

MUCC STATE SHOOT COMMITTEE, INC. OPERATING PROCEDURES

ORDER OF BUSINESS AT MEETINGS

The order of business at all meetings shall be as follows:

1. Roll call and seating of New Board of Directors
2. Approval of the Minutes
3. Report of Officers
4. Report of Sub-Committee Chairmen
5. Amendments to the Bylaws **(If Required)**
6. Unfinished business
7. Election of Officers or appointment of vacant offices **(If Required)**
8. Awarding next Annual State Tournament **(When Appropriate)**
9. New business
10. Adjournment

ELECTIONS OF THE MUCC STATE SHOOT EXECUTIVE OFFICERS AND COMMIEE CHAIRMEN

1. Executive Officers: The Executive Officers will be elected by a majority vote of the Board of Directors present at the November meeting.
 - The President will call for nominations from the floor.
 - The Board of Directors present shall vote on the nominees.
 - The Executive Officers shall be elected for two year terms.
 - The elections will be held every two years on the even years.
2. Board of Directors: New members for Board of Directors can be nominated by any current Board of Director at any regular business meeting.
3. Sub Committee Chairmen: The Sub Committee chairmen will be elected from the seated Board of Directors' present at the meeting

DUTIES OF THE MUCC STATE SHOOT COMMITTEE

1. The Committee shall meet in November, January and March. Other meetings may be set at the discretion of the Committee. Only Committee members may vote. Committee members are expected to attend all meetings unless excused by the President. Any member with two consecutive un-excused absences in a twelve month period shall be dropped from the Committee.
2. It shall be the duty of the committee to establish rules and regulations governing the State Shoot and to oversee the Shoot.
3. The Committee will determine when it is necessary to divide the events and which events will go to which club.
4. It is the duty of the Committee to assure that a club is capable of holding a State Shoot prior to that club being considered as a potential State Shoot Host Club.
5. It is the duty of the Committee members and/or designated persons of the State Shoot Committee, to keep score for the host club teams at the sporting clays event.
6. It is the Committee's responsibility to have the Shoot packets completed and mailed to the clubs and shooters three (3) months prior to the Shoot.
7. The MUCC State Shoot Committee shall have the authority to conduct investigations or hearings relative to any complaint against any shooter who, or any club which, in the opinion of the MUCC State Shoot Committee, is guilty of any unsportsmanlike conduct or any prejudicial acts

ANNUAL MUCC STATE SHOOT

that are detrimental to the best interest of the MUCC State Shoot and to take action as the MUCC State Shoot Committee deems appropriate.

The Annual MUCC State Shoot will be held on a rotational basis. Any Michigan United Conservation Clubs (MUCC) Member Club that fully meets the following Host Club Requirements may petition the MUCC State Shoot Committee for approval to host the MUCC State Shoot.

HOST CLUB REQUIREMENTS

In order for a club to host a MUCC State Shoot, the following requirements must be met:

1. Must be an affiliate of MUCC and sign a contract between the MUCC State Shoot Committee and the Club.
2. Must provide all necessary help trained to put on a safe, controlled shoot. This includes range officers, registration, scorers, trap setters, etc.
3. Minimum range requirements:
 - Trap: 4 fields, one extra machine, spare parts. The fields may be temporary but must be safe.
 - Skeet: 3 fields, otherwise the same as Trap.
 - Archery: 28 3D animal target course.
 - Pistol: 8 positions, 25 & 50 yard outdoors.
 - Jr. Hunting Rifle: 8 positions, 50 foot indoor or 50 yard outdoor.
 - Rifle: 8 positions, 100 yard.
 - Muzzleloader: Woods Walk Courses for Rifle, Muzzleloader Pistol & Trade Gun. May be set in either a woods or open course (Rifle Range).
 - Sporting Clays: Minimum 12 positions (stations).
 - 5-Stand: One 5-Stand field in accordance to NSCA Rules.
4. Other facility requirements include: toilet facilities at all ranges, public address system, sufficient parking (300 cars for Skeet and Trap events), eating facilities, camping facilities on the property or close by, lodging facilities close by, directional signs to the club and to the events, and signs at each event.
5. Any club wishing to host an MUCC State Shoot must meet the requirements for facilities and manpower, and, must submit a written request at the November meeting two years before the requested Shoot. This written request must be signed by the club President or designee and should include the planned program, list of facilities, lodging and food availability, and any other information which may assist the Committee in determining who the host club will be. It is important that qualified people be used in the key positions. Persons shooting or coaching cannot act as officials while they are shooting or coaching. The host club must schedule their teams in the same manner as any other club and conduct the events so as to not give their team an advantage. It is suggested that the host club teams shoot on Friday as to help with scheduling more non-host club teams on Saturday and Sunday and to allow these shooters to work the event.
6. The host club will carry out the MUCC State Shoot program under the direction of the MUCC State Shoot Committee. The host club may put on other events as it chooses provided they are approved by the MUCC State Shoot Committee. All equipment, targets, positions, shooting ranges and lanes must meet the rules of the national or state body whose rules apply and the

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MUCC State Shoot rules. Generally, the ranges must be safe with an open view to the target. The targets must be safe with the proper backstop. All equipment and targets must be in good repair and proper adjustment. This is a MUCC State Shoot and the appropriate approach and preparedness should guide the host club.

7. Before a club can be considered as a potential host club, the club must have two representatives serve on the MUCC State Shoot Committee. They also must observe and participate in the events that they are hosting in the shoots prior to the years of hosting their shoot. This allows for the club to become familiar with the shoot activities and allows them to assist at the shoot. If these requirements cannot be met, it is questionable that the club has the desire or the ability to put on the shoot. First time host clubs will be visited and facilities reviewed by the MUCC State Shoot Committee prior to the approval to host the shoot.
8. The host club will collect all fees for the shoot and return 15% of the entries fees to the MUCC State Shoot Committee within thirty (30) days of the Shoot. The club is expected to present a report of all activities and the financial results to the MUCC State Shoot Committee Treasurer within the same time frame. In conjunction with the return of the fees and the shoot report, the host club is to supply a list of winners and all participants' names and addresses to MUCC State Shoot Committee. The host club is to provide all State Shoot awards and participant patches. Patches are to be no less than 4" in diameter. All Awards are to be approved by the MUCC State Shoot Committee.
9. The host club must confirm pre-registrations promptly upon their receipts. It is the responsibility of the host club to confirm the affiliation of the clubs entering teams.
10. It is the responsibility of the host club to have the rules available at each event (MUCC, NSCA, NSSA, ATA, NRA, NMLRA). The host club will post the team and individual scores for each event as the scores become available.
11. The host club may discriminate against any equipment that will cause undue destruction of the targets. Example; archery targets must have the capability of stopping an aluminum arrow shot from a bow with a draw weight of 80#'s, equipment outside this parameter may, at the discretion of the club, not be allowed.
12. The host club is responsible for all safety matters and should be able to show that they are properly and currently insured, per the MUCC State Shoot Committee Agreement.
13. All applicable events (excluding Junior Rifle and Archery) will have men's, ladies, junior, sub-junior and senior classes.
14. It is the responsibility of the host club to assure that there are no alcoholic beverages on or near the ranges.
15. It is the responsibility of the host club to assure that all competitors and range personal, wear proper eye and ear protection for firearm events.
16. It is required that the host club for the fall shoot to have their flier approved by the Committee at the March meeting for publications. Any other shoots throughout the year have to have their flier approved at least four months prior to the shoot.

HOST CLUB MINIMUM SHOOT HELP REQUIREMENTS

Sporting Clays and 5 Stand: Minimum of 4 registration people to check in teams/shooters and to verify scores and a data input person. Club needs a trapper for each station and a scorekeeper with each squad. For automated courses, the scorekeeper and the puller can be the same person. For the 5-stand event, it is suggested to have a puller and a scorekeeper.

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Skeet and Trap: Minimum of 4 Registration people to check in teams/shooters and to verify scores and a data input person. It is suggested that the host club has a puller and a scorekeeper on each field and a squad hustler for each event. The purpose of the squad hustler is to keep the squads moving and reporting to the fields on time.

Non Shotgun Events: Minimum of 2 registration people for each event to check in teams/shooters and to verify scores and a data input person. Adequate amount of help and Range Officers for each range. Host Club is required to verify all shooters equipment that might need verifying for any event that requires it.

SUGGESTED FLIER INCLUSIONS BY THE HOST CLUB

- Shoot dates and locations for each event.
- Club contact name and phone number.
- Any approved activities the Club is having.
- Meals and entertainment that will be available at the club.
- A map to the club and a list of near by camping and lodging information.
- List of the events and prices

Club Packet Content:

Flier
Map
Accommodations & etc.
Pre registration form
Rules and Regulations

Shooter Packet Content:

Flier
Map
Accommodations & etc.
Pre registration form

STATE SHOOT AGREEMENT

This State Shoot Agreement (“Agreement”) is entered into by the MUCC State Shoot Committee, Incorporated (“The Committee”) and the _____ (“Club”), in consideration for holding the MUCC State Shoot at _____ on _____.

CONTRACT DOCUMENTS

1. The following documents construed together and in complimentary manner, form the Contract (“Contract Documents”):
 - This State Shoot Agreement and any addendums, exhibits, warranties, and notarized statements which are attached and initialed hereto.
 - The MUCC State Shoot Insurance Agreement.

PARTIES

2. MUCC State Shoot Committee, Incorporated, a Michigan non-profit corporation with its principal place of business at 2975 Alexander Ave. Rochester Hills, MI 48309.
3. The Club, a Michigan _____ corporation with its principal place of business at _____.

OBLIGATIONS

4. The Committee agrees to hold the MUCC State Shoot at the Club’s facilities on the date specified in the above paragraph.
5. The Club, during the MUCC State Shoot and at its sole expense, shall provide all the necessary personnel, as determined by the Committee, to effectively run the MUCC State Shoot.
6. The Club, during the MUCC State Shoot and at its sole expense, shall allow the Committee the use of all the Club’s property, facilities, and shooting ranges located at the address listed above (collectively referred to as “Premises”) necessary to conduct a successful State Shoot.
7. The Club, during the MUCC State Shoot and at its sole expense, shall make available to the Committee the Club’s common areas including, but not limited to, parking areas, driveways, sidewalks and ramps, service areas, hallways, lighting facilities, outdoor portable restrooms, and landscaped areas (the “Common Areas”).
8. The Club, during the MUCC State Shoot and at its sole expense, shall operate, manage, equip, light, insure, repair, keep clean, and maintain the Premises and Common Areas including but not limited to, the outdoor portable restrooms, and electrical and plumbing systems.
9. The Club shall purchase and provide all the necessary targets, trophies and participant patches for the MUCC State Shoot.

USE OF THE PREMISES

10. The Committee shall use and occupy the Premises for MUCC State Shoot purposes only. The Committee shall not intentionally and knowingly use the Premises for any purpose or in any manner in violation of any law, ordinance, rule, or regulation adopted or imposed by any federal, state, county, or municipal body or other governmental agency.
11. The Club shall have the right to use the Premises provided that the use does not interfere with the operation and conduct of the MUCC State Shoot as determined by The Committee.

DESTRUCTION OF THE PROPERTY

12. If, after the execution of this Agreement and prior to or during the MUCC State Shoot, the Premises and-or Common Areas are partially or totally destroyed by fire or other casualty or are condemned or are taken by any public authority under the power of eminent domain, The Committee at its sole desecration may cancel the MUCC State Shoot and void or modify this agreement as it sees fit.

INCOME FROM STATE SHOOT

13. The Committee and the club will split the money received from the entry fees for the MUCC State Shoot to help offset The Committee's cost as follows: fifteen percent (15%) to The Committee, and eighty-five percent (85%) to the club. Make all checks payable to MUCC State Shoot Committee, Inc.
14. If the Club operates any food, liquor, alcohol, or merchandise booths or facilities during the MUCC State Shoot, the Club shall be entitled to all income from their food, liquor, alcohol, and merchandise sales. The expenses incurred by the Club for these booths or facilities shall be the sole responsibility of the Club.

BOOTH OPERATIONS

15. The Committee will be allowed to operate its own booths during the MUCC State Shoot. All decisions on The Committee's booths are to be made solely by The Committee.

LICENSES

16. Except where otherwise provided, The Committee will be responsible for obtaining all necessary licenses needed to conduct The Committee's operations described in Paragraph 15.
17. The Club will be responsible for obtaining all necessary licenses needed to conduct its food, liquor, alcohol and merchandise sales and its raffles or giveaways, or any other Club operation described in the Agreement.

INSURANCE

18. The Club agrees to add Michigan United Conservation Clubs and the MUCC State Shoot Committee, Incorporated as an additional insured on club's policy totaling \$1,000,000 (one million) or more in limited liability insurance and provide two copies of the policy showing said additional insured's at least 30 days prior to the shoot date. One copy for MUCC and one for The Committee.

DEFAULT

19. If the Club defaults under any provision of this Agreement, The Committee at its sole discretion may void this Agreement and cancel the entire or remaining portion of the MUCC State Shoot.

MISCELLANEOUS

20. MUCC State Shoot Rules and Regulations ("State Shoot Rules") are set out in the attachment A. The Host Club Requirements are set out in the attachment B. The Club's rules are set out in the attached Exhibit B. The Committee and its agents, employees, invitees, and licensees and the Club and its agents, employees, invitees, licensees, and members shall comply with both the State Shoot Rules, Host Club Requirements and the Club's rules. In the event that the State Shoot Rules conflict with the Club's rules, the State Shoot Rules will override the Club's rules.
21. The Committee or the Club's failure to insist on strict performance of any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of any subsequent breach or default in the terms, covenants, and conditions in this Agreement. This Agreement may only be changed, modified, or discharged in writing and with the consent of The Committee.
22. All notices required under this Agreement shall be in writing and shall be deemed to be given if either delivered personally or mailed by first class mail to The Committee or the Club at their respective addresses set forth in the Agreement under Paragraphs 2 and 3 respectively, or to any other address that either party furnishes in writing during the term of this Agreement.
23. This Agreement shall be construed under the laws of the State of Michigan.
24. If any provision of this Agreement or portions of this Agreement or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
25. This Agreement and its covenants and conditions shall inure to the benefit of and be binding on the Club and its successor and assigns.
26. Any intention to create a joint venture or partnership between the parties is expressly disclaimed.
27. All headings in this Agreement are included for the convenience of reference only and shall not constitute a part of this Agreement for any purpose.

Operating Procedures cont.

MUCC State Shoot Committee

Club

By: _____

By: _____

Its: _____

Its: _____