



Standard Operating Procedures

TABLE OF CONTENTS

Article I: Name & Purpose

Section A: Name
Section B: Purpose

Article II: Membership & Dues

Section A: Eligibility
Section B: Charter Members
Section C: Dues
Section D: Fees
Section E: Donations

Article III: Officers

Section A: Officers
Section B: Eligibility
Section C: Elections
Section D: Term
Section E: Requirements
Section F: Vacancy
Section G: Named Officers

Article IV: Duties of Officers

Section A: President
Section B: Vice-President
Section C: Financial
Section D: Administrative
Section E: Range Safety
Section F: Training
Section G: Media
Section H: Equipment

Article V: Meetings

Section A: Meetings
Section B: Special Meetings

Article VI: Community Standards

Section A: Member Expectations
Section B: Penalties & Forfeiture of Membership
Section C: Mutual Respect
Section D: Mediation

Article VII: Media

Section A: Spokesman
Section B: Pictures and Videos

Article VIII: Minimum Equipment List

Section A: First-Aid (IFAK)

Article IX: Unauthorized Equipment

Section A: Holsters
Section B: Ammunition

Article X: Amendments

Section A: Selection
Section B: Notice

ARTICLE I: NAME & PURPOSE

Section A: Name

1. The name of this club shall be UT45 Shooters Club.

Section B: Purpose

The purpose of this club shall be:

1. To sponsor and/or conduct firearms training and educational events for firearms safety, self-defense, outdoor field craft skills, recreational shooting and hunting. This will be done through consistent, quality training that pushes personal boundaries.
2. Secondly, our purpose is to prepare our members mentally and physically for the day that they have to fall back on their training in a lethal force situation so they come out ALIVE.

Section C: Our Mission

1. To safeguard the rights of the citizens of the United States of America and the State of Utah and to bear arms in accordance with the Constitution of the United States of America and to promote favorable public sentiment thereof.
2. Helping shooters of every experience level understand the capabilities of their firearm and its limitations.

Section D: Our Core Values

1. We operate around the five C's

Commitment (to the club and to helping other 2nd Amendment enthusiasts safely operate their firearms)
 Communication (with the club's Officers and with each member and guest shooter)
 Courtesy (to other members, to guests at our events and to observers when we train)
 Care (for the guy or gal shooting to our right or left; everyone goes home WHOLE at the end of the day)
 Community (patriotism, adherence to the rule of law, service, building relationships, family)

Section E: Our Vision

1. To be THE best place in Utah where firearms enthusiast want to come and train and be around like minded people.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility

Anyone wishing to join UT45 must meet eligibility requirements as follows:

1. Be "**eligible**" to own a firearm in the state of Utah. They cannot be a "**restricted person**" under Utah or federal law.
2. Complete an application (It should be noted that completion of an application does not immediately grant membership into the club. A ninety (**90**) day, three (**3**) event vetting process goes into effect first. The Officers of the club may deny any "**prospective member**" as needed to insure the safety of existing members at any time.
3. To complete an application a prospective member must produce one of the following to the Administrative Officer or Officer taking their application:
 - a. Valid Utah Concealed Firearms Permit (CFP)
 - b. Valid Concealed Firearms Permit (CFP) from a state recognized by Utah
 - c. Valid United States Armed Forces, Active or Reserve Military Common Access Card (CAC)
 - d. Valid (with raised seal) Utah, Bureau of Criminal Identification (BCI) criminal background check

* When the prospective member turns in his/her application a photo will be taken of the submitted article a, b or c. for our records. If the prospective member doesn't have a valid a, b or c, at the time of

application he/she **MUST** submit a Utah BCI check to the Administrative Officer or other club Officer within thirty (30) days or at the next event they attend. Failure to produce a, b, c or d within thirty (30) days will automatically terminate the application process.

BCI background checks can be mailed to the club's official address if the prospective member will not be present at the next event.

UT45 Shooters Club
P.O. Box 50972
Provo, Utah 84695

4. During the ninety (90) day, three (3) event vetting process, prospective members will be observed by UT45 Officers to see if they are a good fit within our club. Prospective members that do not embrace the mission, purpose, culture, vision and values of the club will not be granted membership.
5. Prospective members will not receive their UT45 name tape until such time as they are "patched in" by the leadership team.
6. At the end of the ninety (90) day, three (3) event vetting process, the Officers will vote on "patching in" each prospective member. Prospective members that didn't make the cut, will be notified via mail and by the President of the club.
7. Members will be required to update their release waiver at the start of the fiscal year (October 1st)

Section B: Charter Members

1. Charter members of the club when it was formed where; Autumn Wentz, Banner Wentz, Chad Carter, James Wood, Lindsay Wood and Mike Drury.

Section C: Dues

Member dues shall be:

1. \$50.00 per year; dues are non-refundable.
2. Dues can be paid by cash, check or Venmo (Checks can be made out to UT45 Shooters Club) Venmo dues should annotate "Annual Dues" in the payment description area of the payment.
3. Members will be given a receipt for paying their dues
4. Members may pay higher dues according to the dues schedule set up by the President and Vice-President, based on the needs of the club.
5. Members paying higher dues may be given incentives through rewards, as determined by the club.
6. Dues will commence at the time the application is turned in. Dues are good for one year from the members join date.
7. The Financial Officer will keep track of the member's renewal date
8. The Financial Officer will notify members via the UT45 Members Facebook page when they are thirty (30), days out from having to renew their membership.

Section D: Fees

1. Event fees will be collected from members and guests who participate in any training or event; fee amounts shall be determined by the needs of the club and based on the activity being conducted. **No** IOUs will be granted. If a member or guest arrives at a training event and doesn't have any money, they will be directed back to the Maverick in Saratoga Springs or to get with another member or guest that can help them out. UT45 is not a charity. If people want to receive training and knowledge that improves their firearms proficiency and will save their life someday, they must pay for it. Not paying for the event is not fair to the other members and guests that did that day.
2. Due to the amount of time, effort, additional responsibilities and planning Officers put into the club, they will only pay half (**1/2**) of the regular member fee at scheduled events. The exception to the "Officer half fee" is granted to instructors or guest instructor(s), who actually facilitate the training, supervise the training and transfer their vast knowledge to the other members at a very modest cost. The instructor team will not pay an event fee.

Section E: Donations

1. Donations may be made to the club at any time by anyone, and may be given as a one-time donation, or as an ongoing donation.

ARTICLE III: OFFICERS

Section A: Officers

1. The officers shall be the President, Vice-President, Financial Officer, Administrative Officer, Range Safety Officer(s), Media Officer and the Equipment Officer. From time to time the President and or Vice-President may also be referred to as the Primary Training Officer (PTO) and Assistant Training Officer (ATO). (Officers may fill two positions within the club. Example: Vice-President and Assistant Training Officer)

Section B: Eligibility

1. Officers must be members in good standing, or members voted in to fill vacant positions by existing officers.
2. Good standing shall be defined as -
 - a. Current on their annual dues
 - b. Having outstanding attendance (75% or higher throughout the year)
 - c. Members that would be a good ambassador for UT45 Shooters Club as determined by the current Officers and the other voting membership

Section C: Election

The election process is as follows:

1. The candidates for each position must be announced via the members Facebook page, **thirty days** prior to the election being held
2. Candidates must be a member in good standing for one year before becoming eligible for office
3. Any duly elected Officer may run for the same position year after year
4. The Officers shall be elected by ballot.
5. Members must be present to vote. Absentee ballots will be used
6. Elected Officers will be announced by the sitting President or the sitting Vice-President.
7. In the event that the President, or Vice-President are not able to perform this task, the duty of announcing the winners shall fall to the next available Officers in the following order: Administrative Officer, Financial Officer, Training Officer(s), Range Safety Officer(s), Media Officer and Equipment Officer

Section D: Term

Terms shall be governed as follows:

1. Officers shall serve for one year, and their term of office shall begin on January 1 of each year or when special circumstances warrant. If special circumstances warrant, the term will be until January 1 of the following year. At that time the election process will begin again.
2. Any officer may run for office at any time when the term is complete.
3. Officers **must** meet certain requirements to continue fulfilling that position

Section E: Officer Requirements

1. Must attend **70%** of all field training events
2. Must attend **75%** of all Officer planning meetings
3. Must actively be engaged in Officer discussions on the UT45 Shooters Club, Officer's Facebook page
4. Must cast a vote either Yea or Nay on club business. Abstain is not an option.
5. Must advise the President and Vice-President of any significant issues that become known to them that would affect the reputation and good standing of the club in the shooting community.
6. Must interact and socialize with **all** members and guest at UT45 events

7. Must be professional, approachable and an ambassador for UT45
8. Officers that cannot or will not meet these requirements will be replaced by a special session called by the President or Vice-President
9. Must arrive onsite a minimum of **one hour** before any scheduled event held in the "field"
 - a. The field is defined as an event where shooting activities take place
10. Officers must attend at least **50%** of scheduled PR events
11. Officers are required to wear the required PR uniform as designated by the President or Vice-President

Section F: Vacancy

1. If a vacancy occurs in any office, it shall be filled by a special election.

Section G: Named Officers

1. President: Mike Drury (2019)
2. Vice-President: David Wilkinson (2019)
3. Financial Officer: Scott Rigby (2019)
4. Administrative Officer: Jeremy Canter (2019)
5. Range Safety Officer: Blaine Henson (2019)
6. Range Safety Officer: Mike Murphy (2019)
7. Media Officer: Heidi Harris (2019)
8. Equipment Officer: Brad Starkweather (2019)
- * Training Officer(s): Mike Drury (2019) and David Wilkinson (2019)

ARTICLE IV: DUTIES OF OFFICERS

Section A: President

It shall be the duty of the President to:

1. Preside at meetings, training, fundraising, PR events and charity work.
2. Represent the club for external meetings or interviews
3. Perform the duties as required by the club to maintain operation of club business and events
4. Be an ambassador for recruiting new members
5. Vote in elections and motions brought forward for decisions
6. Authorize funds for official club business or training events

Section B: Vice-President

It shall be the duty of the Vice-President to:

1. Preside at meetings, training, fundraising, PR events and charity work in the absence of the President
2. Co-represent the club for external meetings or interviews
3. Assist the President in performing the duties as required by the club to maintain operation of club business and events
4. Be an ambassador for recruiting new members
5. Vote in elections and motions brought forward for decisions
6. Authorize funds for official club business or training events

Section C: Financial Officer

It shall be the duty of the Financial Officer to:

1. Receive all funds from the Administrative Officer after registration at events and process membership dues
2. Keep an itemized account of all receipts and expenditures
3. Create reports when called for by the President or Vice-President
4. Produce a quarterly electronic report to our members detailing

- a. Income (fees from events)
 - b. Expenditures (training aids, fuel, branding items, admin supplies, any other)
 - c. Current balance in club's bank account
 - 5. Deposit event fees within 72 hours to club bank account (Monday after the event, is the 1st day in the 72 hours)
 - 6. Make purchases as directed by the President, Vice-President and Training Officer(s)
 - 7. Make cash on the spot reimbursements **as directed** by the President or Vice-President to Officers or members that have purchased items that directly support training like -
 - a. Fuel to haul the club's training equipment
 - b. Critical last minute items needed to pull off the training event or group activity
 - c. Food and drink items that are directly club related
 - Officer goes to grocery store, Costco, Sams Club etc. to purchase items needed for the meal (these example items had to be authorized by an Officer prior to purchase)
 - 8. Retain any receipt turned in for reimbursement
 - 9. Issue a receipt (or other alternative record) for the reimbursement
 - 10. Issue an "**Event Report**" within 10 days of an event that consists of -
 - a. Member fees paid
 - b. Guest fees paid
 - c. Member Attendance roster
 - d. Guest attendance roster
 - 11. Be an ambassador for recruiting new members
 - 12. Vote in elections and motions brought forward for decisions
 - 13. Authorize funds for official club business or training events
- *This authorization process is a "two-person process" for normal, everyday purchases. All every day purchases (not immediate), must have been approved via vote in an Officers meeting or by the President or Vice-President

Section D: Administrative Officer

It shall be the duty of the Administrative Officer to:

- 1. Greet each member and guest at the sign in/registration table
- 2. Conduct event sign in and registration
 - a. Ensure guests sign wavier and liability document(s)
- 3. Record minutes of all meetings, and keep a file of club records
 - a. Deliver the meeting minutes via the Officer's Facebook page within seventy-two **(72), hours** of all planning meetings
- 4. Maintain a current roster of membership
 - a. This will include member's primary telephone number
 - b. The member's primary email address
 - c. Member's mailing address
 - d. Tee shirt size preference
 - e. Join date
 - f. Other info as directed by the President
- 5. Preside in the absence of President, Vice-President, Financial Officer
- 6. Notify members of their annual dues being due, **thirty (30), days** prior to the due date and again seven days before the next scheduled event
- 7. Be an ambassador for recruiting new members
- 8. Vote in elections and motions brought forward for decisions

Section E: Range Safety Officer(s)

It shall be the duty of the Range Safety Officer(s) to:

- 1. Make sure that safety protocols are observed at all club functions.
- 2. Delegate members to assist with safety requirements, as needed, during club functions.

- a. RSOs can at their discretion, appoint additional members of the safety team
- b. Those additional members must have a current RSO card
3. Identify members with proper training who can help during medical emergencies
4. Record and verify that the GPS coordinates for the training event are **100%** correct and posted to the info whiteboard, prior to the start of **any** UT45 event
5. Walk or via motorized conveyance (motor cycle/ATV etc.) the entire Surface Danger Zone of the impact area looking for the following
 - a. Any human beings not involved in the event (campers, hikers, target shooters etc.)
 - b. Animals (wild or semi domesticated, dogs, cats, sheep, antelope, deer, others)
 - c. Any other hazards not previously known
 - d. Large holes, cactus, ant hills, snakes etc., gopher holes
6. Pre-inspect the two (**2**), range safety emergency bags
 - a. All contents are present and ready to go
7. Control of the range status flags
 - a. Red "hot"
 - b. Green "cold"
8. Working with Training Team to establish type of range/event that will be run
 - a. "Hot range" shooters move off line with loaded and chambered weapons after each drill or scenario
 - b. "Cold range" shooters are cleared each and every time they come of the line by a designated RSO at the "box"
8. Periodic checks by RSOs throughout the day on members and guest's weapons
9. Calling "cease fire, cease fire, cease fire" when a safety situation is observed
10. Identifying yourself to all shooters by name
11. Coordinating with training team if/when a mishap occurs
 - a. Managing a clear understanding of who does what during an emergency
12. Doing a safety brief at the start of **every** UT45 event to include -
 - a. Range layout
 - b. Left & right lateral limits
 - c. Firing line commands
 - d. Use of chamber flags if applicable
 - e. Fire arms safety rules
 - f. Medevac landing zone identification
 - g. Routine first-aid equipment
 - h. Location of "Blow Out" "GSW" orange bags
 - i. How the range status flags work
13. Visually checking all targets (steel, dummies, other) for functionality, safety and condition prior to live fire
14. Clearing **every** single weapon at days' end
 - a. Visually
 - b. Physically
 - c. Down range trigger pull/hammer drop
15. Calling out "The range is cold"
- 16. Visually verify the member or guest has an IFAK and TQ**
17. Other items as directed by President, Vice-President or Training Team
18. Be an ambassador for recruiting new members
19. Vote in elections and motions brought forward for decisions

Section F: Training Officer(s)

It shall be the duty of the Training Officer(s) to:

1. Work with all officers to coordinate and set up training
2. Train members, and delegate other members to provide training, as needed
3. Work with Range Safety Officer(s) to insure adherence to safety standards and protocols

4. Be an ambassador for recruiting new members
5. Conducting the training in a safe and professional way
6. Vote in elections and motions brought forward for decisions
7. Purchase approved training aids to support the club's events

Section G: Media Officer

It shall be the duty of the Media Officer to:

1. Manage the UT45 website, and social media outlets
2. Manage email inbox
 - a. Notifying President and Vice-President when necessary
3. Work with President and Vice-President to ensure information released is relevant and accurate
4. Be an ambassador for recruiting new members
5. Vote in elections and motions brought forward for decisions

Section H: Equipment Officer

It shall be the duty of the Equipment Officer to:

1. Manage the club's training equipment
2. Ensure training aids (steel, dummies, blue/orange guns) are in safe and good working order
 - a. Notifying President, Vice-President, Training Officer(s) when necessary repairs are needed
3. Recommending equipment needed to maintain and repair training aids
4. Coordinating and supervising fabrication and repair of training aids and equipment
5. Supervising **unloading** and **loading** of range gear in systematic and uniform fashion
6. Securing **all** items loaded on the trailer before departure
 - a. Double checking ratchet straps, cargo nets, other bindings and or ropes
7. Verifying trailer, if applicable, is secured properly to towing vehicle
 - a. Safety chain(s) are hooked up
 - b. Lights are connected
 - c. Tongue cotter pin is in place and the ball frog in down and seated on the ball
 - d. Lights are working
 - e. Back tail gate is pinned on **both** sides
 - f. No loose items will blow off
8. Be an ambassador for recruiting new members
9. Vote in elections and motions brought forward for decisions

ARTICLE V: MEETINGS

Section A: Meetings

1. Quarterly meetings shall be held to plan training and events, and to address other club business.
 - a. Meetings will last no longer than two (2) hours
 - b. Meeting locations will be determined by the President or Vice-President

Section B: Special Meetings

1. Special meetings may be called by the President with the approval of the other officers.

ARTICLE VI: CLUB STANDARDS

Section A: Member Expectations

In order to ensure the integrity of the club, and ensure that members are not discriminated against or otherwise feel unwelcome; the following shall not be tolerated with respect to fellow members:

1. Racism.
2. Discrimination for any reason.

3. Backbiting.
4. Retaliation.
5. Slander, and/or defamation of character.
6. Casting the club, and its members, in a negative light.

Section B: Penalties and forfeiture of membership

Members or prospective members found in violation of Article VI; Section A may, at the discretion of club Officers, be subjected to:

1. Warning or reprimand.
2. Removal from the club.
3. Members or prospective members may be removed from the club at any time, if the Officers deem it necessary to protect other members and the integrity of the club.
 - a. Any annual membership fees will be forfeit at that time

Section C: Mutual Respect

If a member has an issue with another member, they shall attempt to resolve their differences with mutual respect for one another, understanding that each person is unique, and has their own point of view that may not be shared by another.

Section D: Mediation

If a member has an issue with another member that cannot be resolved, as per Article VI; Section C, The President or Vice-President may be asked to mediate said issue, or the other Officers may intervene, depending on the severity of the issue. If a member requests mediation, it must be brought to the attention of the President

ARTICLE VII: MEDIA

Section A: Spokesman

Any contact with media regarding the club shall be conducted as follows:

1. Any member that is contacted by the media will direct any request to the President.
2. The President will speak on behalf of the club, and/or designate a spokesman to do the same.
3. Members and Officers shall not give interviews to media unless authorized or designated by the President.

Section B: Pictures and Videos

The club shall explain to new applicants that joining UT45 Shooters Club is voluntary, and their likeness may be used at the discretion of the club for club business.

1. Members shall initial a check box on the new member application stating they understand that the club may use their likeness at any time, for the purposes of the club.
2. Members who allow their likeness to be used in pictures, video, or other media shall not rescind permission to appear once published.

ARTICLE VIII: MINIMUM EQUIPMENT LIST

Section A: MEL

The following will be carried by **all** members and guests at a live fire event

1. Tourniquet
2. Individual first-aid items sufficient to provide care for common injuries one might receive while on a live fire range and those sufficient to provide aid after a gunshot wound, until advanced emergency medical responders can provide care and arrive on scene

- a. The minimum level of equipment is just that, the minimum level. UT45 always goes beyond the minimum
- b. **We highly, highly recommend spending some money to get a good IFAK**
- Training Officers, RSOs and other members are a great source to help you see what goes in a good kit

ARTICLE IX: UNAUTHORIZED EQUIPMENT

Section A: Holsters

1. Cross-draw
2. Shoulder
3. IWB (Inside the waistband), appendix, small of the back
4. Ankle
5. Blackhawk Serpa

Section B: Ammunition

1. Armor Piercing (AP)
2. Jacketed Hollow Point (JHP)
3. Tracer
4. Wad Cutter (WC)
5. Steel core ammunition

ARTICLE X: AMENDMENTS

Section A: Selection

1. These SOPs may be amended by a two-thirds (2/3) majority vote of the elected officers.

Section B: Notice

1. All members shall receive notice of the proposed amendment at least five (5) days before the meeting. If extra time is needed, the proposed amendment may be extended to the next meeting.

APPROVAL

Version 2.0 has been reviewed and approved on August 28, 2019

President
Mike Drury

Range Safety Officer
Blaine Henson

Vice-President
David Wilkinson

Range Safety Officer
Mike Murphy

Financial Officer
Scott Rigby

Heidi Harris
Media Officer

Administrative Officer
Jeremy Canter

Equipment Officer
Brad Starkweather