



# Texas Trapshooters Association

## Officer Duties

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**Purpose:** The purpose of this document is to make available to all shooters the duty expectations in holding office. Should you be interested in being on the TTA Board Of Directors please reach out to past and present board members to discuss any questions you may have. The association relies on it members to carry us into the future, maybe that is you.

### TTA President Duties:

**Time Allocation:** 1 hour/week on avg. and as needed frequently

**Skills:** Leadership and Communication

**Term:** 1 year

1. Provide leadership
2. Preside over all TTA meetings
3. Consult with and keep Board of Directors fully informed of association affairs
4. Ensure TTA officers are aware of and understand their responsibilities
5. Create committees and appoint members as necessary
6. Oversee planning for State Shoot
7. Assist with state shoot program development i.e. Event planning, Added money and accuracy of all included information
8. Setup pre-squadding at PreSquad.com
9. Setup magazine ad, with Trap & Field, to run in the April, May and June editions
10. Write and submit Trap & Field report after the state shoot

And all other duties prescribed in the By-Laws

## TTA First VP Duties:

**Time Allocation:** <1 hour/week on avg., peaking to 5-10 hours/week on occasion

**Skills:** Familiar with Excel, familiar with web publishing a plus

**Term:** 1 year

### State Team Selection:

While in office as 2<sup>nd</sup> VP, collect score results for the 3 championship events/HAA (High All Around) at each zone shoot and the state shoot. These will be used for verification and selection of state teams and reporting to the ATA for All American points after the state shoot.

An ATA Average Book or the ATA web site ([www.shootata.com](http://www.shootata.com)) can be used to verify number of targets shot for the year.

Review the State Team guidelines, posted on the TTA website. [StateTeamGuidelines.doc](#).

After September 1st, review the state team standings document, posted on the TTA website, for selection of the state teams. Verify scores shot at the selected zone shoots and the state shoot. Verify the number of targets shot for the year. Check special category declarations. Sort the applications by total score – high to low. The top 5 are the Texas State First team, regardless of category. The next 5 make up the Texas State Second team, regardless of category. From the remaining applications, separate by special category. For the special categories, select the required number of shooters for each team. If a category shooter is eligible for the Texas State First Team and also eligible for Captain of the Category, you will need to contact them to determine their team of preference. Determine if any of the Texas State First team members or special category Captains are eligible for rings.

Prepare a report for the fall TTA meeting (reference [StateTeam.doc](#)). The report should detail team members and their respective scores.

Send letters to individuals on the state teams (reference [StateTeamLetter.doc](#)).

### Plaques and Rings

Once the state teams are identified contact the first time ring recipients to request the individual ring ordering information. When the ring ordering information is received, order all of the rings (Balfour) and request the invoice be sent to the TTA Secretary/Treasurer for payment. You may have the rings mailed directly to the recipients or award it to them at the state meeting at their request.

Order plaques and check for correctness when they are received. Contact vendors for any corrections if needed. Bring the plaques to the Texas State Shoot annual meeting for presentation.

Maintain a physical list of all past and new State Team ring recipients. Pass the list along to the incoming 1<sup>st</sup> VP.

### Hall of Fame Plaques

Consult with HOF committee to identify who the Hall of Fame inductees will be. Once identified, order the large HOF plaque for presentation at the state meeting.



### **At the State Shoot:**

Present the plaques at the State Meeting. Present the rings, as requested. Consider having all individuals for a given team stay up front until the entire team has been presented and team picture is taken.

Insure each Zone responsible for refereeing shoot offs is notified of their respective night to perform the duty. Contact the Zone officers and make sure they have people available to referee and help out.

### **Beat Your Average Shoot-Off:**

On Thursday, post a sheet for shooters to post their scores for the BYA shoot-off. The sheet should provide space to record Name, ATA number, State of Residence, Scores for events 7, 8, & 9, plus Averages for last year's targets in Singles, Handicap, and Doubles, (reference [BYAShootoff.doc](#)).

Scores and averages must be verified against the event score report printouts and the average book or ATA website. The official shoot score administrator provides event score printouts.

After Friday's handicap, pull the list NLT 30 minutes after the conclusion of Event 9. Get a score report sheet from the shoot score administrator. Check through the BYA shoot off participants to determine the winner. Post the winner name on the score board NLT Saturday morning.

### **Zone Team Scores:**

Throughout the year, collect scores from the Championship Singles events at each of the Zone shoots. They are posted on the TTA website. This data is to be used to verify the shooter's participation in the zone shoot and eligibility for the Zone team.

On Saturday, post blank Zone Team Score sheets for each zone (reference [ZoneTeamScores.doc](#)). Once shooting of the 2<sup>nd</sup> 100 targets has begun, check the sheets and mark any open position as DQ'd (disqualified), if participant names are not listed.

30 minutes after the event has ended, pull the score sheets. Verify the scores against a score sheet. Verify eligibility of shooter class and participation in the Zone shoot. Determine the winners. Notify the shoot score administrator of the winner so they can add the information to the winner/trophy lists. Post the score sheets back on the score board with the winners identified.

If the winner from the zone shoot is not present to shoot for their class, the next highest score down can move up and shoot in their place. This also means the next lower-class shooter can move up, i.e. someone "B" Class could move up to "A" Class. The exception is only the Runner Up for the Champion of Champions can move up. No one else is eligible.

### **Special Category Trophies:**

Place the sign-up sheets at the classification table for the Husband / Wife and Parent / Child categories (reference [SpecialTrophies.doc](#)).

On Saturday, post the blank score sheets on the score board for the teams to record their scores.

30 minutes after the event has ended, pull the score sheets. Verify the scores against a score report sheet and determine the winner. Notify the shoot score administrator of the winner so they can add the information to the winner lists. Post the score sheets back on the score board, with the winners identified.

**Turnover:**

Turn over information to the incoming 1st VP. This should include:

1. Documents / Electronic files
  - a. This document (TTA1stVP.doc)
  - b. Guidelines for State Team Selection (StateTeamGuidelines.doc)
  - c. Example of compiling state team data (StateTeam.xls)
  - d. State Team Report for TTA meeting (StateTeam2008.doc)
  - e. State Team letter template (StateTeamLetter.doc & stateteam.mdb)
  - f. BYA Shoot off score sheet (BYAShootoff.doc)
  - g. Zone Team score sheet (ZoneTeamScores.doc)
  - h. Special Category score sheet (SpecialTrophies.doc)

**Prep for President:**

And all other duties prescribed in the By-Laws

**TTA Second VP Duties:**

**Time Allocation: <1 hour/week on avg., peaking to 5-10 hours/week on occasion**

**Skills: Familiar with Excel, familiar with web publishing a plus**

**Term: 1 year**

**State Shoot Trophies**

When ordering trophies, give the vendor a date at least two weeks prior to the shoot date to allow time to resolve any problems and to prevent late deliveries.

The ATA provides trophies for the Championship events. They will provide a list of the In-State trophy only places they are providing. Use the ATA list to order duplicate trophies from the same vendors, at the TTA's expense, for the Out of State Shooters. All out of state trophies are paid for by the TTA. The TTA also pays for the In-State Runner Up trophies, except for the ones provided by the ATA.

Update the state shoot trophy spreadsheet (reference [Trophies.xls](#) for the year of the shoot) to match the program and use it to track which trophies have been ordered as well as cost.



Provide labels for the state shoot trophies based on the program. Group the trophies by event and label each trophy for easy identification. There will be more than 1 trophy for a given award (e.g. a TTA trophy and an ATA trophy). Be sure to group these trophies together. You can use extra labels when there are items grouped together. Mark the labels for the items as “1 of 2”, “2 of 2”, etc. to help insure that all items are given to the award winner.

### **Zone Shoot Trophies**

Order TTA trophies for zone shoots based on zone shoot schedule. Be aware of zones holding shoots soon after the state shoot.

When ordering trophies, give the vendor a date at least two weeks prior to the shoot date to allow time for problem resolution and to prevent late deliveries.

Zone trophies should be sent to the Zone president (or designee).

### **Presidents Buckle**

The Presidents buckle, presented to the incoming president at the annual meeting, should be ordered after verifying the 1<sup>st</sup> Vice President will be rotating to the President’s position.

**Hall of Fame Awards** (John Camack Memorial Award) – This is a special order buckle

The HOF committee will determine what the award will be. Order awards i.e. Buckles, pins, necklace etc., as determined, to present at the state annual meeting.

### **Fall TTA Board Meeting**

At the fall TTA Board Meeting, you should be prepared to report on plans for state shoot trophy orders. Review TTA trophies ordered for Zone shoots. Provide an update on any planned changes to awards for the state shoot. This should include an estimate on budget requirements. This is also an opportunity to get input from the board regarding any recommended changes.

### **Spring TTA Board Meeting**

At the spring TTA Board Meeting, you should be able to report that all trophies have been ordered or what plans for ordering are in place.

### **At the state shoot:**

Useful items to have at the trophy desk: binder, highlighters, markers/sharpeners, pens, pencils, note pad. It is a good idea to establish and post the hours that the trophy desk will be open.

Put the Trophy lists in a binder. You may get multiple copies for an event as updates and shoot-offs/carry-overs are resolved. You may have to update trophy lists based on the updated results.

Have winners sign for their awards. Crosscheck the winner list with the trophy spreadsheet to make sure the individual gets all items to be awarded.

It is very helpful to post lists of winners on the scoreboard for individuals who need to pick up trophies.

There may be some trophies left after the shoot. Determine if one of the other officers or someone else can deliver some of these to shooters in their area. Post a notice on the scoreboard stating how trophies will be handled if not picked up. Left over trophies is normally kept until the next state shoot. You may mail trophies at the shooters expense.

#### **Miscellaneous:**

You may need to assist with the scholastic awards.

Coordinate information with the shoot photographer. Direct the shooter to see the photographer. Amarillo usually provides a photographer, but the NSC does not.

The 1<sup>st</sup> VP may ask you to assist with state team plaques that were not picked up during the presentation.

#### **Prep for 1st VP:**

Collect scores for the 3 championship events/HAA (High All Around) at each zone shoot and the state shoot. These will be used for verification of State Team-selection.

#### **Turnover:**

Turn over information to the incoming 2<sup>nd</sup> VP. This should include:

1. Vendor information / contacts
2. Documents / electronic files
  - a. This document (TTA2ndVP.doc) and recommended changes.
  - b. Supporting document (Trophies.xls)
  - c. Any updated trophy list documents that you used.

And all other duties prescribed in the By-Laws

### TTA Sec/Treasurer Duties:

**Time Allocation: 1-3 hours/week on average, peaking to 5-10 hours/week frequently**

**Skills: Accounting or similar background (CPA not req.), proficient with Excel, Word, Publisher, and familiar with web publishing**

**Term: 5-10 years**

- Annual IRS Filing
  - Prepare to close books for June 30<sup>th</sup>
    - Ensure all outstanding transactions have been resolved by May 31<sup>st</sup>
    - Confirm with Zones who is using TTA Tax ID for consolidation of TTA Financials (Zones I, II, III, & IV are using club id, Zones V consolidate with TTA)
    - Proceed as needed to close books e.g., stop payment, collections, etc.
  - Responsible for research and classification of accounting events during the year



- Ensure scheduled TTA gaming events are in compliance with state and federal laws. Identify as needed individuals accountable for gaming events and their roles for properly recording receipts.
- Responsible for annual IRS filing (990), send to TTA Officers prior to submitting. Suggest filing by July 31<sup>st</sup> but you have a few months.
- Send certified signature required via FedEx – retain receipt for audit
- Comply with current filing requirements.
- Incoming Sec-Treasurer file form 8822-B Change Of Address, then update By Laws Article II Section 1 for Home Office
- BOD Minutes & TTA By-Laws
  - Responsible for communicating to Past/Present/Zone/Clubs upcoming BOD Meeting via email
    - Secure meeting location ~ 2 months in advance of meeting
    - Coordinate with President on the BOD agenda
    - Send notice 1 month in advance, 1<sup>st</sup> Saturday in February & October
    - Maintain TTA email distribution list, send bcc to preserve their emails from chain letters or other unwarranted contacts
    - Update TTA Officers web page with BOD Notice, will require HTML edits
    - Prepare and Print out copies for the BOD Meeting (~3 copies and online availability)
      - Agenda, Previous Minutes, Treasurer Reports
    - Record and memorialize Feb & Oct BOD Meeting Minutes and update binder
    - Post BOD Minutes to TTA Officers web page, will require DC Adobe to compress pdf and merge pdf files
  - Annual BOD Meeting (Notice in the State Program)
    - Coordinate with President on the BOD Agenda
    - Prepare and Print out copies for the Annual BOD Meeting (~10+ copies and online availability)
      - Agenda, Previous Minutes, Treasurer Reports
      - Distribute the day before and during the meeting
    - Record, memorialize and post Annual BOD Minutes on TTA Officers web page
    - Maintain TTA By-Laws per Annual Meeting Resolutions
    - Update TTA By-Laws on TTA Officers web page and in binder
  - Submit to ATA the Officer and Delegate Report elected at the annual meeting
- Calculate and distribute TTA Rebate to Zones
  - Record and Maintain Shoot Reports (BOD TR.xlsx linked to Treasurer Report.xlsx)
  - Send TTA Partial Rebate to Zones V, III and II one month prior to shoot
  - Distribute TTA Rebate balance (Zones V, III, II) and full rebate (Zones I & IV) at February BOD Meeting
- State Shoot Program (coordinate with Club and BOD)
  - Get quotes and finalize vendor for printing by EOM February
  - Establish time line for state program to print and communicate responsibilities

- Delivery by March 31<sup>st</sup> has worked in the past
  - Assemble State program (MSFT Publisher)
    - Acquire Pictures for BOD and President of Host Club
    - Acquire Presidents message, BOD & Host Club
    - Acquire Pictures and write up for HOF (HOF Committee)
    - Acquire In Memoriam for past year (use email dist. List and link confirmation for picture)
    - Acquire Shooting Event dates, times, club logistics, event order, fees, etc. from host club
    - Acquire Pre-Squad info, all BOD/Zone/General meeting dates/times (Pres. Provides and coordinates for presquad)
    - Acquire State team rules, state team members, state team application, All American, and related information (1<sup>st</sup> VP)
    - Acquire trophies info, added money allocation and related information (2<sup>nd</sup> VP)
    - Acquire ATA & delegate related information, Scholarship and related information (ATA Delegate)
    - Acquire AIM communication and related information (AIM Contact)
    - Contact, record, invoice, receipt, and monitor via Ad & Donation Tracking worksheet of donors/sponsors
    - Confirm and reconcile to ad & donation tracking sheet to ensure all ads are in program and have been paid for
    - Team contributor for proof reading (BOD/Club Own the program)
  - Responsible for taking program to print
  - Responsible for assigned mailings per list provided
    - Host Club responsible for shared expense of program (Feb 2014 Minutes)
  - Maintain and Order pins, patches, & cards
    - State Attendance pins ordered in February (last year attendance + 5%)
    - Other mile stone pins (100 & 200 straight, consecutive year attendance)
    - TTA Life Membership (cards, pin and patch)
    - Small supply of 25, 50, 75, 100, & 200 straight (order from ATA)
- TTA Insurance - paid annually in March
- Invoice and track annual TTA club dues
  - Annually: prepare, send, track & record TTA Club Dues Invoice ~ November and due by Jan 31.
  - Coordinate with ATA on New Club applications
    - Coordinate with ATA Delegate to assist as needed e.g., Club Affidavit, Trap Certifications, Club Questionnaire
    - Train & Coordinate with New Club Officers on TTA processes
  - Maintain TTA Clubs web page of clubs with contact information who are current with TTA Annual Dues
- State Team Rings
  - Coordinate with 1st VP on State Team Ring Orders, 1st VP collects ring orders and gives them to Sec/Treasurer
  - Ensure all upgrades paid in advance prior to ring order
  - Pay deposit and balance due when rings ordered/shipped





- Recommend sending rings directly to recipient, notify shipped via tracking number
- Record, monitor and pay bills associated with TTA business
  - Maintain Treasurers Financial Report(s)
  - Send treasurers report monthly to TTA Officers
  - Reconcile discrepancies associated with invoices
- Weekly shoot applications and cancellations
  - Receive and review shoot applications and cancellations
    - Coordinate with clubs that have shoot conflicts, first application takes date
    - In Zone conflict are clubs within 1 hour of each other (understand profile of club shooters as this restriction is case by case and often waived)
    - Out of Zone, no conflict, we have 24 clubs and there will be overlap
  - Forward approved shoot applications/cancellations to ATA (Ashley)
  - On occasion audit ATA Shoot Dates with TTA Shoot Dates, resolve approval process with club.
  - Update Shoot tracking worksheet for TTA Fee remittance
  - Contact and resolve club's delinquent in TTA remittance
  - Update Shoot Date Worksheet, edit HTML and upload to TTA Shoot Dates page
- Weekly Receipts
  - Monitor PO Box for mail
  - Record Receipts in Treasurers Report
  - Follow up and resolve discrepancies' in remittance
  - Deposit Receipts
  - Balance Check Book with Treasurers report to Bank Statement
- Maintain TTA Home web page
  - Gun Club Forms, will require DC Adobe to edit
  - Life Members
    - Send award letter, Pin and Patch
    - Record receipt of payment and send out receipt
  - Zone Counties and Map, using MapPoint 2013
- Maintain TTA Officers web page
  - Zone By-Laws (zones to provide)
  - Officer Duties
- Maintain TTA HOF web page
- All Other duties as needed by TTA during Zone and State Shoots

And all other duties prescribed in the By-Laws