 13: Law Enforcement Training (Bays 17). Bay 17 is not to be used for casual shooting and any event on that bay must be scheduled. Bay 18(100 yard) may also be used for Law Enforcement training and will be noted on the COSSA calendar if scheduled to Law Enforcement use.

Range 14: Bay 18. Bay 18 is used for both pistol and rifle casual shooting. Targets may be set at any distance out to 100 yards. Gongs are set at the 100-yard line. Steel targets should not

Guide to use of COSSA Ranges

be set closer than 75 yards. Use of .223 rifles is allowed on this range.

Shotgun ranges: 4 shotgun throwers are provided for casual shotgun shooting. Cover throwers when finished and report any damaged throwers to any board member. A shot patterning area is also provided with paper and holders for patterning shotguns. An area East of the shotgun throwers is provided for members to set up personal throwers.

Caliber of firearms allowed is not restricted at COSSA Park, however, no armor piercing or incendiary ammunition is allowed. Targets allowed are safe targets only, paper and gongs. No breakable or exploding targets. Clay birds may not be used in any area except the shotgun area.

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Bays 2-16 have no permanent target holder set up. COSSA provides target stands and sticks that can be set up in these bays for casual shooting. The target stands are found in various places along these bays and may be moved where needed. If a target stand is damaged so that it cannot be used, they should be put over by the storage Conex to be repaired.

Scheduled events have precedent on any of the ranges and all members must yield to that event. Clean up all targets and debris when finished. If any further information is needed contact Bill Lewis, lewis.w.l@hotmail.com

COSSA PARK Shooter Registration Form

Event Title: _____ Date: _____

Match Director: _____ Match Fee: _____

LIABILITY RELEASE

I acknowledge that I am aware of the potential hazards and risks inherent in the use of firearms and/or physical proximity to any shooting facility. I understand that these risks include, but are not limited to, injury from accidental discharge of firearms, ricochets, defective firearms and ammunition, flying fragments and excessive noise and that such injury may include property damage, serious personal injury and/or death. I voluntarily and freely assume all risks involved in shooting and/or being in physical proximity to the shooting facility. I agree to release CENTRAL OREGON SHOOTING SPOORTS ASSOCIATION, and it's officers, agents, instructors, match officials and even coordinators from all claims for property damage, injury or death, even if caused by negligence. The only claims not released are those based upon intentional misconduct. I acknowledge that I have received, read, understood and agree to abide by the general rules and regulations. I acknowledge the right of any match official(s) to terminate my participation immediately upon failure by me or any of my guests to comply fully with all the rules, regulations, and official(s) instructions.

	Name-Please Print	Signature		Member Guest
1		I have read the liability release above and agree to be bound by the terms.		
2		I have read the liability release above and agree to be bound by the terms.		
3		I have read the liability release above and agree to be bound by the terms.		
4		I have read the liability release above and agree to be bound by the terms.		
5		I have read the liability release above and agree to be bound by the terms.		
6		I have read the liability release above and agree to be bound by the terms.		
7		I have read the liability release above and agree to be bound by the terms.		
8		I have read the liability release above and agree to be bound by the terms.		
9		I have read the liability release above and agree to be bound by the terms.		
10		I have read the liability release above and agree to be bound by the terms.		
11		I have read the liability release above and agree to be bound by the terms.		
12		I have read the liability release above and agree to be bound by the terms.		
13		I have read the liability release above and agree to be bound by the terms.		
14		I have read the liability release above and agree to be bound by the terms.		
15		I have read the liability release above and agree to be bound by the terms.		

Gross Revenue _____ x 20% = COSSA Fee _____

Page _____ of _____

CENTRAL OREGON SHOOTING SPORTS ASSOCIATION (COSSA) FACILITY AND RANGE USE AGREEMENT

This agreement is entered into between Central Oregon Shooting Sports Association (COSSA) and _____ (User).

This agreement is for the use of COSSA facilities and ranges & bays on the following dates and for the fees as listed in the attached "Central Oregon Shooting Sports (COSSA) Facilities and Range Use Policies for Events".

Dates (including planned hours of scheduled activities): _____

Bays: _____

Fees: _____

Certificate of Liability Insurance: Please attach.

Use of COSSA facilities and ranges other than on the listed dates must be scheduled with the COSSA Scheduling Coordinator in advance.

All users and participants in their activities must adhere, as a minimum, to the guidance in the COSSA Safety Manual and the COSSA Member's Guide to Safety and Range Use. These documents are available on the COSSA website (www.oregonshooting.com).

Any scheduled event must have liability insurance of at least ONE MILLION dollars with COSSA named as an additional insured. A for-profit event, i.e., a training school or class, may be required to provide additional insurance coverage. COSSA must have in hand the certificate of liability coverage before any event is held.

General guidance on the use of COSSA facilities is included in the attached "Central Oregon Shooting Sports (COSSA) Facilities and Range Use Policies for Events".

The Scheduling Coordinator must approve usage of all COSSA facilities and ranges by the User. User range officers should be briefed on COSSA safety and range use procedures prior to range use by the User. Certified range officers, safety officers, and instructors of the User will be in charge of all User activities and supervise all User events. On site medical personnel may be required depending on the size and complexity of the planned event.

The User is responsible for seeing that the ranges and other areas used are cleaned up at the completion of each day. The User is asked to remove trash from COSSA property. The User will be charged at the rate of \$25 per man-hour if COSSA must clean up after User.

USER _____

Date _____

COSSA (Scheduling Coordinator) _____

Date _____

COSSA PO Box 1606, Bend OR 97709

Attn: Bill Lewis, Scheduling Coordinator

**CENTRAL OREGON SHOOTING SPORTS ASSOCIATION (COSSA)
FACILITY and RANGE USE POLICIES for EVENTS**

COSSA ranges and facilities are maintained and operated for use by COSSA members and its disciplines. COSSA ranges and facilities shall be open to COSSA members at all times, subject to COSSA safety and range use policies, except for conflicts with officially scheduled and publicized activities. Outside groups may schedule use of COSSA ranges and facilities subject to the following provisions:

Please direct any questions to Bill Lewis, Scheduling Coordinator at lewis.w.l@hotmail.com or COSSA PO Box 1606 Bend OR 97709 Attn: Scheduling Coordinator.

PRIORITY OF USE

- a. The COSSA Scheduling Coordinator shall schedule the use of COSSA ranges and facilities according to the following priorities: Officially scheduled and publicized activities sanctioned or sponsored by COSSA or its recognized disciplines.
- b. Officially approved and scheduled activities of governmental or law enforcement organizations.
- c. Officially approved, scheduled and publicized activities sponsored by not-for-profit community organizations or recreational programs of community businesses.
- d. Commercial or private individuals or groups using COSSA ranges and facilities for profit.

APPLICATIONS FOR FACILITY/EQUIPMENT USE

- a. Prospective users of COSSA facilities or equipment must complete and submit a "Central Oregon Shooting Sports Association (COSSA) Facility and Range Use Agreement" for review and approval to the Scheduling Coordinator. For repeat users, contact with the Scheduling Coordinator may be all that is required. Users will be notified by the Scheduling Coordinator of approval.
- b. Approved events will be listed on the yearly calendar with location and time of the event and published in the monthly newsletter and on the COSSA website.
- c. COSSA reserves the right to cancel use of its facilities upon a two-week advance notice. BLM fire restrictions will apply to all Users and the facility may close with **NO NOTICE** to comply with BLM fire restrictions with no responsibility assumed by COSSA.
- d. Cancellation of facility use privileges may be the result of, but not limited to, the following:
 1. **FAILURE TO OBSERVE SAFETY AND RANGE USE RULES.**
 2. Failure to leave the facility and furnishings in original undamaged and cleaned condition.
 3. Disorderly or un-sportsmanlike conduct or disturbances or willful damage to the facilities.
 4. Falsification or misrepresentation of information provided in the Facility and Range Use Agreement to the Scheduling Coordinator.
 5. The use of alcohol on the premises during any scheduled shooting event hours of operation.

**CENTRAL OREGON SHOOTING SPORTS ASSOCIATION (COSSA)
FACILITY and RANGE USE POLICIES for EVENTS**

6. Failure to pay fees in a timely and business-like manner, i.e., within 30 days following the event.
 7. Failure to comply with record keeping procedures.
 8. Failure to schedule events prior to range use.
- e. Should an event be canceled, notice of cancellation should be immediately submitted to the Scheduling Coordinator. If an event is not canceled, the user will still be required to pay the fee for that event.
- f. Any facility construction or modification to the facilities must be approved in advance by the Scheduling Coordinator.

USER RESPONSIBILITIES

All Users must adhere to the guidance in the COSSA Safety Manual and the Member's Guide to Safety and Range Use.

- a. COSSA ranges and facilities must be left in original or better condition than found.
- b. Alcohol consumption is prohibited on COSSA property during the hours of operation of any shooting event, including practice sessions.
- c. All Users must have all shooters, non-shooters and spectators register for any event and these records must be turned in to COSSA along with any funds due COSSA. These records and funds owed COSSA must be turned in a timely and business-like manner, i.e. within 30 days following the event.
- d. The sponsor of any scheduled event must have liability insurance of at least ONE MILLION dollars (US) with COSSA named as an additional insured – unless a waiver is granted by the COSSA Board. A for-profit event, i.e., a training school or class, may be required to provide additional insurance coverage. COSSA must have in hand the certificate for such insurance policy showing that COSSA is covered before any event is held.
- e. The User must arrange for a Range Officer to be present at all group activities. The Range Officer must be NRA certified or equivalently certified by a nationally recognized agency or affiliated user group.
- f. Keys or gate combinations will be issued to a designated representative of the User to open and close the range. The lock combination must remain with the designated User representative and shall not be given to others.
- g. Children and pets must be kept under adult supervision at all times. Pets must be restrained so they will not trespass downrange or be a safety hazard. The designated Range Officer will have final responsibility and authority to correct any and all safety violations including expulsion from the event and COSSA property.
- h. Every attempt must be made to keep within published schedules so club members may plan their use of the range.

Guide to use of COSSA Ranges

The following is an explanation of the uses of the various ranges/bays at COSSA Park. Each bay was designed for a specific use but can be used for other types of shooting if done safely and with forethought. Range use will be described starting at the main(west) gate. Range designations will be the same as on the office COSSA Park Map.

Range 1: The Precision Gong Range-Steel gongs are set up at 100-yard intervals out to 1400 yards. The Gong stands are also equipped with sockets to hold 1" x 2" sticks for mounting paper targets. No other targets are to be used on this range.

- The Precision Gong Range may not be used if the Nosler Hi-Power range is in use.
- Protective berms are in place and the Gong range may be used when the Buffalo range is being used if contact is made with the person in charge of that shoot. Contact must be made when people on either range are going downrange.
- Shooters may use the existing steel gongs or set up their own steel targets.
- If paper targets are set up, the shooters must remove them when leaving the range. No other targets are allowed.
- The range will be used in accordance with the standard Hot/Cold rules. When the range is called cold, no firearms are to be handles.
- Vehicles may be used to set up targets downrange. Keep vehicles on the graded road on the right.
- Park vehicles on gravel behind benches parallel to the line of fire so more vehicles may be parked in the parking area.
- Keep door closed to reduce noise for incoming traffic.
- If these rules are not followed, range closer may result.

Range 2: Hi Power range from 200 to 1000 Yards. To be used only for scheduled events, not for casual shooting.

Range 3: Black powder buffalo matches. To be used only with black powder rifles with lead bullets on buffalo targets. Targets go out to 1000 yards at various ranges.

Hi-power rifle matches. This range is also used for high-power long-distance matches. Ranges can go out to one mile when matches are scheduled.

Range 4: Rifle silhouette range- Can be used for scheduled shoots and casual shooting if proper targets are set up.

Range 5: Pistol Silhouette range- To be used for pistol silhouette matches and special events. All events should be scheduled.

**CENTRAL OREGON SHOOTING SPORTS ASSOCIATION (COSSA)
FACILITY and RANGE USE POLICIES for EVENTS**

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**CENTRAL OREGON SHOOTING SPORTS ASSOCIATION (COSSA)
FACILITY and RANGE USE POLICIES for EVENTS**

- i. The User will be responsible for their own setup, takedown, cleanup and storage of targets, target stands and furnishings. Users should allow enough time to accomplish these tasks when scheduling.
- j. Removal of equipment or other materials from a specific range facility is prohibited except by special approval of the Scheduling Coordinator. Users shall be responsible for any damage to the property, fixtures and structures, and will be assessed for repairs. If additional maintenance or cleanup is required other than normal policing, the user will be charged accordingly.
- k. The User must store all range equipment properly and securely and lock and secure any building that was used. The User must place all non-spoiling refuse in the exterior trash cans and empty these in the garbage trailer when full. The User must carry away any garbage that may spoil and draw rodents, badgers and other animals. For large events, COSSA may require the user to provide a garbage dump box at their own expense.
- l. COSSA provides minimal toilet facilities. For large events, User may be required by to provide additional units. It is the User's responsibility to determine this and to arrange for the units required at his own expense.

RANGE USE FEES

Users of COSSA Park must pay a rental fee unless waived or reduced by the COSSA Board. The fee will be determined by that part of COSSA Park being used and the time of use.

Fees for use of the COSSA ranges and property are as follows:

1. Short length range, up to 100 yards, rental fee will be \$100.00 per day per bay.
2. Pistol bays with shoot housed will be \$150.00 per bay per day.
3. Small bore bay will be \$100.00 per day
4. The handgun Silhouette out to 200 yards will be \$200.00 per day.
5. Medium length range, 200 to 500 yards, rental fee will be \$200.00 per day per bay.
6. Special purpose range will be \$150.00 per day
7. Long length range, more than 500 yards, rental fee will be \$250.00 per day per bay.
8. Shotgun-\$50.00 per day per thrower.
9. The Training Center will be \$50.00 for half day and \$100.00 for a full day. If the Training Center is used more than once per day the fee will be the full day fee.

Fees for youth groups and other non-profits may be waived for range use at the determination of the COSSA Board.

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P.O. Box 1606 BEND, OR Bend, OR 97709

MEMBERSHIP APPLICATION

Membership in COSSA is open to any person 18 years or older who may legally possess firearms has no record of prior incidents with firearm handling, usage or safety. Orientation is required before your membership will be activated. Orientation information will be sent to you upon receipt of your completed application. You will be invoiced the membership fee via e-mail once your application is processed.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Date of Birth _____ E-mail _____

NRA Member: Yes ___ Member Number: _____ How did you hear about us? _____

Please check: Individual Membership \$145: _____ Family Membership \$185.00: _____

Family memberships include member, spouse/significant other and children under 17. All must be in the same household).

Adult #2: _____ Children: _____ (Names & Ages)

Volunteer hours can be earned at the monthly work parties or by undertaking an identified project with specified time values. Hours will be applied at the rate of \$10/hr. toward membership fees up to the limit of the actual fee. COSSA depends on the volunteer effort of our members. Please volunteer!

LIABILITY RELEASE

I acknowledge that I am aware of the potential hazards and risks inherent in the use of firearms and/or physical proximity to any shooting facility. I understand that these risks include, but are not limited to, injury from accidental discharge of firearms, ricochets, defective firearms and ammunition, flying fragments and excessive noise and that such injury may include property damage, serious personal injury and/or death. I voluntarily and freely assume all risks involved in shooting and/or being in physical proximity to the shooting facility. I agree to release CENTRAL OREGON SHOOTING SPORTS ASSOCIATION, and its officers, agents, instructors, match officials and coordinators from all claims for property damage, injury, or death, even if caused by negligence. The only claims not released are those based upon intentional misconduct. I acknowledge that I have received, read, understand, and agree to abide by COSSA's *Safety Manual* and *Policy Manual*. I acknowledge the right of any COSSA official(s) to terminate my participation immediately upon failure by me or any of my guests to comply fully with all the rules, regulations, and official(s) instructions.

Submitting this application for membership indicates an agreement to all the above terms.

Signature: _____ Date: _____

Please fill out completely and mail to COSSA, P.O Box 1606, Bend, OR 97709 or e-mail membership@cossapark.com

COSSA PARK Incident Investigation Report

1. Date/Time of Incident _____

2. Location of Incident _____

3. Description of Incident/Near-Miss _____

4. Name of Person(s) Involved _____

Phone _____

Parent Name & Phone (if minor involved) _____

5. Name/Phone of Witnesses _____

6. Did Injury Occur (Y/N) _____

7. Injured by Another (Y/N) _____

8. Description of Injury: _____

9. Cause Of Injury: _____

10. Received First Aid (Y/N) _____

11. Received Medical Treatment (Y/N) _____

12. Name of Medical Facility _____

13. Refused Treatment (Y/N) _____

14. 911 Call? (Y/N) _____ Date/Time _____

15. Name of COSSA E-Board Member Notified _____

16. Additional Comments: _____

17. Name/Phone of Person Completing Report _____

GPS Location @ Training Center
43 Degrees 53.452 Minutes North
120 Degrees 56.582 Minutes West
Elevation - 4276 feet

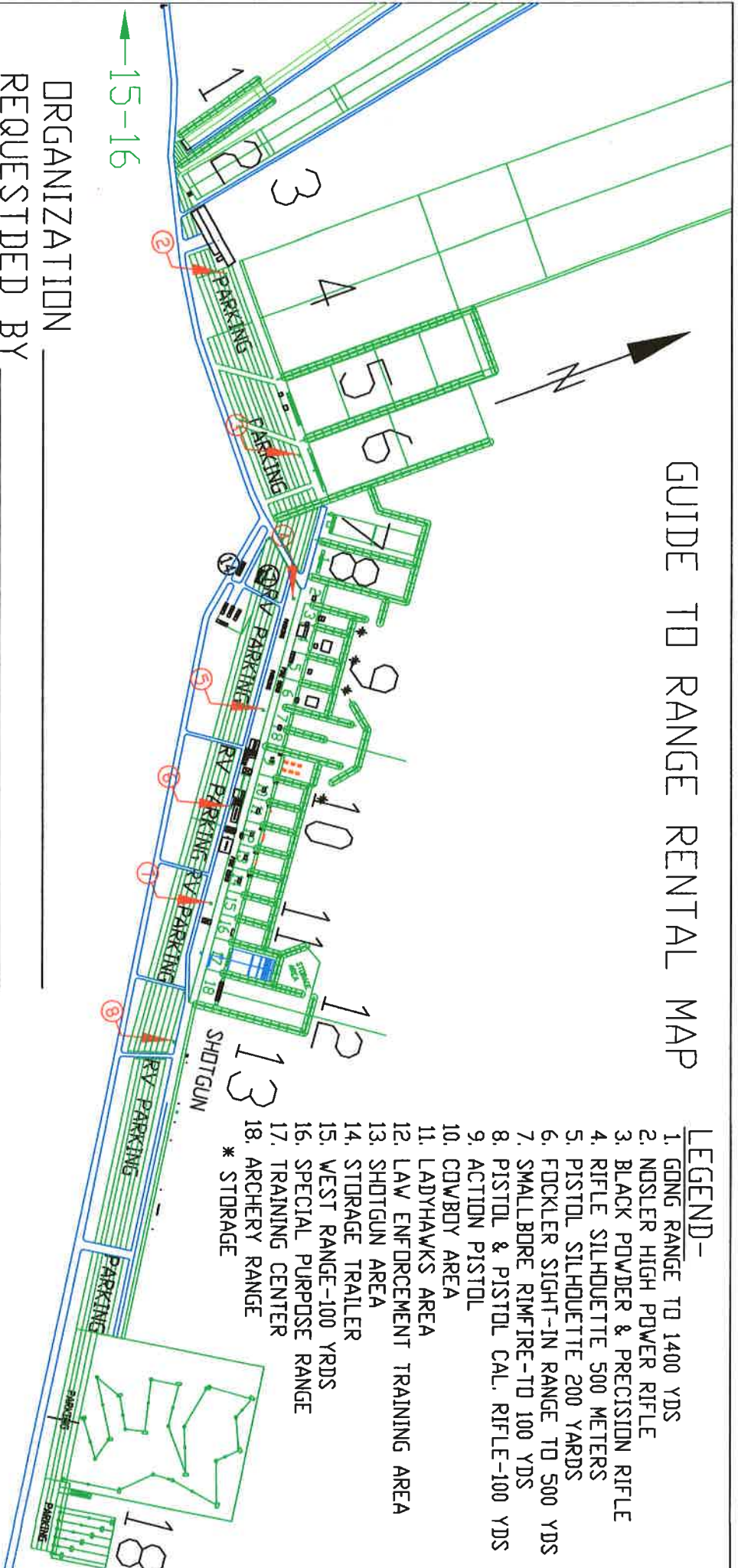
GPS Location @ East Gate
43 Degrees 53.088 Minutes North
120 Degrees 55.770 Degrees West
Elevation - 4276 feet

COSSA PARK Incident Investigation Report

INSTRUCTIONS:

1. Record date and time of incident.
2. Record location of incident (range, bay, road, etc.).
3. Describe what happened in detail. A “near-miss” is any serious incident that could have resulted in an injury.
4. Record name, phone of individual(s) involved in incident.
5. Record name & phone number of witnesses to incident.
6. Record yes or no. If “yes” stay with injured (possible shock, etc.).
7. Record yes or no. If “yes” record their name.
8. Describe injury in detail (hand, foot, fall, cut, wound, etc.).
9. Record cause of injury (equipment malfunction, recklessness, failure to follow safety rules, inexperience, vehicle collision, etc.). Note license numbers if a vehicle accident.
10. Record yes or no (First Aid is self-treatment or treatment by another who is not a medical professional)?
11. Record yes or no (“Yes” if treated by EMT, doctor, hospital or clinic).
12. Record name of hospital or clinic if known.
13. Record yes or no. Individual injured may refuse treatment.
14. Call to 911 may be necessary if serious incident.
Secure site of incident, investigate immediately, notify COSSA Executive Board member at 541-389-4808 or 541-389-1272.
15. Record name of Board member notified.
16. Record any other information that may be important.
17. Legible signature required.

GUIDE TO RANGE RENTAL MAP



- LEGEND-**
- 1. GONG RANGE TD 1400 YDS
 - 2. NOSLER HIGH POWER RIFLE
 - 3. BLACK POWDER & PRECISION RIFLE
 - 4. RIFLE SILHOUETTE 500 METERS
 - 5. PISTOL SILHOUETTE 200 YARDS
 - 6. FOCKLER SIGHT-IN RANGE TD 500 YDS
 - 7. SMALLBORE RIMFIRE-TD 100 YDS
 - 8. PISTOL & PISTOL CAL. RIFLE-100 YDS
 - 9. ACTION PISTOL
 - 10. COWBOY AREA
 - 11. LADYHAWKS AREA
 - 12. LAW ENFORCEMENT TRAINING AREA
 - 13. SHOTGUN AREA
 - 14. STORAGE TRAILER
 - 15. WEST RANGE-100 YARDS
 - 16. SPECIAL PURPOSE RANGE
 - 17. TRAINING CENTER
 - 18. ARCHERY RANGE
- * STORAGE

ORGANIZATION _____

REQUESTED BY _____

DATE SUBMITTED _____

DATES READ _____

TIMES READ _____

INDICATE RANGES REQUESTED _____

REQUEST - APPROVED DENIED BY _____ DATE _____