

NORTHERN CALIFORNIA HORSESOE PITCHING ASSOCIATION

STANDARD OPERATING PROCEDURES

1. Copy fees and postage for mailing NCHPA related materials, will be reimbursed upon submission of your completed expense report/receipts attached, to the Secretary/Treasurer.
2. Cost of Stationary, envelopes and flyers for State, Doubles and Class Tournaments are paid for by the NCHPA.
3. The Newsletter Editor shall receive \$50.00 per issue to be paid at year end.
4. Editors will endeavor to use the most economical source of distribution. The NCHPA Newsletter shall be the primary source of communication with the membership and include:
 - A. Notices for tournaments schedule requests
 - B. Information regarding new members.
 - C. Soliciting nominees for the Hall of Fame.
 - D. Soliciting changes/additions to by-laws or standing rules and notifying the membership of same, for voting decisions prior to the annual meeting.
 - E. Soliciting and sharing information regarding junior promotions from the clubs.
 - F. Sharing information and results of publicity and/or sponsorships.
 - G. Sharing statistical information out of the ordinary.
 - H. Sharing any interesting news regarding members.
 - I. All NCHPA officers are required to write an article quarterly for the News and Views.
5. The Tournament Director for the NCHPA sponsored tournaments shall receive \$25.00 per day of duty. The State Tournament Director shall receive \$100.00 per day.
6. The Schedule Director shall receive requests for tournaments from clubs, by September 1st of every year.
 - A. Schedule Director shall email each club a form soliciting dates for their tournaments.
 - B. Schedule Director shall compile all information into a workable schedule.
 - C. Schedule Director will keep in mind things such as proximity of clubs, two-day events scheduled, and size of club when completing the schedule.
7. The Vice President in charge of Club Membership and Welfare shall, twice a year, E-mail or write a letter, to Club Presidents inquiring about the condition of the club and its members.
8. The Hall of Fame Committee (the NCHPA Officers) Chairperson (NCHPA President) shall solicit from each club, candidates for induction into the Hall of Fame and shall decide by vote which candidate(s) will be selected. In the event of a tie in voting the officers will vote again for the two candidates who are tied.
9. The Vice President of the By-Laws shall solicit from each club, changes for the year they are to be revised.

10. The Vice President of Junior Promotion shall solicit each club quarterly to promote juniors.
 - A. This person shall contact the National Junior promoter to gather information.
 - B. The information gathered will then be distributed to each club with follow up quarterly.
11. All NCHPA Officers sending correspondence to clubs or individuals shall CC all other NCHPA Officers.
12. All Vice Presidents must be familiar with the Presidents duties in the event of an emergency.
13. Statistics will be kept of each sanctioned event.
 - A. The method of recording tournament results will be determined by the NCHPA statistician.
 - B. All Charter Tournament Directors or secretaries shall mail or email expeditiously, the results of their event to the NCHPA statistician and the person in charge of updating our Website, Facebook pages or any other social media format.
14. The President shall appoint a publicity chairperson
 - A. This person shall appoint a committee of three (3) members to assist him or her.
 - B. This committee will develop a directory of names and addresses of media personal in the cities where the NCHPA has Charter Clubs. (News media is defined as television, newspaper, radio, social media outlets and Park and Recreations departments of the cities).
 - C. This committee will assist Charter clubs by being the initial contact with the news media.
 - D. Contact with the news media for publicity purposes prior to the State, Doubles and NorCal Tournaments in the area of the clubs hosting these tournaments.

These SOP's are developed as per NCHPA By-Laws Article V: Officers; Section 2 Duties of Officers #7. Develop, revise and maintain Standard Operating Procedures (SOP'S) which are the business guidelines and statements of the E.C. and committee duties, travel regulations and expense reimbursement procedures. These SOP'S shall be presented annually to the delegates.

(Revised 12-1-2021)

Reviewed 2022 Annual Meeting

Reviewed 2023 Annual Meeting (11/12/23)