

USTA POLICY & PROCEDURES

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POLICY & PROCEDURES
(USTA By-Laws Takes Precedence over Policy & Procedures)

ARTICLE 1- PRINCIPAL OFFICERS

The principal officers of this corporation shall be the USTA Officers and Gun Club Delegates to serve as the USTA Board of Directors.

ARTICLE 2- MEETINGS, NOTICES

Section 1. Annual Membership Meeting.

At each annual Utah State Championship Tournament, sanctioned by the Amateur Trapshooting Association, there shall be a business meeting on the date and time specified in the program for the tournament, and which time must be no earlier than 8:00 o'clock and no later than 9:00 o'clock p.m., except that if the meeting is held on the last day of the tournament, then it must commence no later than 12:00 o'clock noon, at which meeting all members of this corporation residing in the State of Utah who are present in person at the annual membership meeting and are also members in good standing, shall be entitled to vote for officers, amendments and other business as directed by the USTA Board.

Section 2. USTA Board Meetings.

The president shall call all USTA Board meetings, naming time and place, and notice of such meetings shall be mailed no later than ten days prior to the meeting date, except in an emergency, which notice may be made by telephone or e-mail.

Section 3. Order of Business - .

1. Call to order
2. Roll Call
3. Reading of the minutes
4. Treasurer's report
5. Correspondence
6. Report of officers
7. Report of committees
8. Unfinished business
9. New business
10. Elections of Appointments
11. Adjournment

Section 4. Parliamentary Procedure.

Robert's "rules of Order" insofar as they may not be inconsistent with the ATA Constitution or By-Laws of this Association shall be followed at all meetings thereof.

ARTICLE 3 - OFFICERS

Section 1. President, Vice President, Treasurer and Secretary. The President shall be the executive officer of the Association and shall preside at all meetings of the Association, and of the Board of Directors.

The-President shall appoint a Secretary, with full voice and vote.

Section 2. The Vice President shall perform the duties of the president in the event of death or absence.

Section 3. The Secretary shall give notice of and attend all meetings and keep a record of the proceedings.

Section 4. The Treasurer shall be the keeper of the books. All transactions shall be in a place of safe keeping.

Officers Full Duties more defined in USTA By-Laws – Article IV - Officers

ARTICLE 4 - ELECTION OF USTA STATE OFFICERS & ATA DELEGATE(s)

Section 1. Election of USTA Officers; President, Vice President(s), Treasure, ATA delegate and Alternate ATA Delegate.

Section 2. The USTA officers, delegate, and alternate delegate are elected by secret ballot of the USTA registered shooters present at the annual Utah State Shoot Meeting. They are elected for a period of one year, delegate and alternate delegate must be life members of the ATA. And reside in Utah. USTA officers need not be life members, but be a member for three years and reside in Utah. Nominations will be submitted to the Secretary by the date shown in the Utah State Shoot Program. These names will appear on a pre-printed ballot. Other nominations can be added at the USTA annual membership meeting prior to voting.

Section 3. Voting Procedures. Only USTA members are eligible to vote at the Utah State Shoot. The USTA Board will select an election committee to manage the ballot boxes and tabulate the results of the election. They will also count the total number of eligible votes and compare it to the number of eligible voters, in order to ensure the election was held in a proper manner.

Section 4. The voters will make their selections in ink on the ballot, separate the ballot and deposit the *vote* in the ballot box. Voting will terminate at a time specified at the Membership Annual Meeting.

The election results will be posted immediate after the official vote tally is completed on the bulletin board at the Utah State Shoot.

ARTICLE 5 - USTA BOARD

Section 1. The property, affairs, business and concerns of the Association shall be vested in the USTA Board. They shall enter upon the performance of their duties at start of the ATA target year and continue in office until the election and qualification of their office or position.

Section 2. The USTA Board shall control and manage the affairs of the Association, engage assistance, incur such indebtedness as they deem necessary and desirable to the conduct of business of the Association in the best interest of its members and in accordance with USTA By-Laws and USTA Policy and Procedures. At such time as the USTA Board so determine that the Association can financially pay compensation to its employees or Officer(s), they shall have the power to fix the compensation. No contract of any officer or member of the Board shall be valid without the previous authorization or ratification subsequent of the USTA Board.

Section 3. The Chairman of the USTA Board shall be the President of the Association, who shall preside at all meetings. In the absence of the President, the Vice President shall act, and in the absence of both President and Vice President, the Treasurer shall act, otherwise the Board may select a chairman from their own members.

Section 4. The USTA Board at their first meeting, shall appoint an auditing committee to audit the books of the Association to the end of the previous ATA target year.

Section 7. The fiscal year of this association will correspond to the ATA target year.

ARTICLE 6 – GUN CLUB DIRECTORS

Section 1. The affairs and business of this association shall be managed by the President, Vice President, Treasurer, Secretary and the Gun Club Directors.

Section 2. How Elected Director(s). Each participating gun club in good standing, shall either elect or appoint a delegate to serve as a Board of Director of the Utah State Association, all of whom shall be USTA members in good standing of this association.

Section 3. Voting. At all meetings of the USTA Board, each board member shall have one vote, with the exception of the President, who shall cast a vote only in the case of a split-decision.

Section 4. Vacancies of Gun Club Delegates.

Vacancies in the Board of Directors, occurring between annual meetings, shall be filled for the remainder of that term, by a member in good standing, chosen from and by the gun club from which the vacancy occurred.

ARTICLE 7 - REGISTERED SHOOTS

Section 1. A gun club must be a member of the Utah State Trapshooting Association in order to hold a registered shoot.

Section 2. That a meeting be held prior to January 1 of each year, with delegates from each club, for closer coordination in arranging for registered shoots for the coming year.

Section 3. All applications for registered shoots must be sent to the state secretary for approval.

Section 4. An ATA fee and a Utah State Trapshooting Association Fee, per shooter, per day will be charged and collected at all registered shoots.

Section 5- It shall be the responsibility of each Gun Club's management, to collect all ATA membership dues, ATA fees, and Utah State fees, from each shooter when making entry at all registered shoots.

ARTICLE 8 – USTA & ATA DAILY REGISTRATION FEE

Section 1. The Daily Registered Fee for all USTA & ATA sanctioned registered shoot(s) is \$3.00 per day each for a total of \$6.00.

ARTICLE 9 - GUN CLUB MEMBERSHIP

Section 1. Any Gun Club in the state of Utah equipped with two (2) or more traps and has proper shooting grounds and with sufficient sanitary facilities is eligible to membership in this Association.

Section 2. Gun Clubs desiring membership in the association should make a written application to the secretary for membership.

Section 3. With approval of application by a majority vote of the USTA Board, the Gun Club will become a member, and will enjoy all privileges of the Association.

Section 4. All USTA gun clubs will be required to pay a \$50.00 annual membership fee. Billing for the annual dues will be sent to the gun clubs 30 days prior to the Utah state shoot. Annual dues will be paid by the last week of June, prior to selection and approval of gun club shoot dates for the upcoming year. In the event annual dues are not paid, the gun club will no longer be considered a member of the Utah State Trapshooting Association.

Section 5. The procedure for the retention of membership of a gun club in the Utah State Trapshooting Association. All gun clubs requesting membership and retaining membership in the USTA must meet all the requirements of Article 9.

ARTICLE 10 – GUN CLUB REGISTERED SHOOT DATES

Section 1 - The selection and approval of individual gun club registered shoot dates for the upcoming ATA target year.

Section 2 - Each USTA gun club will have one protected shoot day a year. No other USTA gun club may hold a registered shoot on that date without the written permission of the protected gun club. No gun club may have a protected date prior to, i.e., Utah State Shoot, Western Zone or Western Grand.

Section 3 - The USTA President will call a meeting of gun club directors during the Utah State Shoot each year to establish shoot dates and ensure the dates do not conflict with other gun clubs, USTA or ATA activities.

Section 4 - Each gun club will submit and ATA registered shoot application to the USTA Secretary for the approval. Forms must be submitted prior to or no later than the meeting, in order to ensure your club will obtain the desired shoot dates.

Note: A marathon shoot requires approval from the involved gun club. (Marathon shoot defined in Article 15 – Section 9).

ARTICLE 11 – REGISTERED SHOOT DURING THE WESTERN GRAND, WESTERN ZONE AND THE USTA STATE SHOOT

Section 1. No Gun Club shall be able to hold a registered shoot over the top of an established Western Grand, Western Zone or Utah State Shoot.

Section 2 - Any Gun Club wishing to hold a registered shoot during the same time as the Western Grand, Western Zone or the Utah State Shoot may do so upon the approval of the Utah State Trapshooting Association.

ARTICLE 12 – INDIVIDUAL USTA MEMBERSHIP

Section 1. Any citizen who has been a resident of the state of Utah for at least six (6) consecutive months prior to the annual Utah State Trapshooting Tournament and is of good moral character and standing in the community and who is a member in good standing of the Amateur Trapshooting Association of America may be a member of the Utah State Trapshooting Association and shall be eligible to compete for ATA and Utah State Championship.

ARTICLE 13 - USTA STATE SHOOT

Section 1. The Utah State Trapshooting Association (USTA) Board of Directors shall have the responsibility of conducting the Utah State Shoot.

Section 2. The Utah State Shoot will be held the week of the Third or Fourth Saturday of June, determined by the USTA Board with notification given no later than the first of January of the target year.

Section 3. Every ATA member, participating in the Utah State Tournament who have a combined total of prize money won through the Utah State Tournament of **\$600.00** or above needs to give the USTA their Social Security number before a check will be issued to them. **No exceptions.**

ARTICLE 14 – UTAH STATE SHOOT – GUN CLUB REQUIREMENTS

Section 1. To be eligible to hold a USTA State Shoot the Gun Club must have the following requirements:

(a). Have twelve (12) trap fields – one (1) practice trap field; (b). Have ample parking; (c). Additional sanitary facilities along the trap field line; (d). 60 RV spaces with 120 volts/40 amp service connections; (e). Adequate Hotel/Motel facilities close by and within reasonable travel time to gun club.

Section 2. Gun Clubs desiring to hold the USTA State Shoot must have been a USTA member is good standing for two years prior to making a written application to the secretary for eligibility.

Section 3. With approval of the gun club application by a majority vote of the USTA Board, the gun club will become eligible to hold a Utah State Shoot and will enjoy all privileges of the holding the Utah State Shoot.

Section 4. If two or more gun club are eligible and approved to hold a Utah State Shoot then, the Utah State Shoot will be rotated each year between the approved gun clubs.

ARTICLE 15 – USTA STATE TEAMS REQUIREMENTS

Section 1. The Utah State Teams are chosen based on the previous target year ATA composite averages, calculated by adding each individual average together and dividing by 3.

Section 2. Prior to January, of the target year immediately following the qualification year, the USTA will compile the results for the Utah State Teams. The team results will be posted on USTA Face book page and the USTA Web Site by March 1st of year immediately following the qualification year. Posters will also be given to each gun club for display.

Section 3. All special category shooters for the Utah State Teams will be determined by the category the shooter determined at the first shoot attended in the target year. For example, if a shooter qualifies for two State Team categories Jr and Lady, the category selected at the first shoot of the target year will determine which State Team requirements are needed. Otherwise the category will be determined by age.

Section 4. USTA State Team members must be in good standing with the ATA/USTA during the year he/she is named a team member.

Section 5. USTA Team Categories – Men’s First and Second Team 18 to 64, Ladies, Sub Junior – under 16, Junior 16 – 17, Veterans 65 – 70, Sr Veteran 71 & up and Rookie of the Year.

Section 6. MINIMUM UTAH STATE TEAM REQUIREMENTS

MEN' S FIRST AND SECOND TEAM 18 – 64 YEARS OLD

- Singles - 2000
- Handicap - 2000
- Doubles - 2000
- 600 Singles, 600 Handicap and 600 Doubles of the team requirement must be shot from six (6) different USTA gun clubs.
- **Must shoot All State Championship Events at Utah State Shoot**

SPECIAL CATEGORY TEAMS: LADIES, VETERANS & ROOKIE OF THE YEAR

- Singles - 2000
- Handicap - 2000
- Doubles - 2000
- 600 Singles, 600 Handicap and 600 Doubles of the team requirement must be shot from six (6) different USTA gun clubs.
- **Must shoot All State Championship Events at Utah State Shoot**

SPECIAL CATEGORY TEAMS: SENIOR VETERANS, JUNIOR & SUB JUNIOR

- Singles - 1800
- Handicap - 1800
- Doubles - 1200.
- 600 Singles, 600 Handicap, 600 Doubles of the state team requirements must be shot from six (6) different USTA gun clubs.
- **Must shoot All State Championship Events at Utah State Shoot**

Section 7. The Rookie of the Year candidates will be required to submit a resume to the USTA Secretary before January 1st following the target year you are applying for which will be reviewed by the USTA Board.

Section 8. Any “Big 50” will count as club requirements if two or more events are participated in at the same club any time during the target season.

Section 9. All register targets, marathon or otherwise will be counted for all Utah State teams for the purpose of determining averages.

Marathon targets will not count toward a club requirement. A marathon targets is defined as a group of targets provided by a club in quantities to be considered an endurance contest and not a competition.

ARTICLE 16 – ROOKIE OF THE YEAR REQUIREMENTS

- Must shoot six (6) Utah Gun Clubs
- Must meet minimum target requirements – see Policy & Procedures Article 15 - Section 6.
- Must Submit resume with criteria to use for point system

Category 1 – How many Trophies were won by participant, in which class ?

- Must list shoot locations, date of shoot attendance if known, class, category and trophy.
- .5 point for each trophy if attendance was less than 50 shooters in event.
- 1 point for each trophy if attendance was greater than 50 shooters in event.

Category 2 – Earned yardage/class, improvements how many class changes/yards earned in each discipline?

- Must list shoot location & date, attendance if known, starting class/yardage and ending class/yardage.
- .5 point for each class increase; i.e. From B class to A class in singles and doubles.
- 1 point for each full yard earned in handicap; 1 1/2 yards counts as 1 point.
- Maximum of 5 possible points.

Category 3 – Composite score (based on State Team calculation method). What was the composite score of the shooter?

- 1 point if the composite score is less than 85%.
- 2 point if the composite score is between 85.1% - 87.5%
- 3 point if the composite score is between 86.5% - 90%
- 4 point if the composite score is between 90.1% - 92.5%
- 5 point if the composite score is over 92.5%

Category 4 – Targets shot over the minimum requirements

- 2 points possible maximum in category
- 1 point for every 500 Doubles targets shoot over minimum
- 1 point for every 500 Handicap targets shoot over minimum
- .5 point for every 500 Singles targets shoot over minimum

In the event there is a tie on the point system, then the person with the highest composite average will win.

ARTICLE 17 – WESTERN ZONE “BIG 50” OPTION

Section 1. Multiple Locations ATA sanctioned Tournaments.

Section 2. In the hope of growing the ATA Big 50 program and opportunity for more individuals to win prizes and money, the Western Zone group of representatives have come together to create the “Western Zone Big 50 Option”. Western Zone Clubs can come together once a month to compete in an ATA “Big 50” shoot within a 7 – calendar day time frame.

These ATA sanctioned events will contain the Western Zone Big 50 option. The Western Zone representatives would like to commence with opportunity the third week on October 2018 (October 15th, thru the 21st, Monday thru Sunday). Clubs can elect to sign up for a month or all months of the year based on shooting seasons within the Western Zone.

Section 3. States

California, Oregon, Washington, Montana, Idaho, Wyoming, Nevada, Utah, Arizona, Hawaii, Alberta British Columbia, Northwest Territories, Yukon, New Zealand, Australia

Section 4. Guide Lines

- ATA Rules govern all clubs during WZ Big 50 tournaments.
- See special instructions for options below.
- Participants may play all or part of the option by event or overall.
- Participants must register the targets with the ATA in any event the option is played.
- All target fees are established by the clubs holding the tournament and may vary.
- Cross registration is not available for Western Zone Big 50 Events.
- All clubs may establish “club only” options. (This money is kept and distributed by club).
- Western Big 50 option money monies will be managed and distributed by Western Big 50 Cashier. (Jim Jones)
- Day events are based on 50 Singles, 50 Handicap and 50 Doubles (25 pair) 150 total.
- A shooter may enter any event from any participating club and shoot a different club any of the 7 days in that month.

Fee Brake Down Example:

Target and Club Trophies	45.00	(Varies by Club) 150 Targets
State Dailey Fees	2.00	(Varies by State)
<u>ATA Dailey Fees</u>	<u>1.50</u>	
Sub Total	48.50	

Western Big 50 Expense	1.00	(ATA Cashier & Expenses)
Western Zone Big 50 Options	9.00	(3.00 per event)
Western Zone High Overall	1.50	(1.50 on combined 3 events)
<u>Total</u>	<u>60.00</u>	

ARTICLE 18 – EXPENSE FOR GRAND AMERICAN

Section 1. For those qualified participant(s), who shoot in the Champion of Championship event at the Grand American Trap Tournament. The USTA will pay \$300.00 for partial expenses

Section 2. After participating in the Champion of Championship event, It is the responsibility of the qualified participant(s) to provide the paid receipt of said event to the USTA President. After confirmation the USTA will pay \$300.00 to qualified participant(s), Receipt must be received before September 1st (New Target Year)

Section 3. Partial payment of expenses to the Delegate for attending the required meetings at the Grand American, in August of each year. The USTA will provide \$1000.00 to the delegate each year to attend the required meetings.

Section 4. After the Delegate submits a brief written report of the meetings to the USTA President, the USTA Treasure will issue a check in the sum of \$1000.00 to the Delegate.

ARTICLE 19 – TARGETS AT UTAH STATE SHOOT - PAID

Section 1. The policy & procedure for payment of Utah State targets upon meeting advertising criteria are;

(a) The rates for advertising in the program are as follows;

Event Sponsors	\$1000.00	(Includes Full Page & Free Targets for you or one (1) employee) at the USTA State Tournament
Full Page	\$500.00	
Half Page	\$250.00	
One Third Page	\$175.00	
Business Card	\$100.00	

(b) The USTA will provide target fees for the USTA Officers upon achieving threshold of advertising in excess of \$5000.00. The officers of the USTA will have their Utah State Shoot targets paid as a token of appreciation for their service.

ARTICLE 20 – USTA TREASURY

Section 1. That a \$30,000.00 minimum fidelity bond, covering the offices of President, Vice President, Treasurer and Secretary be carried at all times.

Section 2. That a minimum of \$2000.00 be kept in the USTA State Treasury at all times.

ARTICLE 21 – AMENDMENTS – POLICY & PROCEDURES

Section 1. Any proposed amendments to the USTA By-Laws and/or to the Articles of Incorporation are outlined in the USTA By-Laws ARTICLE X.

Section 2. The USTA Board shall control and manage the affairs of the USTA Policy and Procedures. All resolution or change to policy & procedures is the responsibility of the USTA Board. All resolution or change in the policy & procedures is by a majority vote of the USTA Board.