

**STANDARD OPERATING PROCEDURES  
FOR THE  
SOUTH FLORIDA PISTOL CLUB (SFPC)**

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**1) Annual Dues Shall Be:**

- a) \$60.00 for all Single memberships
- b) \$90.00 for a Family memberships
- c) Note: “Family” is defined for the purposes of membership as: Primary member, spouse (or significant other) and dependent children under 18 years old.
- d) Prorating of Annual Dues Shall be as follows:

For New Members		
Month	Single Membership	Family Membership
January, February, March	\$60	\$90
April, May, June	\$55	\$85
July, August, September	\$50	\$80
October, November	\$45	\$75
December	\$60	\$90
Note: There is no proration for renewing members. There are late fees. Members who fail to renew by the February Level 1 match, earn a late fee of \$5 for each month after February, not to exceed \$15.		

- e) Applications and dues for the upcoming year are accepted beginning November 1<sup>st</sup>. All November/December new memberships will extend through the coming year.
- f) New and renewing members must fill out the membership application form. Renewing members must fill out the form each year, as it contains the liability waiver. Application forms are updated by the secretary when required.
- g) Family memberships only have a single vote. i.e. primary member of the family can vote, spouse and dependents do not have a vote. If family members are have “single” memberships, each member has a vote.

**2) Free Shoots:**

Free shoots will be awarded to shooters, only by unanimous vote of the Board of Directors. These shoots will be for Thursday Nights only, unless otherwise specified. Eligibility for free shoots will be based on the following items only:

- a) Design 3 courses of fire that are used on a Thursday night match.
- b) Design 3 courses of fire that are used for Sunday to earn a free Sunday shoot.
- c) Special Assistance (determined by the B.O.D.)
- d) Special Projects (build props, donate materials, run club errands, etc.)
- e) Volunteers (registration/sign-up, trailer tower, etc.)

### **3) Slots for the Nationals**

Slots for the Nationals will be available to Club Members in Good Standing, who submit a request in writing accompanying a \$50.00 Deposit Check. Consideration on Club Participation (not just showing up and shooting) and finish results, in the class they wish to compete, from the three previous monthly Level 1 Matches, will be used by the Board of Directors in the event of multiple requests on a Limited Number of Slots available. Requests will be accepted starting with the Trophy Match in March, and must be presented directly to the Club President.

### **4) Range Rules to be Followed Immediately:**

- a) No handling of any firearms on the back bench, this includes showing and bagging and un-bagging or working on in any way. This must be done in the Safety Area.
- b) No test firing of any gun once any match has started. If the shooter has finished all his/her courses of fire they will be asked to leave the range and will not be scored for that match. If they still have courses to shoot they will receive a D.Q. for the match and be asked to leave the range. ALL test firing must be approved by a member of the BOD and must be accompanied by a currently certified Range Officer.
- c) All shooters are required to help their squad paste targets, re-set steel, keep score, run shooters and generally help keep their squad on pace. If they do not help they will not be scored for that match and they will be asked to leave.
- d) No holstered firearms are allowed outside the fence. This will result in an immediate DQ.
- e) All squad members are to stay with their squad until all members have finished shooting and stages are broken down. If you leave before your squad has finished (without Match Director approval) you will not be scored for that match
- f) All shooters must be present for one set-up of stages each month and must tear-down and load onto the trailer their stage each match.

### **5) Definitions:**

- a) Member in “good standing” must:
  - (1) current with SFPC dues and fees.
  - (2) helps their squad paste targets, reset steel, keep score, run shooters and generally help keep their squad on pace when shooting a match.
  - (3) be present for one set-up of stages each month and must tear-down and load onto the trailer their stage each match.
  - (4) must not have had any disciplinary action such as suspensions or letters of reprimand for a period of 12 months.

6) Other club procedures:

a) BOD Meetings:

- (1) At the BOD meeting in November of 2009, a motion was made and passed that the BOD would conduct regularly scheduled meetings once per quarter with the first one occurring in January of 2009.
- (2) BOD meetings are scheduled for 7:00 PM on the first Wednesday of each Quarter. Adjustments will be made as necessary to accommodate conflicts.
- (3) BOD meetings can be in person or virtual.
- (4) BOD meeting agenda and minutes are the responsibility of the secretary. The secretary will conduct the meeting.

7) Responsibilities and Duties.

a) President:

- (1) Shall appoint committee chairmen with the BOD's approval for special projects and shall be a member of all committees
- (2) Shall maintain contact with the USPSA Section, Area and National contact person
- (3) Shall enforce all USPSA and Club rules and regulations,
- (4) Shall have approving authority up to \$ 200.00 per month (expenditures of \$201.00 and over require a majority vote of the Board of Directors) and fulfill all other related duties of the Office.

b) Vice President:

- (1) Shall perform the duties of the President in his/her absence and shall assist as directed by the BOD.
- (2) Shall have approving authority up to \$ 200.00 per month club expenses (expenditures of \$201.00 and over require a majority vote of the Board of Directors) and fulfill all other related duties of the Office.

c) Secretary:

- (1) The Secretary shall conduct all official correspondence as required by the Board of Directors, shall maintain all Club records in good order, shall keep accurate notes of meetings.
- (2) Shall complete and transmit all required re-affiliation paperwork with USPSA and NRA.
- (3) Shall maintain the Club equipment utilized by the Secretary and shall assist as directed by the BOD.

## SFPC SOP

(4) Each year, the secretary will create a three-ring binder for that year. The completed membership applications and signed safety briefing forms must be maintained in the binder. Past years binders will be maintained as archived records.

(5) Membership database: The secretary will maintain an electronic data base of membership via an Excel spreadsheet. Each year a new worksheet will be created within the same file. This file will be stored on the clubs Google Drive which all BOD members will have access.

(6) Membership cards/bag tags are the responsibility of the secretary. These should be distributed at the February Annual meeting.

(7) All club forms are updated and maintained by the secretary. Forms are stored on the Google Drive where all BOD members have access.

(8) BOD meeting minutes are the responsibility of the secretary. BOD meeting minutes should be published within seven days of the BOD meeting. Minutes are posted in the SFPC forum on the web for all members' access. They will also be posted on the SFPC Google Drive.

(9) The secretary will archive the written reports presented by the BOD at the annual meeting and posted the reports on the SFPC forum and the Google drive.

(10) The secretary must ensure all forms and supplies required are available in the registration box. These include, but are not limited to:

- (a) Blank Membership Application forms (SFPC Form 1)
- (b) Blank SFPC Safety Brief signature form (SFPC Form 2)
- (c) Blank SFPC Match Registration Squad forms (SFPC Form 3)
- (d) Markham Park Waiver forms.
- (e) Receipt book for any shooter desiring receipts for their match fees.
- (f) Large Envelopes for each match records, paperwork , receipts and funds.
- (g) Current membership roster.
- (h) Misc. office supplies (pens, clipboards, staples, etc.).

(11) Shall have approving authority up to \$ 200.00 per for club expenses (expenditures of \$201.00 and over require a majority vote of the Board of Directors)

(12) Fulfill all other related duties of the Office.

### d) Treasurer:

(1) The Treasurer shall have responsibility of all funds, shall oversee their disbursement, shall document all expenditures, shall maintain all records necessary to comply with state and federal tax laws and state articles of Incorporation, shall prepare monthly financial statements for the Board of Directors and members, with the assistance of an outside auditor shall prepare an annual

financial statement for the general membership and shall assist as directed by the BOD.

(2) At every Club match, the Treasurer is responsible to ensure that the official registration and reconciliation sheet are fill-out and total correctly, signed by the registrar, and then signed by the Treasurer. The Treasurer shall then deposit and record the date and total of the deposit on the reconciliation page and keep all these records on file.

(3) All invoices and reimbursements shall only be paid from the SFPC Corp. checkbook, not cash, and only if approved by the Board of Directors or by the President. The checking account must always require two signatures on a check. All reimbursements must have a receipt or check request voucher on file with the Treasurer. All Directors will be signatories on the account.

e) Director of Safety:

(1) The Director of Safety shall be a USPSA/NROI Certified Chief Range Officer, shall function as the Chief Safety Instructor,

(2) Shall orient new shooters

(3) Shall oversee general range safety conditions,

(4) Shall assist the Board of Directors with course design with regard to safety,

(5) Shall act as or shall appoint a Chief Range Officer for all matches,

(6) Shall maintain and provide to the BOD a list of all RO and CRO qualified members and the expiration date of the certification.

(7) Shall maintain and update the SFPC Safety Briefing and provide the recommended changes to the BOD for approval.

(8) Shall assist as directed by the BOD.

f) Director of Statistics:

(1) shall prepare all scoring devices,

(2) shall compile match results,

(3) shall maintain the club equipment utilized by the Stats Director,

(4) shall prepare all classification documents and in conjunction with the club Treasurer forward these documents and fees to the appropriate USPSA parties

(5) shall assist as directed by the BOD.

g) Director of Equipment:

(1) Shall maintain all Club equipment in proper working order

(2) Shall order supplies as necessary including but not limited to targets, pasters, timer batteries, staplers, staples and other match props,

(3) Shall maintain the equipment storage facility/area.

(4) Shall assist as directed by the BOD.

h) Multi-Gun Coordinator:

(1) Coordination of monthly, third Tuesday multi-gun match. Currently the match is schedule for set up at 5pm, match at 6:30pm. The Multi-gun coordinator is the BOD representative for these matches.

(2) Coordinate with Director of Equipment for any multi-gun specific equipment requirements.

i) All Members:

- (1) Pay SFPC dues and fees as required.
- (2) Help set up, stay and help tear down the stages after a match.
- (3) Help their squad paste targets, re-set steel, keep score, run shooters and generally help keep their squad on pace when shooting a match.
- (4) Let a BOD member know if there are issues or areas of concern with the way matches are being run so that it may be addressed.