

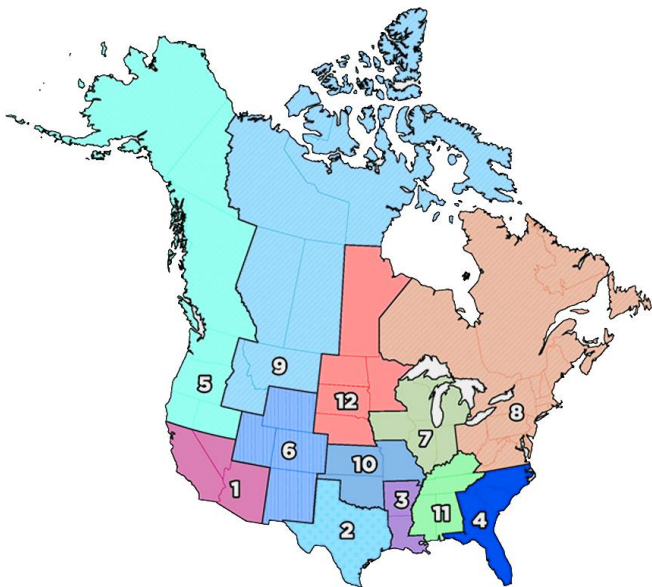
The International  
Association of  
Team Penners and  
Ranch Sorters™



## MEMBER HANDBOOK

A Guide to Team Penning  
and Ranch Sorting  
Rules, Regulations and By-Laws

Effective May 15, 2011



### USTPA REGIONS

- REGION 1**  
Western Sunbelt
- REGION 2**  
Lonestar
- REGION 3**  
Arkla Valley
- REGION 4**  
Sunshine
- REGION 5**  
Great Northwest
- REGION 6**  
Rocky Mountain
- REGION 7**  
Great Lakes
- REGION 8**  
Northeast
- REGION 9**  
Wilderness Region
- REGION 10**  
Heartland
- REGION 11**  
Great River
- REGION 12**  
Badlands

### 2011 Regional Directors

Region	Name	City	ST
1 – Western Sunbelt	Todd Richter	Tucson	AZ
2 - Lonestar Region	Grady Underwood	New Summerfield	TX
2 - Lonestar Region	Steven Olson	Whitesboro	TX
3 - Arkla Valley Region	Sammy Duncan	Greenbrier	AR
3 - Arkla Valley Region	David Stansbury	Rayville	LA
4 - Sunshine Region	Marcus Kent	Dennellon	FL
4 - Sunshine Region	Scot Hunt	Littleton	NC
5 - Great Northwest Region	Roger Braa	Ellensburg	WA
5 - Great Northwest Region	Brent Shaw	Maple Ridge	BC
6 - Rocky Mountain Region	Dwayne Haselip	Bennett	CO
6 - Rocky Mountain Region	Jeff Keller	Morrison	CO
7 - Great Lakes Region	Ross Graham	Sherman	IL
7 - Great Lakes Region	James Rondy	Alma	MI
8 - Northeast	Robert Bentley	Argyle	NY
8 - Northeast	Robert Jamison	Evans City	PA
9 - Wilderness Region	Lindsey Thorlakson	Carstairs	AB
10 - Heartland Region	Bryan Blackman	Healdton	OK
10 - Heartland Region	Tom Sparks	Marlow	OK
11 - Great River Region	Nick Mills	Henderson	TN
11 - Great River Region	Rick Dean	Brandon	MS
12 - Badlands Region	Brent Nelson	Fergus Falls	MN
12 - Badlands Region	Sparky Chase	Battle Lake	MN

# 2011 USTPA Member Handbook

## A Member Guide to Rules and Regulations

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### **USTPA Administrative Office**

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### **USTPA Mission Statement**

The purposes of the United States Team Penning Association are to engage those with an affinity for the western lifestyle in the sports of Team Penning and Ranch Sorting and to develop resources and services for the benefit of USTPA members and growth of the sports.

## From USTPA President, Jake Wells, DVM

It is with great honor that I welcome you to the USTPA and thank you for taking the time to familiarize yourself with our Association and rules. Being the only international not-for-profit, membership-based Team Penning and Ranch Sorting organization, the USTPA serves as the international governing body for the sports. The USTPA is committed to creating a fun and family-oriented atmosphere that supports fair competition. The camaraderie and good will displayed at our events by our membership is the ultimate reflection of the mission of our association. We are more than just a bunch of cowboys and cowgirls chasing calves for money. We are a family of horse men and women who truly value the lessons learned from riding as teams and taking ownership of our results. All pressure, points and money aside, we learn more about our horses and our fellow members with each ride.

I hope you will find this handbook to be a helpful resource to you throughout the show year. To increase our efficiency in distributing information to our members, we incorporate a few communications strategies. Among these are: notification of rating changes by mail; distribution of show flyers by email; and updating of information about shows and rules on our website at [www.USTPA.com](http://www.USTPA.com). I encourage you to use these sources and to contact your Regional Directors should you be in need of more information.

The USTPA offers members unique accessibility to a variety of informational, networking, competition and marketing opportunities. As a member, you will benefit from the growing relationships USTPA is cultivating within the horse community. These connections create a varied competition base for our members and a network of individuals interested in our sports. Recognized as the *International Association of Team Penners and Ranch Sorters* the USTPA is committed to serving its members, bringing about innovative and positive change and providing representation of our sports within the equine and cattle industries. Among the other many benefits offered exclusively with USTPA membership are:

- Internationally Standardized Rider Rating System
- International Show Results System
- Year-Round USTPA Produced and Sanctioned Shows
- World and Regional Championship Shows
- *Flag'sUp!* Official Bi-Monthly Magazine of USTPA
- Online Show Calendars and Show Results
- Online Rider Show and Earnings Records
- Youth Scholarship Program
- Access to Officials Training Program
- More than \$1,500,000 in Purses and Prizes

Thank you for your continued support of the USTPA and involvement with our activities. Together we are building a strong Association for our sports and ensuring that the traditions of Team Penning and Ranch Sorting are shared with future generations. I look forward to seeing you at a USTPA show in 2011 and hope all your rides are fun, friendly and fast!

Best Regards,



Jake Wells  
President, USTPA

# USTPA OFFICIAL 2011 Rules and Guidelines

## I. Membership Categories

There is one class of membership – Competitor Members, which have full eligibility and benefits,

### 1. Competitor Membership Dues:

Competitor Members are eligible to compete or officiate (with required certification) in any USTPA-sanctioned show. Annual Competitor Membership dues valid for the fiscal year as well as Lifetime Competitor Membership dues as outlined below shall be paid in U.S funds in these amounts:

#### A. Annual Competitor Membership:

- 1) \$65 for Single Adult
- 2) \$150 for Family (including husband, wife, and children through the end of the membership year of their 17th birthday)
- 3) \$35 for Youth (under 17 years as of the first Monday after the USTPA World Championship show)
- 4) \$35 for Non-Competing Officials, including Judges, Secretaries, Timers, Back-Up timers and announcers.

#### B. Lifetime Competitor Membership:

Lifetime Members shall receive all other benefits of Competitor Membership. Lifetime membership dues shall be paid in U.S. funds in the amounts indicated below:

- 1) \$500 for Single Adults
- 2) \$750 for Family (including husband, wife, and children through the end of the membership year of their 17th birthday. After turning age 17, children are no longer covered as Competitor Members under the Lifetime Family membership)

## 2. Competitor Member Eligibility and Benefits

All contestants in a USTPA-sanctioned show must be a current Competitor Member in good standing to compete in a sanctioned show, have points tracked for the show, and be eligible for any regional year-end awards. A Day Permit is available for those riders who do not want to join the Association, in order to participate in up to a single show each fiscal year. (See "Day Permits" for explanation).

USTPA Competitor Members may compete in any USTPA sanctioned show, are eligible to compete in any of the USTPA Regional Finals or the USTPA World Championship upon qualifying or meeting participation requirements, are allowed to vote in general elections and to hold office. Any USTPA member in good standing, regardless of class of membership, shall also be eligible for certain additional membership benefits which may be offered and modified from time to time.

All members, no matter their age, are subject to USTPA rules and bylaws and will be treated equally.

Any rider who joins the Association as a Competitor Member at a show, must retain a receipt of their paid membership from the Show Secretary where the membership was acquired, until such time as the new member receives his/her membership card and/or the membership rosters received by Event Producers from the Administrative Office have been updated with current Competitor Members. The burden of proof shall rest on the new Competitor Member in those situations.

### **3. Day Permits**

**Day Permits will not be offered at USTPA National Production shows.** A free Day Permit is available for those riders who do not want to join the Association, in order to participate in up to a single show each fiscal year. Day Permit riders shall fill out a membership application and shall be rated by the Director in Charge at that show and may be eligible to ride in any class that his/her rating allows. Should a Day Permit holder later choose to compete in an additional sanctioned show, he or she shall be required to purchase a full Competitor Membership in order to compete at that time.

If the rider subsequently joins USTPA, any points earned while riding on a Day Permit will not be included in the rider's annual points earnings total, although any USTPA Competitor Members riding as teammates with the Day Permit holder will be eligible for tracking of their USTPA earnings on the same team.

### **4. Rider Rating Classifications**

Accurate ratings for each member are extremely important to provide a level and fair playing field. It is each new or renewing member's responsibility to accurately and completely answer the application form. A competitor member shall be issued a membership card or certificate of membership when annual dues have been paid, ratings completed and approval by the Regional and/or National Rating Committee.

The USTPA has seven (7) Adult Rating Classifications and two (2) Youth Rating Classifications. Any youth who desires to ride in non-youth classes must also have an Adult Rating Classification. Riders have separate ratings for Penning and Sorting and those ratings could be different.

<b>Rating</b>	<b>Definition</b>
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<b>#1</b>	A beginning rider learning to ride, Pen/Sort, and lacking cattle skills. Rarely places in regional or national shows among 2 or lower rated riders.
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- #2** A rider who has started to improve, has limited horsemanship and/or knowledge of cattle and occasionally places among 1 and 2 rated riders in regional or national shows.
- #3** A rider who has reasonable horsemanship and cattle skills, occasionally places among 3 and 4 rated riders regionally or nationally.
- #4** A rider who has average horsemanship and cattle skills, consistently places among 3 and 4 rated riders regionally or nationally.
- #5** An experienced rider, who has above average horsemanship skills and cattle skills, that consistently places on the regional level, and is competitive at the national level.
- #6** An experienced rider with professional ability. Able to ride and win in most any situation at both the regional and national level.
- #7** An exceptional rider with exceptional cattle skills. Pen/Sorts professionally, or has the ability to do so, and is, or can be, extremely successful at the regional and national level.
- Sr. Youth** Any youth age not to exceed 16 as of the first Monday after the USTPA World Championship Show beginning each show year.
- Jr. Youth** Any youth, twelve years of age and under, as of the first Monday after the USTPA World Championship Show beginning each show year.

## **5. Rider Ratings Procedure**

Each new member of the Association must be given a Rating Classification to participate in a USTPA sanctioned event. It is the member's responsibility to accurately and completely answer all questions on the membership application and/or from any USTPA Regional Director, and/or the Director-in-Charge on the day of a show.

When a rider joins the Association at a sanctioned event, the Director-in-Charge will be responsible for giving a rating evaluation and classifying the rider that day. When a new member joins the Association by mail, the member will be given a rating classification by a Committee including the Directors in the region where the new member resides ("Regional Rating Committee").

The Regional Rating Committee will review the ratings of all new members and may assign a rating classification of #1 - #6 in accordance with these rules. A rating will consist of a number, or in the case of Youth riders, a number accompanied by "S" (Senior) or "J" (Junior). A

rating classification of #7 may only be assigned by the National Rating Committee.

Any individual rejoining USTPA after a year or more absence will be required to have their rating reviewed by their Regional Rating Committee, if originally rated 1-4, or by the National Rating Committee if their original rating was 5 or above. No rider's rating will be changed after April 1 without the approval of the National Rating Committee or the Executive Board.

USTPA Regional Director(s) and/or Regional Ratings Committees, with oversight from the Executive Board and/or the National Rating Committee, may re-evaluate and re-rate any person rated as a #4 or less, who for whatever reason has been mis-rated by one (1) or more Rating Classifications. Any person rated a #5, a #6 or a #7, who for whatever reason has been mis-rated by one (1) or more Rating Classifications, at any time during the competition year, may be re-rated only by the Executive Board, the National Rating Committee, or both.

Any member who believes he/she has been incorrectly rated may appeal in writing to the USTPA Administrative Office with a copy to their Regional Directors. Should the existing rating be between a #1 and #4, the Regional Directors and/or Regional Rating Committee will review the appeal. When the existing rating is between #5 through #7, the National Rating Committee will review their appeal.

Any rating changed by the National Rating Committee will remain for the remainder of the competition year, and may only be changed by the National Rating Committee, regardless of rating number.

Regional Directors rate USTPA members using a dual rating system: one rating for Team Penning and one rating for Ranch Sorting.

All rating appeals must be submitted in writing via mail or e-mail (recommended receipt confirmation for either) to the USTPA Administrative Office in Fort Worth, Texas. The USTPA Administrative Office will forward rating appeals to the responsible Directors. Faxes and verbal communications will not be accepted. Members may appeal their rating one time each year.

## **6. Forfeiture of Money Won**

Event Producers will not be responsible for checking team ratings prior to the Penning or Sorting. That responsibility lies with the teams. At payoff time, however, the Event Producer will check team members' ratings. In any class, any team exceeding the number or combined rider classifications or handicaps as defined under Contest Classes, will forfeit all monies won.

In the event a team forfeits, all places and monies will be distributed to each of the next place teams, in descending order, regardless if any of those teams did not ride in the short or final go. For example: if the class pays 10 places and the 3rd place team is eliminated, the 4th place team moves to 3rd place, 5th to 4th, etc. through the 11th place team which moves to 10th.

## **7. Member Suspension**

Any Competitor Member, Sanctioned Event Producer, or non-member may be suspended and denied privileges and membership benefits of USTPA by the Board of Directors or any designated Committee by the Board of Directors for good cause; for failure to pay any obligations when due to USTPA; for failure to pay any obligations to an approved show; for giving a worthless check or credit card information for entry fees, stall fees, office charges, or any other fees or charges including bank charges for returned checks; or for failure to timely file with USTPA any reports required by the rules of USTPA. Each returned checks and/or declined credit card is subject to a \$50.00 NSF fee that is due to the USTPA. After 30days, all outstanding debt will be subject to a 12% APR and a \$100.00 membership reinstatement application fee will apply for all suspended persons applying for membership reinstatement.

USTPA shall maintain and publish a Suspended Persons List in the official publication of USTPA and official website, effective the next opportunity after suspension and may be communicated to any Competitor member, all Sanctioned Event Producers, and membership benefit providers. Upon full payment or filing of requisite report due USTPA, membership category privileges and membership benefits may be reinstated if approved by the USTPA Board of Directors. For this to occur, the suspended entity must request reinstatement in writing.

## **II. Contest Classes**

### **1. Standard Team Penning Classes**

**A. USTPA Sanctioned Shows: All USTPA Sanctioned Team Pennings may include any or all of the following suggested classes:** Quick Draw, Open Handicap Two Pick/ Two Draw with ½ Second, #13, #11, #9, #7, #5, and #3 Draw. Event producers may apply for special sanctioning to incorporate incentive subclasses; rating number caps; change 2 riders; or any other condition or limitation that the event producer wishes to request to enhance the participation at a sanctioned event. All approved special sanctioning conditions MUST be

advertised in BOLD PRINT prior to the event and cannot be changed subsequent to such advertisement.

**B. 2011 USTPA World Championship Classes:**

At the 2011 USTPA World Championship, minimally the following classes will be offered: Open Two Pick/Two Draw with ½ Second Handicap; #13; #11; #11 Masters; #9; #5 and #3 Incentive; #3 Draw; Junior Youth; Senior Youth; AQHA. To qualify, riders must ride a minimum of six Team Penning rides at four separate USTPA sanctioned shows during the qualifying period. For a rider to qualify for only one Team Penning class, they must ride three times per USTPA show in that class at four sanctioned shows.

**C. Youth Classes:** 1) Junior 12 and Under - A Junior Youth team must consist of two (2) youth members in good standing, twelve years of age and under as of the first Monday after the USTPA World Championship Show. There will be no caps. The Junior Youth team must include one adult, preferably a rider rated #5 or higher, chosen by random draw; the adult cannot ride into the herd unless a cow, first brought out by a child, returns to the herd. The adult would pay no fees and would receive no awards. The adult may not call for time. 2) Seniors 16 and Under - A Senior Youth team may consist of any youth member in good standing, age not to exceed 16 as of the first Monday after the USTPA World Championship Show. 3) There will be no caps. Jr. Youth will ride on a 75 second clock with 2 full rounds. And Sr. Youth will ride a 60 second clock with 2 rounds progressive (must pen to progress). All Youth classes will be a Pick 2, Draw 1 (rider can draw all 3) and will offer 60% payback. A Top 10 Final Round will be offered at the World Championship.

**D. Special Sanctioning Classes:** Additional classes may be specially sanctioned. Special Sanctioning may allow for straight numbered classes, higher ride limit, not all classes being offered, special venues, or any other such variations that may be granted to the show producer. Any variances granted under Special Sanctioning must be advertised in bold print.

**E. Other Team Penning Class Descriptions:**

- 1) Quick Draw - For riders rated five, six and/or seven. All teams must be entered prior to the beginning of the class before the Quick Draw. Draw will take place at the end of the first go of the class before the Quick Draw. Each rider entered will be assigned a number and teams will be drawn by number, rather than name. Class will include three progressive rounds (must pen to progress). A "top ten" round will be added at the World Championship. 80% payback at National Production Shows. Prize money will be distributed to 1 for every 10 teams (or part of 10). Payout will be per team. Must ride one Quick Draw at a National Production Show to compete in the class at the World Championship.
- 2) Open Handicap, Pick Two/Draw Two with ½ Second - For all rated riders; Handicap provides ½ second off per round for each total team rating below 21. A rider must

- pick a team to draw a team and is required to take a draw team when choosing a pick. Four ride limit.
- 3) #13 - When the three riders' ratings are added together, the total cannot exceed 13. Three ride limit.
  - 4) #11 - When the three riders' ratings are added together, the total cannot exceed 11. Three ride limit.
  - 5) Masters Class #11 - Riders must be at least 50 years old on the day of the show and the three riders' ratings, when added together, cannot exceed 11. In the case, of pick two/draw one the rider can pick up to two teams, but must take at least one draw team. Three ride limit.
  - 6) #9 with the #7 Incentive - When the riders' ratings are added together, the total cannot exceed 9 on three of the teams, while the fourth team cannot exceed 7. A percentage of the entry fee of teams with a combined rating of 7 or below is placed in a separate jackpot from which only 7 or below rated teams can win. These same teams are also eligible for placing in the 9 portion of the jackpot.
  - 7) #5 with the #3 Incentive - When the riders' ratings are added together, the total cannot exceed 5 on three of the teams, while the fourth team cannot exceed 3. Percentage of the entry fee of teams with a combined rating of 3 or below is placed in a separate jackpot from which only 3 or below rated teams can win. These same teams are also eligible for placing in the 5 portion of the jackpot.
  - 8) #3 Draw - Only #1 rated riders may enter this class and it is mandatory that a rider takes three rides. This class does not have any pick teams, but rather all teams are drawn.

## **2. Standard Ranch Sorting Classes**

**A. USTPA Sanctioned Shows: All USTPA Sanctioned Ranch Sortings may include any or all of the following suggested classes:**

- 1) Open with 8 Incentive, #9, #6, #3, Senior Youth and Junior Youth (a sanctioned show may have one class, some classes or all classes offered at Event Producer's option.)
- 2) The Open Class is a required class at USTPA Sanctioned Sortings, unless Special Sanctioning has been granted.

**B. 2011 USTPA World Championship Classes:**  
At the 2011 USTPA World Championship Finals minimally the following classes will be offered: Open with a #8 Inc.; #9; #6; #3; Junior Youth; Senior Youth; AQHA. To qualify, riders must ride a minimum of three Sorting rides at four separate USTPA sanctioned shows during the qualifying period.

**C. Youth Classes:** 1) Junior 12 and under - A Junior Team must consist of two youth members in good standing, twelve years of age and under as of the first Monday after the USTPA World Championship Show. There will be no caps. 2) Seniors 16 and under - A Senior

Team may consist of any youth member in good standing, age not to exceed 16 as of the first Monday after the USTPA World Championship Show. There will be no caps. 3) Jr. and Sr. Youth will ride on a 60 second clock. Jr. Youth will have 2 full rounds and Sr. Youth will have 2 rounds progressive (must pen to progress). All Youth classes will be a Pick 2, Draw 1 (rider can draw all 3) and will offer 60% payback. A Top 10 Final Round will be offered at the World Championship.

#### **D. Other Ranch Sorting Class Descriptions:**

- 1) Open with #8 Incentive - For all rated riders. The class has a four ride limit. When the riders' ratings are added together the fourth team cannot exceed 8. Percentage of the entry fee of teams with a combined rating of 8 or below is placed in a separate jackpot from which only 8 or below rated teams can win. These same teams are also eligible for placing in the 8 portion of the jackpot.
- 2) #9 - When the two riders' ratings are added together the total cannot exceed 9. Maximum of three rides.
- 3) #6 - When the two riders' ratings are added together the total cannot exceed 6. Maximum of three rides.
- 4) #3 - When the two riders' ratings are added together the total cannot exceed 3. Maximum of three rides.

#### **E. Contest Classes for Open Arena Sorting:**

- 1) Open, #12, #10, #5, Senior Youth and Junior Youth (a sanctioned show can have one class, some classes or all classes offered at Event Producer's option.)
- 2) The Open Class is a required class at USTPA Sanctioned Sortings, unless Special Sanctioning has been granted.

#### **F. Ranch Sorting Guidelines**

- 1) Sanctioned Sorting includes 2-man Ranch Sorting, and Open Arena Sorting.
- 2) Ranch Sorting-only shows may be sanctioned.
- 3) Event Producers must use USTPA Certified Judges and announcers for any Ranch Sorting shows or classes.
- 4) Sanctioned Ranch Sorting classes and shows will be required to use an electronic display clock or a split timer. All classes will have a three-ride limit unless it has an incentive.
- 5) Current USTPA rider ratings will be used for Ranch Sorting.

## **III. Team Penning Rules**

### **1. The Object of Team Penning**

Within a specified time limit, a team consisting of the three riders in the arena must cut out from the herd, and pen three head of cattle with the assigned number. The fastest time wins.

**A) Time Limit:** The Event Producer shall use a 60-second, recommended time limit for each class, and may use "Promoter's Option" allowance to extend the time limit to 75 seconds for any class, but must apply for and receive sanctioning and advertise the show accordingly. A warning may be given to the team working the cattle at

thirty seconds of time remaining. Promoter has the option of implementing progressive time when the number of teams meets the requirements for the next go-round. A cutoff time can be used, being the highest time available to progress to the next round.

**B) Spotting Cattle:** Spotting cattle in the herd for any team in the arena, by any person outside the arena, is prohibited. Any form or manner of assisting a team in the arena with finding the location of any of their assigned cattle on the herd side of the foul line, may, at the judge's discretion, subject the team in the arena to disqualification on any run. Any team disqualified by a judge for spotting will receive a no-time.

## **2. Starting the Run**

All cattle will be bunched on the cattle side of the starting line within the designated area, before the time begins. The judge will raise the flag to signal when the arena is ready. The flag will drop when the nose of the first horse crosses the start/foul line. The contestants will be given their cattle number instantly. Any delay in crossing the foul line may result in a "no-time." The next team has 30 seconds to enter the arena and cross the time line following the previous team's run. Upon the decision by the judges, the announcer will call the team a no-time unless waived for a good cause. No team member may enter the arena after the time has started.

## **3. Calling for Time**

**A) To Call for Time:** One rider must stand at the opening of the gate and raise a hand for the flag. The flag will drop when the nose of the first horse enters the pen, the assigned cattle are fully in the pen, and the rider calls for time. The team will receive a no time if the cows are entering the pen but are not fully in when they call for time. Time continues until all un-penned cattle are completely on the cattle side of the starting line. In the event that an animal escapes from the pen after time is called but prior to the time that any un-penned cattle are on the cattle side of the line, the team will be judged a "no time".

**B) Escaped Animal:** If an animal escapes as a team is calling for time, they will be judged a "no-time. An "Escaped animal" is one with any part of the animal coming out of the opening of the pen.

## **4. Calling for Time With Less Than Three Head**

A team may call for time with only one or two assigned cattle penned. However, teams Penning three head place higher than two or one, regardless of the time. In a multiple go-round contest, in the event that teams pen their cattle in only one go-round, the fastest time wins, regardless of which go-round. In a multiple go-round contest, the teams that pen in each go-round will beat teams that fail to pen in a go-round, regardless of the number of cattle penned or time.

For example: Times in 3 go-rounds beat times in 2 go-rounds; times in 2 go-rounds beat times in 1 go-round; and times in 1 go-round beat a "no-time."

## **5. Calling for Time with Wrong-numbered Cattle in the Pen**

A team calling for time with any wrong numbered cattle in the pen will be judged a "no-time."

## **6. Hazing**

Contact with cattle by hands, ropes, bats, or any other equipment, or hazing with any equipment or apparel will result in a "no-time."

## **7. Too Many Cattle**

If more than three (3) head of cattle are across the start/foul line at the same time, the team will be judged a "no-time." Any part of the fourth animal that crosses the line will invoke a "no-time." A "Promoter's Option" allowance may restrict any wrong-numbered cattle across the line ("no trash"). Any sanctioned Penning where Event Producer opts to adopt the "No-trash Rule", must have approved Special Sanctioning of the "No trash Rule" in advance, and be advertised to that effect.

## **8. Re-Ride Situations**

**A)** In the event a team is given a number that has already been used with a set of cattle, a rerun must be given IMMEDIATELY upon discovery, using the correct number within the same set. Teams receiving a re-ride will be able to start their time at zero. In case of other official or mechanical error, a re-ride will be given *immediately* using the same numbered cattle. A team cannot better their time on these re-rides and penalty seconds may be given at the judges' discretion.

**B)** If an animal leaves the arena, the team can either be given a "no-time" for unnecessary roughness; can be given time on their remaining cattle; or be given an *immediate* re-ride depending on the judge's decision. A team cannot better their time on a re-ride.

**C)** If a team observes an unfit, injured, or unidentified animal before committing to the cattle; the team must notify the judge. Once the team is committed to the cattle, no re-ride will be given. "Committed to the cattle" means that the team has crossed the foul line, the flag has been dropped to start the time on that run, and their cattle number has been called.

**D)** As each new team begins a run, there should be 30 head in the arena. In the event that a team draws a number where more or less than three identical numbers are in the arena (at the time of their run), that team must have an *immediate* re-ride on their same numbered cattle. Teams receiving a re-ride will be able to start their time at

zero. (Times for all other teams with such a mis-numbered herd will remain the same.)

## 9. Cattle Rotation

**A) Order of Herd Rotation:** An Event Producer will number each herd available for the Penning. The cattle will be rotated at the end of every set of ten (10) teams and at the end of the first go and before the finals. In the case of an uneven number of herds, the middle herd and the first herd will be changed at the beginning of the second go in shows with two full goes. In a Penning with a 50% second go, the herds will be used in the same order for every class. An Event Producer has the option to run less than 10 teams per set of cattle in order to equally divide teams among sets. All options shall be decided and announced before first go-round of each class.

**B) Advancing to Next Go-round.** If there are twenty (20) teams or more entered in a class, the top 50% of total entered teams that pen cattle will come back for the second go and the top ten (10) will return for the final go, assuming that at least 10 teams pen cattle in the first go-round. If there are fewer than twenty (20) teams, the top ten (10) teams that pen cattle in the first go-round will return for the second and final goes, assuming that at least 10 teams pen cattle in the first go-round. All finals at any USTPA sanctioned Penning and/or Sorting will have their running order determined by draw. *At all National Production Shows there will be a minimum of 50% to the second go.*

## 10. Roughing

Includes, but not limited to, unnecessary or aggressive contact, running over cattle with horses, stepping on cattle while in pursuit, running through the herd in such a manner that the cattle are knocked down, horses consistently biting the cattle and entering the pen with such force on the cattle causing them to collide with the back pen panels (see also page 27 inhumane treatment).

## 11. Arena Layout

"Ideal" arena size for Team Penning is 100' x 200', although there shall be no mandatory arena size, recognizing that arena size may vary with each facility.\*

**A) Foul Line:** The foul line shall be between 30% and 35% of the arena length from the cattle end of the arena, and the foul line shall be determined and ADVERTISED as such by the Event Producer. The foul line may be extended by 5% for each 10' beyond 110' in width, to accommodate bigger, wider arenas.

**B) Pen Opening:** The entry gate to the pen shall be situated 25% of the distance from the arena back wall, but shall not be less than 55 feet from the arena back wall.

*\*See Diagram at End of Section*

## 12. Working Cattle on Foot

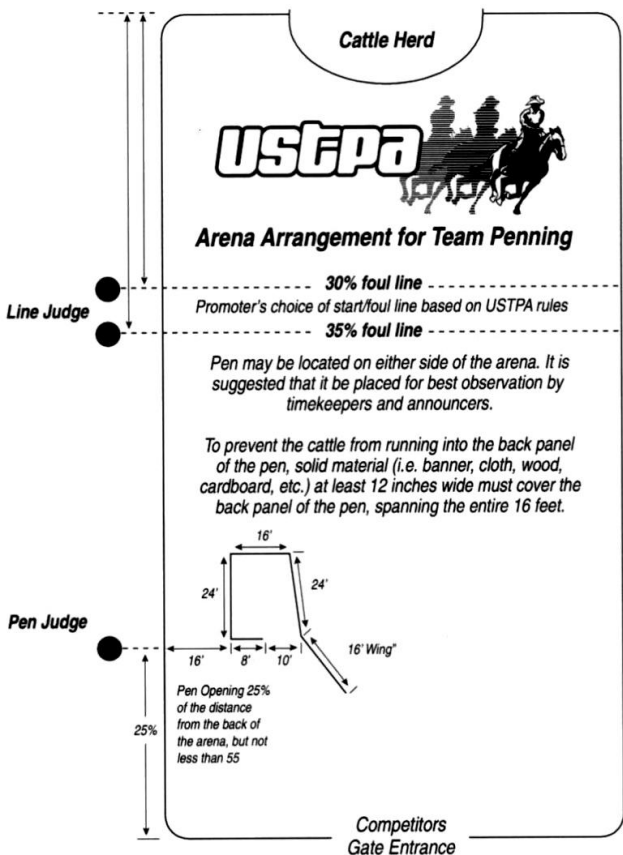
Any attempt to work cattle on foot will be judged a "no-time."

## 13. Display Clock

All USTPA shows must have a readable display clock; electric eye will not be used to start time. In the event of extreme malfunction, Director-in-Charge may determine how and whether to proceed with the contest.

## 14. Settling Each Herd

Cattle must be settled in each corner of the arena and taken through the pen before final settling behind the foul line.



## IV. Ranch Sorting Rules

### 1. The Object of Ranch Sorting

The basic concept of Ranch Sorting is that there are ten numbered cattle, 0-9, and two unnumbered cattle for a total of 12 head at the beginning of a run behind a foul line in an arena with two people mounted on the other side of the foul line.

## **2. Sorting Pens**

Ranch Sorting will take place between two pens of approximately equal size with the Event Producer's option of working cattle back and forth or only one way.

Two Ranch Sorting arenas may be placed side by side with teams alternating odd and even numbers.\*

*\*See Diagram at End of Section*

## **3. Settling Each Herd**

If cattle are to be worked back and forth then they need to be moved to the opposite pen and back before each new herd entering the arena is worked.

## **4. Readable Numbers**

All cattle must have USTPA approved back numbers; neck numbers are not acceptable.

## **5. Recommended Pen Sizes**

Recommended Sorting area to be 50-60' in diameter with no 90 degree corners, i.e. 60' round pen or octagonal "stop sign" design.\*

*\*See Diagram at End of Section*

## **6. Gate Opening**

The start foul line will be recommended as a 12' opening between the two pens.

## **7. Time Limits**

There will be either a 90, 75, or 60 second clock for each class, at the option of the Event Producer.

## **8. Display Clock-Split Timer**

The electronic display-split timer clock, set at 60.01 seconds, is the official clock for Sorting. The official time of each run is determined by the amount of the time used until all ten cattle are sorted or the time limit has expired.

## **9. Judges**

There will be two USTPA certified judges or one certified judge and one certified split timer on the judge stand. The judge operating the split timer for Sorting, must be the same judge the entire go-round (at minimum), if not the whole class.

## **10. Stopping Time**

Time will continue until all cattle are sorted in the correct order or the time limit is reached, either of which becomes the official time for that team.

## **11. Split Time**

The official clock for Sorting is the Display Split Timer. A Display Split timer is to be used in all Sorting classes to designate the placing of the class. Split times are cumulative in multiple go round events, as well as the number of cattle sorted. Teams that sort 10 head in one or

more go rounds will place higher than teams with equal # of cattle and go rounds but who did not sort 10 head in any single go round. In case of promoters who own electronic display clocks without a split timer, a stop watch will be used. The stop watch used for split time purposes will also be the back-up timer in the event of a malfunction of the electric display clock. Split times are cumulative in multiple go round events, as well as the number of cows sorted, but do not replace the official time of each run. Split times only come into play when the cattle counts and the official times are identical. Prior to starting the next run, the back-up timer/judge needs to confirm that their record of cattle sorted matches the Display Split Timer record of the split timer judge.

## **12. Bunching Cattle**

All cattle will be bunched on the cattle side of the gate within the designated area before the time begins. Judges will designate the need to bunch cattle.

## **13. Starting the Run**

The judge will raise the flag to signal when the arena is ready. The flag will drop when the nose of the first horse crosses the start/foul line and the announcer will provide the number to be sorted first. The riders will be given their number instantly. Any delay in crossing the foul line may result in a "no-time" for the team. The next team has 30 seconds to enter the arena and cross the time line after the previous team sorts, and after the announcer calls the team to ride. Upon the decision by the judges, the announcer will call the team a no-time unless waived for a good cause. No team member may enter the arena after the time has started.

## **14. Roughing**

Includes, but not limited to, running over cattle with horses, stepping on cattle while in pursuit, running through the herd in such a manner that the cattle are knocked down or off stride, horses consistently biting the cattle, and entering the pen with such force on the cattle causing them to collide with the back pen panels (see also page 27 inhumane treatment).

## **15. Order of Sorting**

The cows are sorted in order; if any part of a numbered cow crosses the start/foul line prior to its correct order, then the team receives a no time. If any part of a sorted cow re-crosses the start/foul line the team will be disqualified. If any part of any unnumbered cow crosses the foul line before the tenth cow is cleanly sorted, it will result in a no-time.

## **16. Random Start Number**

The order of Sorting is determined by the picking of a random number by the Announcer/Timer and then that cow must be sorted first; for instance if 7, is drawn as the first number, then the 8 cow must be sorted, 9, 0, 1 and so on.

## **17. Cow Considered Sorted**

A cow is considered sorted when the entire cow is completely across the start/foul line.

## **18. Cow Leaving the Arena**

If there is a malfunction of the Sorting pen, or a numbered cow jumps any fence and either leaves the arena, or ends up in the opposite pen, but did not pass through the gate, it will result in a re-ride for that team *immediately*, (assuming either instance was not caused by roughing of the cattle). In the instance of a re-ride, exhibitors will receive a full (90, 75 or 60 second) clock but the exhibitor's time cannot be improved. However, the number of cattle sorted during the allotted time can be improved. [Example: If a team has sorted 5 head in 55 seconds (with a 60 second clock) when the cow jumped the fence, they would get a re-ride with the full 60 second clock. In the re-ride, the same team sorted 10 head in 50 seconds. Their official time would be 10 head in 55 seconds.

## **19. Entry Limit Per Class**

A rider can ride up to three times per class and must change at least one rider on each team, except classes with an incentive team, where a fourth incentive ride is permitted.

## **20. Minimum/Maximum Number of Go-Rounds**

If 50 or less teams: 100% to first go, 50% to second go, Top 10 to finals. If 51-100 teams: 100% to first go, 40% to second go, Top 10 to finals. If over 100 teams: 100% to first go, 30% to second go, Top 10 to finals. All finals at any USTPA sanctioned Sorting will have their running order determined by draw, either by mechanical draw or by manual draw. The Event Producer must advertise the number of go-rounds in advance.

## **21. Must Sort Clean to Advance**

Teams must sort cleanly to advance to the next go-round. Promoter has the option of implementing progressive time when the number of teams meets the requirements to advance to the next go-round. A cutoff time plus number of cattle sorted can be used, being the highest time and lowest number of cattle available to progress to the next round.

## **22. Calculating Placing by Clean Sorts**

Teams that Sort in three goes, place higher than teams Sorting in two goes; teams Sorting in two goes place higher

than teams Sorting in one go, no matter how many cattle were sorted or time accrued.

### 23. Ample Herds for Open Class

The promoter must have enough cattle that no herd is re-sorted during the first go of the Open Sorting Class.

### 24. Re-ride Situations

Should a herd be mis-numbered or have too many or too few non-numbered cattle, only the team that is in the arena at the time the problem is identified will receive a re-ride.

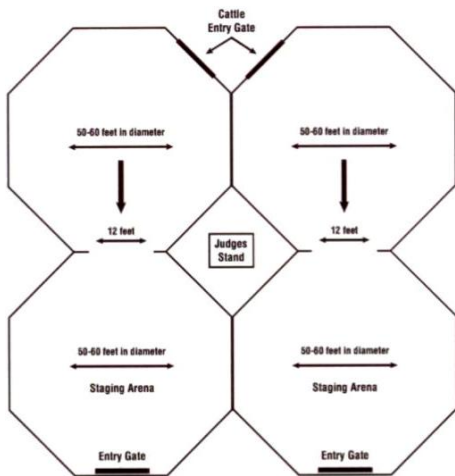
The re-ride will be a clean slate and will be done immediately:

- a. If a team observes an unfit, injured, or unidentified animal before committing to the cattle, the team must notify the judge. Once the team is committed to the cattle, no re-ride will be given.

### 25. Following USTPA General Guidelines

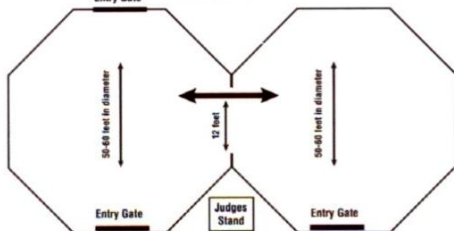
For general guidelines on Ranch Sorting, follow USTPA's rules on all other issues not covered specifically in this section.

Double Sorting Arena Configuration



Riders enter at gate in arena with no cattle. Teams are divided and arenas designated as even and odd. As odd team sorts, even team stages in empty arena until odd team completes sort and vice versa. Cattle sorted to opposite arena are returned by team that sorted. Next team should only enter when cattle have been returned and settled by previous team.

Single Sorting Arena Configuration



Riders enter at gate in arena with no cattle. Cattle sorted to opposite arena will be sorted back by next team.

## **V. Open Arena Sorting Rules**

### **1. Open Arena**

Open Arena Sorting for two or three riders may be sanctioned, using a full open arena with a Foul Line length at Event Producer's option, and one judge.

### **2. The Object of Open Arena Sorting**

The basic concept of Open Arena Sorting is that there are ten numbered cattle, 0-9, and two unnumbered cattle for a total of 12 head at the beginning of a run behind a foul line in an arena with two or three people mounted on the other side of the foul line.

### **3. Following Other Sorting Guidelines**

Other general Sorting guidelines are contained in the previous Ranch Sorting Rules section. Please refer to that previous section for rules that apply to both Ranch Sorting and Open Arena Sorting.

## **VI. Disputes**

### **1. Initiating a Protest**

When a team has a dispute about a run, a protest must be lodged with a judge before the team leaves the arena. The team will then immediately file the protest with the Director-in-Charge, putting up a \$100 deposit for a decision. If sustained, the team will get its money back; if not, the money will go to the Association.

### **2. Presenting the Dispute Findings**

If a protest is filed, the Director-in-Charge shall present said dispute, along with the \$100 deposit, to the judges. The Director-in-Charge shall immediately present the findings and reasons to the protesting parties. Protest results should be decided and announced after the last team but prior to that set of cattle exiting the arena.

## **VII. Mandatory Event Guidelines**

### **1. Conduct**

A) Each USTPA member shall follow the USTPA rules at all sanctioned shows.

B) Any contestant who is guilty of misconduct may be fined \$10 to \$500 or be expelled from the contest and/or the Association. USTPA reserves the right to revoke or refuse membership for proper cause.

C) If a person is fined, the fine will be determined and assessed by the judges, director(s) present or Board of Directors.

D) Fines must be paid before contestant rides again.

E) An approved judge shall be treated with courtesy, cooperation and respect. No person shall direct abuse or threatening conduct toward any judge or a judge's family, either in furtherance of his judging duties or as a result thereof, whether or not the conduct occurs during an approved show, on the show grounds, or off the show grounds.

F) By virtue of paying an entry fee and/or competing in a sanctioned USTPA competition, whether or not a paid USTPA member, permission is granted by each contestant to the USTPA to use his or her photographic image for the promotion of the sport of Team Penning.

## **2. General Guidelines**

**A) Approved Officials:** The Association must approve the Penning judges, timekeepers, and announcers, who must be members in good standing of USTPA. There will be two (2) Penning judges approved by the USTPA and compensated by the Event Producer, (one judge at the line and one judge at the pen), and at least two timekeepers. The announcer may function as timekeeper.

**B) Judges:** Decisions of the judges are final. No judge may enter any class that he or she judges. There will be one line judge and one pen judge in Team Penning. In the event of a disputed decision between the judges, the USTPA Director-in- Charge will cast the tie breaker. It is mandatory that sanctioned Sorting must use USTPA approved judges.

**C) Maximum entries per class:** Competitors may enter up to three (3) times per class except classes with an incentive team, where a fourth incentive ride is permitted, but must change at least one (1) member of their team. "Promoter's Option" allowances includes changing two riders on each team in any class, and a two-ride limit per class, but Event Producers must apply for and receive sanctioning requesting such Promoter's Options and advertise the show accordingly.

**D) Timely Submission of Show Results:** All proceeds and results of shows must be submitted to the USTPA Administrative Office within seven (7) days of the last day of the show. For each day late after seven days, an Event Producer will be fined \$25 per day. Any fine must be paid before the Event Producer's next scheduled show. Failure to do so will subject the Event Producer to being disallowed any further sanctioning by USTPA.

**E) Cancellation before Completion:** In the event a show is cancelled due to weather or other extenuating circumstances before the final go-round, the last fully completed go-round will decide the winners of the Penning. Decision to stop the Penning shall be a joint decision of the Event Producer, the USTPA director(s) present, and the judges.

**F) Access to Show Results:** A Director or Director-in- Charge shall have access to the results anytime after the conclusion of that class. A preliminary

report of monies earned in each class shall be openly posted for participants to review.

**G) Open Finals Herd:** The finals herd for the Open class may be a herd that was used in the first go-round. This herd will be picked after the first go-round and before the second go-round, by the Event Producer and Director-in-Charge. The Event Producer must provide, at minimum, a fresh herd for the entire first go of the Open Team Penning class. For shows with fewer than 50 teams in the Open, the Event Producer must also have one fresh herd for the Finals. For shows with more than 50 teams in the Open Class, a herd used in either the first or second go-round may be re-used as the Finals herd. In planning cattle needs for any show, please consult your Regional Director(s) prior to requesting sanctioning.

**H) Rider Substitutions:** In extreme instances, substitution of a rider after a team has made its original ride may be allowed at the discretion of the judge for compassionate reasons. The show secretary must be notified to ensure that monies are awarded to the appropriate rider in each go. Substitute riders must have available rides in order not to exceed the three-ride limit in that class.

**I) Tracking More than 3-Ride Limit:** Under certain circumstances, USTPA may sanction a show with more than a three-ride limit or with other special exceptions, all to be advertised in bold print with details. USTPA points will only be tracked on all USTPA rides.

**J) Minimum Go-rounds for Penning:** For classes with more than 75 teams, a Promoter Option may include a minimum of a first go round, 30% back to the second go-round and to the Finals. The Maximum is a first go-round, 50% (or 100% in the event of classes with fewer than 20 teams), and a Finals. These Promoter Options must be advertised in advance.

### **3. Dress Code**

All contestants, show office personnel and herd settlers at a USTPA-sanctioned show must wear western attire, a western hat, long-sleeved western shirt tucked-in and buttoned properly, and boots. In the event of extreme temperatures, the Director-in-Charge and the judges will decide on the day of the show if short-sleeved western shirts, or cold-weather attire may be worn. A hat is optional for the timers, announcers, and show office personnel. Tank tops, ball caps and tee shirts will not be allowed.

**Optional Protective Helmet:** Instead of a western hat, any riders may choose to wear a properly fitting protective headgear which meets or exceeds ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. Helmet harnesses should be worn securely and be properly fitted. Youth riders are especially encouraged, though not required, to wear protective helmets.

## 4. Hat Rule

A hat rule will be enforced at all USTPA National Production events. A \$10 fine will be assessed for every hat that hits the arena floor. In the event that the horse goes down or the rider falls off, no hat fine will be assessed. The hat fine money is designated for youth awards at the USTPA World Championship. Sanctioned shows on a regional level may enforce a hat rule at the producer's option.

# VIII. Sanctioning

## 1. Sanctioning Process

Applications for approval of either sanctioned or co sanctioned shows must be postmarked or electronically dated no later than 60 days prior to the first date of the event to be approved.

**A) Priority dates** may be awarded to USTPA sanctioned shows held the previous year, however, all priority show dates are determined by USTPA. Priority dates will not be awarded if: i) Show results and fees are not submitted to the USTPA office within seven (7) working days; ii) A request for new dates is received for the same show; iii) Show location is moved from the previous year; iv) Show is not held in consecutive years; v) Show management or producer is suspended at any time during the previous year.

**B) Open Class is Required:** The Open Class is a required class at USTPA sanctioned Pennings and Sortings, unless Special Sanctioning has been granted.

**C) Sanctioned Sortings:** Ranch Sorting classes may be sanctioned. Sanctioned Sorting includes 2-man Ranch Sorting and Open Arena Sorting.

**D) Penning and Sorting Sanctioning:** Team Penning-only shows, Ranch Sorting-only shows, and Team Penning/Ranch Sorting combination shows may be sanctioned.

## 2. Compliance and Fines

If an Event Producer does not follow USTPA rules and any exhibitors are disqualified, the Event Producer may be fined \$20 per disqualification. If an Event Producer allows anyone who is not either a USTPA Competitor Member or Day Permit Holder to compete, the Event Producer will be liable to pay \$20 per infraction. Failure to comply with any USTPA rules could result in forfeiture of future sanctioning by the Event Producer, including any shows already sanctioned or pending sanctioning. The Event Producer will pay the USTPA for all fines and/or monies collected.

## 3. Special Sanctioning

Special Sanctioning granted by and coordinated between Regional Directors, the National Sanctioning Director and the Executive Board, may allow for potential modifications,

which may include a higher ride limit, not all classes being offered, straight numbered classes, special venues, large added money per class. Any and all deviations must be advertised in bold print.

#### **4. Liability**

Each Event Producer operating a show under the Association's sanctioning shall be solely responsible for any and all liability and shall hold USTPA and its Officers and Directors harmless from any liability.

#### **5. Cattle Approval**

The number of cattle must be approved by the Regional and/or National Sanctioning Director as specified in the Event Producers Contract.

#### **6. Use of Approved Cattle Numbers**

The Event Producer must use over-the-shoulder cattle numbers approved by USTPA as specified in the Event Producers Contract.

#### **7. Sanctioning Fees**

The Event Producer will pay USTPA a Sanctioning Fee per team of \$1.50 per rider. All funds will be forwarded to the USTPA office by the Event Producer or show secretary within seven (7) days of the last day of the show, along with show results. The Event Producer must pay for all teams entered in sanctioned classes.

#### **8. Finals Fees**

Event Producers are required to collect and forward a \$2 Finals Fee per rider for each time entered.

- a. Finals Fees collected by the Event Producer from each rider will be \$2 per rider for each time entered at **Regional Shows**. The split to the National/ Region will be as follows: two thirds of the Finals Fees collected shall be distributed back to the Region in which the show is held for their respective Regional Finals and to pay for the cost of Regional Year-end Awards, and one-third of the Finals Fees collected shall be distributed to the World Championship

#### **9. National Production Fees**

- a. One-half of the \$2 Finals Fees collected at **National Production** shows shall follow the rider to be distributed to his/her respective Region for the Regional Finals to pay for the cost of Regional Year-end Awards, as stipulated below in Section XII. One-half of the \$2 Finals Fees collected at National Production shows shall be distributed to the World Championship.
- b. At all National Production Shows an additional \$5 Finals Fee per rider for each time entered will be

## **9. Sanctioning Contract**

Each Event Producer must sign an Event Sanctioning Application and Contract with USTPA.

## **10. Governing Rules**

All sanctioned shows will be governed by USTPA By-Laws, rules, and guidelines.

## **11. Reporting Earnings for Tax Purposes**

The Event Producer of a sanctioned show shall have the right to require any contestant to provide his or her social security number prior to the receipt of any prize money. A contestant, who does not meet this requirement if requested, forfeits the earnings to the Event Producer.

## **12. Liability Release**

Both USTPA and the Event Producer of a sanctioned show shall have the right to require any contestant, or in the case of a Youth rider, the contestant's parent or guardian to sign a Liability Release form holding the Association and the Event Producer, et al, harmless for any and all injury incurred as a result of the Penning.

## **13. Designated Director-in-Charge**

A USTPA Director or designated official must be in attendance at all USTPA-sanctioned shows and be designated as the "Director-in-Charge."

# **IX. Co-Sanctioning**

## **1. Sanctioning Process**

All co-sanctioned events must be approved by USTPA no less than sixty days in advance of the show.

## **2. Compliance and Fines**

The Event Producer shall remit all fees and dues along with copies of excel spreadsheets of all participants to the USTPA Administrative Office within seven (7) working days from the last day of the event. Failure to comply will result in a fine of \$25 per day for results not received within 7 days after the last day of this show, and affect future show approvals. This will be strictly enforced.

## **3. USTPA Co-Sanctioning Fees**

The Event Producer shall remit to USTPA the appropriate fee of \$30.00 per rider in U.S. funds. This fee includes sanctioning fees, World Championship fees, and regional finals fees. The Event Producer must remit fees for all USTPA riders participating in the acceptable format.

#### **4. Membership Fees**

Show Secretaries must provide a receipt to new Competitor Members for membership fees received at their USTPA co-sanctioned show.

#### **5. Compliance**

All funds will be forwarded to the USTPA office by the Event Producer or Show Secretary within seven (7) days from the last day of the event, along with the Show Results. All fees and results must be turned in for show to count toward the rider's World Championship qualifications

#### **6. Liability**

The Event Producer operating a show under the Association's co-sanctioning shall be solely responsible for any and all liability and shall hold USTPA and its officers and directors harmless from any liability.

#### **7. Championship Qualifications**

Two co-sanctioned shows equal one sanctioned show.

## **X. USTPA Animal Welfare Rules and Guidelines**

Inhumane treatment of any animal in the show arena, warm-up arena, stall, runway or elsewhere on the show grounds is strictly forbidden. Likewise, any cruelty to or the abuse of any horse is a violation of USTPA rules. USTPA emphatically desires to avoid all cases of cruelty and inhumane or abusive treatment of any horse. Treatment of any horse will be considered cruel, abusive or inhumane if a reasonable person, educated in accepted equine training techniques, could perceive the conduct of an individual to be abusive or an attempt to abuse the horse.

Furthermore, any behavior by an exhibitor, trainer, or rider that could be perceived by the general public to be harmful to any horse should also be avoided. It is the responsibility of each member to report each and every event which could be perceived as an abusive act toward a horse during a USTPA Sanctioned Event.

The following is a list of criteria specifically prohibited at USTPA Sanctioned Events.

1. Excessive jerking, spurring, whipping, slapping or kicking while on the ground, or any other act with the intent to cause trauma to the horse;
2. Slapping or hitting a horse in the head with hands or any other object;
3. Using a bit in a manner that causes a horse to bleed from its mouth or face;

4. Using any object held in the rider's hand, other than the bridle reins, to hit a horse;
5. Repeatedly and excessively pulling on one or both reins;
6. Riding a horse that is visibly lame, sick or emaciated.

If any of the above actions are observed, they should be reported to a USTPA Director, judge or show management. In the case where the soundness or health of a horse is in question, the decision should be based on the assessment of a veterinarian. In the event one is not available, it shall be at the sole discretion of either the show judge(s) or USTPA Animal Welfare Director to decide whether an animal is fit to be used. At each show, an Animal Welfare Director shall be named.

Each person found to be in violation of this rule may be subject to receiving the following penalty:

1<sup>st</sup> Offense \$10-\$500 fine and 6 months probation

2<sup>nd</sup> Offense \$500-\$1,000 fine and 12 months probation

3<sup>rd</sup> Offense \$500-\$1,000 and 6 month suspension

These penalties can be increased as appropriated by the Executive Committee depending on the circumstances and nature of the violation.

Inhumane Treatment – Inhumane treatment to horses, including, but not limited to, physical abuse towards the animal by the rider or owner to cause the animal further injury or competing on an animal that is visibly hurt or lame.

A \$500 fine will be assessed by the judges, after the teams run has ended, if a team member continues to work cattle other than to gather the herd for the next team, or a team member exhibits any unnecessary roughness or contact with cattle. If excessive roughness continues, any team or team member may be assessed an additional fine and/or disqualification by the judge.

## **XI. USTPA Sportsmanlike Conduct Guidelines**

If a person is fined the fine will be determined and assessed by the judges, director(s) present, or the Boards of Directors after consulting all current directors in that region.

Any contestant who is guilty of misconduct may be fined \$10 to \$500 or be expelled from the contest and/or the association. USTPA reserves the right to revoke or refuse membership for proper cause.

Unsportsmanlike conduct by an exhibitor, trainer, rider or spectator will not be tolerated. Activities and behavior that shall be considered unsportsmanlike are listed below:

1. Any act of abuse or an attempt to abuse any horse;
2. Any person who threatens another person or actually inflicts injury to another person;
3. Any person who is publicly intoxicated or disorderly;
4. Any individual who is not on the team currently riding in the arena that 'spots' cattle;
5. Any public display of outrage that could tarnish the image of USTPA;
6. Any person who approaches the Judge's or Announcer's stand in a threatening manner; Any USTPA Director or Judge shall determine a violation of the rules listed here in. Immediate removal of the offending individual from the premises will occur. The USTPA Board of Directors will then determine the severity of the disciplinary action, which may be taken including, but not limited to, possible expulsion from the Association.

## **XII. USTPA Regional Finals and USTPA World Championship**

### **Regional/World USTPA Awards & World Championship Qualifying**

#### **1. Minimum Regional Show Requirements for Year-End Awards**

All regions must have a minimum of four (4) sanctioned shows during the competition year to qualify for Regional Year-end award funds provided by USTPA. Any Region may award additional year-end awards beyond those provided by the Administrative Office at the discretion of that Region's respective Regional Directors.

If a Region has not generated enough finals fees from its regional finals fees paid, the Administrative Office is not obligated to supply standard year-end awards (such as saddles, for instance) to that region in excess of the regional finals fees paid, however, the region may acquire the saddles or other year-end awards through local sponsorship or by other means. In the event a region does not hold a Regional Finals, the regional finals fees that have been paid to USTPA will be forfeited to the World Championship account.

#### **2. Regional/Finals Qualifying Requirements**

**A)** Qualifying for any Regional Finals will be determined by each respective region.

**B)** To qualify for the World Championship in Penning, riders must ride a minimum of six Team Penning rides at four separate USTPA sanctioned shows during the qualifying period. For a rider to qualify for only one Team Penning class, they must ride that class three times at four

sanctioned shows. To qualify for the World Championship in Sorting, riders must ride a minimum of three Sorting rides at four separate USTPA sanctioned shows during the qualifying period. Two co-sanctioned shows can be applied for each required sanctioned show in Sorting and/or Penning.

**C)** Members who compete in a given competition year, but are unable to satisfy the World Championship participation requirements due to an unexpected and bona fide medical condition, illness or injury, may receive a waiver for that competition year subject to approval of both Regional Directors and the USTPA Executive Board.

**D)** Participation is defined as a person holding a current Competitor membership which either competes in a show or serves as one of the official Judges, Announcer, Timekeeper or Secretary.

#### **4. Year-End Award Qualifications.**

**A)** Awards will be provided to the Year-End High Point Riders. To qualify for the awards, a combination of USTPA sanctioned event points will be used to calculate USTPA Year-End Awards.

#### **5. Ride Limit at the Finals**

Any Competitor Member who has qualified via participation may still only ride on a maximum of three (3) teams in any class, except classes with an incentive team, where a fourth incentive ride is permitted, at either USTPA Regional Finals or the USTPA World Championship. A rider may qualify in more than one region, but the three-ride limit in each class for USTPA World Championship still applies. A USTPA World Championship contestant may only ride three times total irrespective of how many different regions he or she may have qualified in.

#### **6. Counting Shows for Participation Requirements**

All show results are to be delivered to the USTPA office within seven days from the end of the last day of the show. Shows NOT in compliance will not count for participation requirement.

#### **7. Regional/World Championship Qualifying Geography**

To qualify for the Regional Finals, the minimum USTPA required shows must be within that region's geography, while the World Championship participation requirements can be fulfilled across Regional boundaries, unless cooperative regional finals have been previously approved by the affected Regions' Directors.

#### **8. Finals Classes**

All Regional Finals and the World Championship will include classes as determined by the respective Regional Directors, and the Board of Directors, for both

Penning and Sorting classes. Classes for the World Championship will be determined annually by the Board of Directors by the spring of the year.

## 9. Finals Fees Distribution

- a) Finals Fees to be collected by the Event Producer from each rider will be \$2 per rider for each time entered at **Regional Shows**. The split to the National/Region will be as follows: two thirds of the Finals Fees collected shall be distributed back to each respective Region for their respective Regional Finals and to pay for the cost of Regional Year-End Awards, and one third of the Finals Fees collected shall be distributed to the World Championship.
- b) One-half of the \$2 Finals Fees collected at National Production shows shall follow the rider to be distributed to her/his respective Region for the Regional Finals to pay for the cost of Regional Year-End Awards. One-half of the \$2 Finals Fees collected at National Production shows shall be distributed to the World Championship.
- c) Regional Finals - Sanctioning fees and finals fees will be collected at each respective Regional Finals. Regional finals do not count as a qualifying show.

## 10. Publishing Standings

USTPA will publish points standings.

# XIII. Suggested Payout Schedule

## 1. Suggested Pay Schedule

- a) Suggested split of the purse: 10% to each fast go in either first or first and second go round, with 80% or 90% to the average.
- b) Pays one place in the average for every ten teams (or part of ten) entered, with up to ten places paid in the average.
- c) Pays one place in the fast-go-round for every 25 teams (or part of 25) entered, for fast goes.
- d) Suggested purse percentage splits, by monies paid out of the total purse in each class:

Please note that these are suggested payout schedules. Event Producers may submit any other payout schedules for approval with their sanctioning request. However, any payout schedule other than these suggested splits and percentages should be openly posted by the Event Producer at the show for competitors to see.

<i>Pl</i>	<i>Percentage Splits</i>
1	100%
2	60% - 40%
3	50% - 30% - 20%
4	40% - 30% - 20% - 10%
5	30% - 25% - 20% - 15% - 10%
6	29% - 23% - 18% - 12% - 10% - 8%
7	28% - 22% - 16% - 11% - 9% - 8% - 6%
8	26% - 21% - 15% - 10% - 9% - 8% - 6% - 5%
9	26% - 19% - 13% - 10% - 9% - 8% - 6% - 5% - 4%
10	25% - 18% - 13% - 10% - 8.5% - 7% - 6% - 5% - 4% - 3.5%

## **XIV. Guidelines for Event Producers**

### **1. Who May be an Event Producer**

Any reputable person who can furnish proof that he or she is capable through ability or experience may act in the capacity of an Event Producer.

### **2. Positions Held**

The Event Producer shall be the person in charge of the USTPA show, but may not hold the position of show secretary or Director-in-Charge at a show where he or she is the Event Producer.

### **3. Closing of Entries**

No teams may be added after the starting position draw has been completed for that class unless they are fill-ins for scratched teams. Books will close for the next class after the 1st go of the previous class unless approved by Sanctioning Chairman or the Regional Directors before the start of the show.

### **4. Grant of Rule Enforcement Authority**

The Event Producer shall have authority and responsibility to enforce all rules pertaining to the show. He or she may excuse any horse or exhibitor from the show prior to or during the judging for any infraction of rules or misconduct.

### **5. Jurisdiction over Show**

The Event Producer shall have jurisdiction over preparing and mailing all entry blanks, premium lists, and catalogs. He or she shall enforce the arrival and departure times as shown in the catalog or as advertised.

### **6. Officials' Reimbursement**

Suggested pay for judges-timekeepers- announcers is a minimum of \$75 per day or \$1.00 per team, whichever is greater. Hotel/motel accommodations should also be provided if overnight stay is required.

## **7. Responsibilities of Event Producer**

The Event Producer must be present on the show grounds for the duration of the show. In the event an emergency arises and the Event Producer is unable to fulfill his duties, he or she may appoint an acting Event Producer in his absence. The acting Event Producer must also remain on the show grounds for the duration of the show. The Event Producer shall at all times extend every effort to satisfy the comfort of the horses, exhibitors, spectators, and officials. He or she shall be held responsible for maintaining clean and orderly conditions throughout the show.

## **8. Process for Handling Comments**

The Event Producer shall receive written complaints from exhibitors, trainers, owners, show participants, and other USTPA members of incidents of cruel, abusive, or inhumane treatment of live stock on show grounds and shall forward such complaints to the Association for possible disciplinary action under the association's rules pertaining to unsportsmanlike conduct.

## **9. Display Clock Required**

All USTPA shows must have a readable electronic display clock; electric eye will not be used to start time.

# **XV. Guidelines for Judges**

## **1. Approved List**

Judges must be chosen from the approved list of the USTPA. Upon request, the office of the USTPA will furnish a list of qualified and approved judges to organizations or persons planning to conduct a show. **In accepting a Judge's card from USTPA a member may lose their Amateur status in other equine organizations.**

## **2. Official's Test**

All approved judges should be totally familiar with all USTPA Penning rules, Sorting rules and general guidelines. All judges must take a USTPA Official test and score a passing grade to be eligible to officiate in USTPA sanctioned events. After the completion of the test, some judges may be required to complete an apprentice program, which will familiarize them with the judge's show responsibilities. *The official's test must be taken every two years.*

## **3. Judges' Privilege**

Designation as an Association-approved judge is a privilege, not a right. An individual's conduct as a member/exhibitor/judge and his ability must be exemplary.

## **4. Membership Requirement**

Judges must be a member in good standing of USTPA. Any judge not in good standing may be removed from the

list of approved judges and will be required to reapply for inclusion to the list of approved judges.

## **5. Judging Commitment**

After acceptance of a judging commitment, a judge shall endeavor, with all reasonable effort, to judge the show, and shall timely communicate to show management any inability to do so, as to allow the show management maximum time in which to seek a suitable replacement. A judge shall, at all times, act in a professional manner.

## **6. Presence and Availability**

During an approved show, a judge shall be present to meet his responsibilities under USTPA rules, and shall be available to assist show management in meeting its responsibilities to rule compliance.

## **7. Dress Code**

Western attire, including long-sleeved shirt, hat, and boots, is mandatory while judging an approved show.

## **8. Inability to Compete and Judge**

While judging a class, a judge shall not ride, or in any manner participate, in the role of an exhibitor.

## **9. Conflict of Interest**

Association-approved judges should be sensitive to any conflict of interest between USTPA's objectives and their own personal business or pecuniary interests. Each judge should refrain from using his or her official status to further personal or financial purposes. When such conflict of interest arises, the judge is required to either withdraw the personal objective from the transaction in question or resign from the Association's approved judge's list.

## **10. Inability to Manage and Judge**

Any USTPA-approved judge involved in the management of a show cannot officiate as a judge at that show.

## **11. Judges Demeanor**

When an exhibitor makes a request through the Director-in-Charge or other show official for the judge's opinion, it is urged that the judge will give his opinion courteously and sincerely in the presence of the Director-in-Charge or other show official. A judge shall, at all times, act in a professional manner.

## **12. Treatment of Judges**

An approved judge shall be treated with courtesy, cooperation, and respect, and no person shall direct abuse or threatening conduct toward him or his family on or off show grounds, either in the furtherance of his judging duties, or as a result thereof, whether or not the conduct occurs during an approved show or on show ground.

## **XVI. Guidelines for Announcers**

### **1. Approved List**

Announcers must be chosen from the approved list of the USTPA. Upon request, the office of the USTPA will furnish a list of qualified and approved announcers to organizations or person's planning to conduct a show. All announcers must be members in good standing of USTPA. All USTPA announcers must take the USTPA Officials' test, score a passing grade, and announce at least two shows per year to remain eligible to officiate in USTPA sanctioned events. Announcers must take the Official's test every two years in order to be approved.

### **2. Who May Be an Announcer**

Any reputable person may apply to the Association to be included on the approved announcers list. He or she must furnish proof of familiarity with USTPA rules and capability of serving as announcer through ability and experience.

### **3. Dress Code**

Western attire, including long-sleeved shirt, hat, and boots, is mandatory while announcing an approved show. Hat is optional (see page 22).

## **XVII. Guidelines for Show Secretaries**

### **1. Who May be Show Secretary**

Secretaries may be any reputable person who can furnish proof that he or she is capable through ability and experience and is familiar with USTPA rules and may apply to the Association to be included on the list. The show secretary must successfully complete the USTPA Official's test every two years.

### **2. Approved List**

Show secretaries must be a member in good standings of USTPA. Any show secretary not in good standing may be removed from the list of approved secretaries and will be required to reapply for inclusion to the list of approved secretaries.

### **3. Other Positions Prohibited**

The show secretary may not hold the position of Event Producer or Director-in-Charge at a show at which he or she serves as show secretary.

### **4. Show Secretary Responsibilities**

The show secretary shall be the primary person responsible for the correctness of the entries and show results, including verifying exhibitor eligibility. The show

secretary shall post the results of each class within one hour of the end of the class.

## **5. Show Records Responsibilities**

It shall be the responsibility of the show secretary to maintain and record both entries and show results. The show secretary must submit show results to the Association within seven (7) days of the last day of the show. Failure to do so will subject the Event Producer to being fined and disallowed any further sanctioning by USTPA. The show secretary shall keep a set of the results on file for at least one (1) year from the date of the show. The show secretary shall be held responsible for the entry fees, office charges, etc., and for any fees collected for membership on behalf of USTPA. In addition, it is strongly recommended that any cash payments made to the show secretary for these fees be converted to a money order or check before being sent to USTPA.

## **6. Dress Code**

Western attire, including long-sleeved shirt, is mandatory while serving as a secretary at an approved show. A hat and boots are optional, but appropriate footwear must be worn.

# **XVIII. Guidelines for Timekeepers**

## **1. Approved List**

Timekeepers must be chosen from the approved list of the USTPA. Upon request, the office of the USTPA will furnish a list of qualified and approved timekeepers to organizations or persons planning to conduct a show. All timekeepers must be a member in good standing of USTPA. All USTPA timekeepers must take the Officials' test every two years. score a passing grade, and time at least two (2) shows per year to remain eligible to officiate in USTPA sanctioned events.

## **2. Who May Be a Timekeeper**

Any reputable person may apply to the Association to be included on the approved list. He or she must furnish proof that he or she is capable of serving as timekeeper through ability and experience and is familiar with USTPA rules.

## **3. Dress Code**

Western attire, including long-sleeved shirt, is mandatory while serving as a timekeeper at an approved show. A hat and boots are optional, but appropriate footwear must be worn.

# **XIX. Guidelines for the Director-in-Charge**

## **1. Who May Be Director-in Charge**

The Director-in-Charge must be a member in good standing of USTPA. All USTPA Regional Directors and Officers shall take the Officials' test every two years, and score a passing grade to be eligible to officiate in USTPA-sanctioned events.

## **2. Familiarity with Rules**

The Director-in-Charge shall be well informed as to the rules and guidelines of the USTPA and have a copy of the rules available on the day of the show.

## **3. Communications During a Show**

The Director-in-Charge shall have a discussion with the Event Producer and announcer regarding specific announcements regarding new and ongoing USTPA programs, sponsors, upcoming events, and other items of member and prospective member interest during the Penning.

## **4. Official's Familiarity with Rules**

The Director-in-Charge shall also have a discussion with the Event Producer and judges to go over all USTPA rules.

## **5. Cattle Handling**

The Director-in-Charge shall discuss with the Event Producer the cattle holding pens, rotation of cattle, and proper cattle numbering.

## **6. Checking Each Herd**

The Director-in-Charge is responsible for checking each herd as it enters the arena for correct head count, proper numbering, and number readability. The Director-in-Charge shall also watch for lame or crippled cattle.

## **7. Availability to Member Questions**

The Director-in-Charge shall be available for questions pertaining to the goals and directions of USTPA.

## **8. Director-in-Charge Demeanor**

The Director-in-Charge shall settle all problems that may arise in a professional manner. A Director-in-Charge should not be afraid to say "I don't know but I'll get you the right answer."

## **10. Requirements**

A Director-in-Charge will be required at all approved shows. The Director-in-Charge must be appropriately attired as per USTPA rules. The Director-in-Charge may not hold the position of Event Producer or

show secretary at a show at which he or she serves as the Director-in-Charge.

### **11. Presence and Availability**

After acceptance of a show commitment, the Director-in-Charge should endeavor, with all reasonable effort, to be at the show, and shall communicate, in a timely manner, with the Penning Event Producer any inability to attend the show for which he or she has committed.

### **12. A Non-Judging Official**

The Director-in-Charge must keep in mind that he or she has been selected to help the judge, not advise him. The Director-in-Charge shall not take part, or seem to take part, in any of the judging, however, he or she may cast a tie-breaking vote if the judges are deadlocked on a protested call.

### **13. Role of the Director-in-Charge**

The Director-in-Charge has charge of the activity in the arena. He or she should act as mediator between the judge and the exhibitor.

# UNITED STATES TEAM PENNING ASSOCIATION CORPORATION BY-LAWS

These Bylaws govern the affairs of United States Team Penning Association, Inc., a non profit corporation (referred to as the "Corporation") organized under the Texas Non-Profit Corporation Act (referred to as the "Act").

## **Article I - Offices**

1.01. Principal Office. The principal office of the Corporation shall be located at any location as determined by the Board of Directors. The Corporation may have such other offices, either in Texas or elsewhere, as the Board of Directors may determine. The Board of Directors may change the location of any office of the Corporation.

1.02. Registered Office and Registered Agent.

The Corporation shall comply with the requirements of the Act and maintain a registered office and registered agent in Texas. The registered office may, but need not, be identified with Corporation's principal office in Texas. The registered office and the registered agent may be changed as provided in the Act.

## **Article 2 - Members**

2.01. Classes. The Corporation shall have one or more class of members as the Board of Directors may determine from time to time.

2.02. Charter Members and Lifetime Members. The Board of Directors may admit Charter Members and Lifetime Members at any time. Charter Members and Lifetime Members shall pay an initial membership fee determined by the Board of Directors upon admission to the Corporation. Thereafter, a Charter Member and Lifetime Members shall be obligated to pay no further dues or other fees for his or her lifetime for membership or renewal of membership.

2.03. Admission of Members and Renewal of Membership. Natural persons may be admitted to membership in the Corporation by the Board of Directors or a committee designated by the Board to handle such matters. The Board of Directors or a Board designated committee may adopt and amend application procedures, fees and qualifications for membership in the Corporation. An affirmative vote of the majority of the Directors or a Board-designated committee present and voting shall be required for admission of any applicant who meets the membership qualifications then in effect.

2.04. Membership Fees and Dues. The Board of Directors may set and change the amount of an initiation fee, if any, and the annual dues payable to the Corporation by members other than the Charter Members and Lifetime Members. Dues shall be due and payable as determined by the Board of Directors.

2.05. Certificates of Membership. The Board of Directors may provide for the issuance of certificates evidencing membership in the Corporation. When a person has been admitted as a member and has paid any required fees and dues, the Corporation shall issue a certificate of membership to the person.

2.06. Voting Rights. Each member over the age of 18 shall be entitled to one vote on each matter submitted to a vote of the members.

2.07. Sanction, Suspension, or Termination of Members. The Board of Directors may impose reasonable sanctions on a member, including a Charter or Lifetime Member, or suspend or expel a member, including a Charter or Lifetime Member, from the Corporation, for good cause.

Good cause includes, but is not limited to,

(i) the default of an obligation to the Corporation to pay fees or dues for a period of 30 days following delivery of notice of default, or;

(ii) a material and serious violation of the Corporation's articles of incorporation, bylaws, or rules, or of law. A suspended or terminated member may request a hearing for reconsideration of any suspension or termination. A request for a hearing for reconsideration must be delivered in writing and be received at the principal office of the Corporation within 10 days of the receipt of notice of suspension or termination. Upon receipt of a request for a hearing for reconsideration, the Board of Directors shall set a hearing date on the request. The hearing must be held not later than 45 days from the date of the notice of suspension or termination. The Board of Directors may delegate powers to a regular or ad hoc committee to conduct a hearing, make recommendations to the Board of Directors, or to take action on behalf of the Board of Directors. Notice of the hearing shall be in writing and delivered at least 14 days prior to any hearing. A member shall have the right to be represented by counsel at and before the hearing.

2.08. Resignation. Any member may resign from the Corporation by submitting a written resignation to the secretary. The resignation need not be accepted by the Corporation to be effective. A member's resignation shall not relieve the member of any obligations to pay any dues, assessments, or other charges that had accrued and were unpaid prior to the effective date of the resignation.

2.09. Reinstatement. A former member may submit a written request for reinstatement of membership. The Board of Directors or a committee designated by the Board of Directors to handle the matter may reinstate membership on any reasonable terms that the Board of Directors or committee deems appropriate.

2.10. Transfer of Membership. Membership in the corporation is not transferable or assignable. Membership terminates on the dissolution of the Corporation or the death of a member. Membership in the Corporation is not a

property right that may be transferred after a member's death.

2.11. Waiver of Interest in Corporation Property. All real and personal property, including all improvements located on the property, acquired by the Corporation shall be owned by the Corporation. A member shall have no interest in specific property of the Corporation. Each member hereby expressly waives the right to require partition of all or part of the Corporation's property.

### **Article 3 - Meeting of Members**

3.01. Annual Meetings. The Corporation shall hold not less than one annual meeting of the members during the fiscal year at such time and place as the Board of Directors may set. At the annual meeting, the members may transact any business that may come before the meeting.

3.02. Special Meetings. Special meeting of the members may be called by the president, the Board of Directors, or not less than one-tenth of the current members in good standing.

3.03. Place of Meeting. The Board of Directors may designate any place, either within or without the State of Texas, as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors. If the Board of Directors does not designate the place of meeting, the meeting shall be held at the registered office of the Corporation in Texas.

3.04. Notice of Meetings. Written or printed notice of any meeting of members, including the annual meeting, shall be delivered to each member entitled to vote at the meeting not less than ten (10) nor more than fifty (50) days before the date of the meeting. The notice shall state the place, date, and time of the meeting, who called the meeting, and the general purpose or purposes for which the meeting is called. Notice shall be given by or at the direction of the president or secretary of the Corporation, or the officers or persons calling the meeting. If all of the members meet and consent to a waiver of notice of the meeting, any corporate action may be taken at the meeting regardless of a lack of proper notice.

3.05. Rules. Each meeting of the members must be conducted in accordance with the most recent edition of Robert's Rules of Order, insofar as they are not inconsistent with law, the Articles of Incorporation of the corporation or these By-Laws. The President, or in his absence, the President Elect shall appoint a person to act as parliamentarian of each meeting, who shall determine any question concerning the applicable rules of order.

3.06. Quorum. The members holding one-twentieth (5%) of the votes that may be cast at a meeting who attend the meeting in person or by proxy shall constitute a quorum at that meeting. The members present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough members leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a

majority of the number of members required to constitute a quorum. If a quorum is present at no time during a meeting, a majority of the members present may adjourn and reconvene the meeting one time without further notice.

3.07. Actions of Membership. The vote of a majority of voting members in good standing, present and entitled to vote at a meeting at which a quorum is present, shall be sufficient to constitute the act of the membership unless the vote of a greater number is required by law or the bylaws.

A member in good standing is one who has paid all required fees and dues and is not suspended as of the date ten (10) days prior to the meeting. Voting shall be by ballot or voice, except that any election of directors shall be by ballot.

3.08. Proxies. A member entitled to vote may vote by proxy executed in writing by the member. No proxy shall be valid more than eleven (11) months from the date of its execution, unless otherwise provided in the proxy.

3.09. Voting by Mail. The Board of Directors may authorize members to vote by mail, facsimile transmission, or electronic mail on any matter that may be voted on by the members. The annual election of directors shall be conducted, as provided in Article 4.

## **Article 4 - Board of Directors**

4.01. Management of the Corporation. The affairs of the Corporation shall be managed by the Board of Directors. The Board of Directors may designate any standing or appointed committee to handle any of the affairs of the corporation or to take action on behalf of the Board of Directors.

4.02. Number, Qualifications, and Tenure of Directors.

a) The number of directors shall be not less than two from each region established by the Board of Directors. Each director must be a member of the Corporation, and be not less than 21 years of age. No director may be related to any other director by marriage or within the same immediate family.

b) Each member shall serve until successor directors are elected and qualified. All successor directors shall be elected by the members of the Corporation by a mailed ballot on an annual basis (except for the filling of vacancies under 4.06).

c) The names of all nominees, along with their state of residence and region, shall be listed on the ballot in order determined by random drawing. Members of the Association may cast their mail ballots for nominees from their region. The person receiving the most number of votes from each region shall be elected as director. Each director will be elected by the members for a two year term, so that the terms of one director from each of the regions shall terminate in odd numbered years, and the terms of one director from each of the regions shall terminate in even numbered years. Upon the creation of any new region, directors will be appointed by the Board of Directors to serve until the next election of Directors by the

membership. At the first election of Directors for a new region, two directors shall be elected. The person receiving the most votes will be elected to a two year term and the person who received the next highest number of votes will be elected to a one year term. In regions 5 and 9, each of these regions shall have one director from Canada and one director from the United States, with alternating expiration terms.

4.03. Rules. Each meeting of the Board of Directors shall be conducted in accordance with the most recent edition of Robert's Rules of Order, insofar as they are not inconsistent with law, the Articles of Incorporation of the corporation or these By-Laws. The President, or in his absence, the President-Elect shall appoint a person to act as parliamentarian of each meeting, who shall determine any question concerning the applicable rules of order.

4.04. Nomination of Directors. At the annual meeting of members, a member in good standing may nominate a person for director with the second of any other member in good standing. In addition to nominations made at the annual meeting, a nominating committee may be designated by the Board of Directors to nominate candidates for director. The secretary shall include the names nominated by the nomination committee, and any report of the committee, with the notice of the annual meeting. The ballot for directors at each annual election shall include those names nominated by the nominating committee plus those names nominated at the annual meeting.

4.05. Election of Directors. A person who meets all qualification requirements to be a director and who has been duly nominated may be elected as a director. Directors shall be elected by the vote of the membership of the Corporation. In electing directors, members may vote for up to as many nominees for director as there are directors to be elected, but shall not be permitted to cumulate their votes by giving one candidate more than one vote. Each director shall hold office until a successor is elected and qualified. A director may be elected to succeed himself or herself as director, but not for more than two consecutive terms.

4.06. Vacancies. Any vacancy occurring in the Board of Directors, and any director position to be filled due to an increase in the number of directors, shall be filled by the Board of Directors. A vacancy is filled by the affirmative vote of a majority of the remaining directors, even if it is less than a quorum of the Board of Directors, or if it is a sole remaining director. A director elected to fill a vacancy shall be elected for the unexpired term of the vacant position.

4.07. Annual Meeting. The annual meeting of the Board of Directors may be held as a regular or special meeting of the Board.

4.08. Regular Meetings. The Board of Directors may provide for regular meetings by resolution stating the time and place of such meetings. The meetings may be held

either within or without the State of Texas and shall be held at the Corporation's registered office in Texas if the resolution does not specify the location of the meeting. No notice of regular meetings of the Board is required other than a resolution of the Board of Directors stating the time and place of the meetings.

4.09. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two directors. A person or persons authorized to call special meetings of the Board of Directors may fix any place within or without Texas as the place for holding a special meeting. The person or persons calling a special meeting shall notify the secretary of the information required to be included in the notice of the meeting. The secretary shall give notice to the directors as required by the Bylaws.

4.10. Notice. Written or printed notice of any special meeting of the Board of Directors shall be delivered to each director not less than two nor more than 30 days before the date of the meeting. The notice shall state the place, day, and time of the meeting, who called the meeting, and the purpose or purposes for which the meeting is called.

4.11. Quorum. A majority of the number of directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough directors leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of directors required to constitute a quorum. If a quorum is present at no time during a meeting, a majority of the directors present may adjourn and reconvene the meeting one time without further notice.

4.12. Duties of Directors. Directors shall exercise ordinary business judgment in managing the affairs of the Corporation. Directors shall act as fiduciaries with respect to the interests of the members including maintaining confidentiality where required. In acting in their official capacity as directors of this Corporation, directors shall act in good faith and take actions they reasonably believe to be in the best interests of the Corporation and that are not unlawful. A director shall not be liable if, in the exercise of ordinary care, the director acts in good faith relying on written financial and legal statements provided by an accountant or attorney retained by the Corporation.

4.13. Action of Board of Directors. The vote of a majority of directors present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the Board of Directors unless the act of a greater number is required by law or the bylaws. A director who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining a quorum of the Board of Directors.

4.14. Proxies. A director may not vote by proxy.

4.15. Compensation. Directors shall not receive compensation unless approved by the Board of Directors. The Board of Directors may, but need not, adopt a resolution providing for reimbursement to directors of expenses, if any, for attendance at each meeting of the Board of Directors. A director may serve the Corporation in any other capacity and receive compensation for those services.

4.16. Removal of Directors. A director may be removed from office, with or without cause, upon a finding by the affirmative vote of a majority of the Board of Directors, then in office, that the best interest of the Corporation would be served by the removal of such Director. Any director who fails to attend 3 consecutive meetings of the Board of Directors may be automatically removed and a vacancy shall be declared by the Board of Directors. Any vacancy so created shall be filled as provided in these bylaws.

## **Article 5 - Officers**

5.01. Officer Positions. The officers of the Corporation shall be a president, president-elect, one or more vice presidents, and treasurer. Any two or more offices may be held by the same person, except the offices of president and secretary. Officers must be members in good standing of the Corporation. Any officer who is not also a director shall be an ex officio member of the Board of Directors.

5.02. Election and Term of Office. The officers of the Corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. Each officer shall hold office until a successor is duly selected and qualified. An officer may be elected to succeed himself or herself in the same office.

5.03. Removal. Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors with or without good cause. The removal of an officer shall be without prejudice to the contract rights, if any, of the officer.

5.04. Vacancies. A vacancy in any office may be filled by the Board of Directors for the unexpired portion of the officer's terms.

5.05. President. The president shall be the chief executive officer of the Corporation. The president shall supervise and control all of the business and affairs of the Corporation. The president shall preside at all meeting of the members and of the Board of Directors. The president may execute any deeds, mortgages, bonds, contracts, or other instruments that the Board of Directors has authorized to be executed. However, the president may not execute instruments on behalf of the Corporation if this power is expressly delegated to another officer or agent of the Corporation by the Board of Directors, the bylaws, or statute. The president shall perform other duties prescribed by the Board of Directors and all duties incident to the office of president.

5.06. President-Elect. When the president is absent, is unable to act, or refuses to act, a vice president shall perform the duties of the president. When the president elect acts in place of the president, the president-elect shall have all the powers of and be subject to all the restrictions upon the president. The president- elect shall perform other duties as assigned by the president or Board of Directors.

5.07. Treasurer. The treasurer shall:

a) Monitor all financial matters relating to the Corporation.

b) Submit an annual financial report to the members at the annual meeting of members and report to the Board of Directors on financial matters.

c) Supervise the performance of duties by the executive director relating to financial matters.

d) Perform other duties incident to the office of treasurer and other duties as assigned by the president or by the Board of Directors.

e) If required by the Board of Directors, give a bond for the faithful discharge of his or her duties in a sum and with a surety as determined by the Board of Directors.

5.08. Executive Director. The Executive Director shall be the Chief Operating Officer of the Corporation and may be a member. However, if a member, membership benefits will not include the right to compete in USTPA sanctioned shows nor any voting privileges. The executive director shall:

a) Establish and maintain an office for the Corporation.

b) Record and maintain a record of all minutes of meetings held by the Executive Board and the Board of Directors.

c) Serve in the capacity of a general manager or chief operating officer for the Corporation, including the handling or supervision of all day-to-day operations of the Corporation such as business matters, contracts, membership lists, point standings from sanctioned competitions, legal matters, and similar duties.

d) Have charge and custody over all funds and securities of the Corporation, subject to the supervision of the treasurer.

e) Receive and give receipts for monies due and payable to the Corporation from any source, subject to the supervision of the treasurer.

f) Deposit all monies in the name of the Corporation in banks, trust companies, or other depositories as provided by the bylaws or as directed by the Board of Directors, president, or treasurer, and subject to the supervision of the treasurer.

g) Write checks and disburse funds to discharge obligations of the Corporation, subject to the supervision of the treasurer. Funds may not be drawn from the Corporation or its accounts without two signatures, to include the president, a vice president, treasurer or executive secretary.

h) Maintain the financial books and records of the Corporation, subject to the supervision of the treasurer.

i) Prepare financial reports at least annually, subject to the supervision of the treasurer.

j) Perform other duties as assigned by the president, treasurer, or the Board of Directors.

k) If required by the Board of Directors, give a bond for the faithful discharge of his or her duties in a sum and with a surety as determined by the Board of Directors.

l) Perform all of the duties incident to the office of a general manager or chief operating officer.

5.10. Compensation: Officers shall not receive salaries for their services to the Corporation, unless approved by the Board of Directors. The Board of Directors may, but need not, adopt a resolution providing for reimbursement to officers of expenses, if any, incurred in connection with their services to the Corporation. An officer may serve the Corporation in any other capacity and receive compensation for those services.

## **Article 6 - Committees**

6.01. Establishment of Committees. The Board of Directors may adopt a resolution establishing one or more committees delegating specified authority to a committee, and appointing or removing members of a committee. A committee shall include two or more directors and may include members who are not directors, but shall not be less than three persons. If the Board of Directors delegates any of its authority to a committee, the majority of the committee shall consist of directors. The Board of Directors may establish qualifications for membership on a committee. The Board of Directors may delegate to the President its power to appoint and remove members of a committee that has not been delegated any authority of the Board of Directors. The establishment of a committee or the delegation of authority to it shall not relieve the Board of Directors, or any individual director, of any responsibility imposed by the bylaws or otherwise imposed bylaw. No committee shall have the authority of the Board of Directors to:

a) Amend the articles of incorporation.

b) Adopt a plan of merger or a plan of consolidation with another corporation.

c) Authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation.

d) Authorize the voluntary dissolution of the Corporation.

e) Revoke proceedings for the voluntary dissolution of the Corporation.

f) Adopt a plan for the distribution of the assets of the Corporation.

g) Amend, alter or repeal the bylaws.

h) Elect, appoint, or remove a member of a committee or a director or officer of the Corporation.

i) Approve any transaction to which the Corporation is a party and that involves a potential conflict of interest as defined in paragraph 7.04, below.

j) Take any action outside the scope of authority delegated to it by the Board of Directors.

k) Take final action on a matter that requires the approval of the members.

6.02. Authorization of Specific Committees. There shall be such committees as the Board of Directors shall from time to time designate. The Board of Directors shall define the activities and scope of authority of each committee by resolution.

6.03. Term of Office. Each member of a committee shall continue to serve on the committee at the pleasure of the Board of Directors. However, the term of a committee member may terminate earlier if the committee is terminated or if the member dies, ceases to qualify, resigns, or is removed as a member. A vacancy on a committee may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy on a committee shall serve for the unexpired portion of the terminated committee member's term.

6.04. Chair and Vice-Chair. One member of each committee shall be designated as the chair of the committee and another member of each committee shall be designated as the vice-chair. The chair and vice-chair shall be appointed by the president of the Corporation. The chair shall call and preside at all meetings of the committee. When the chair is absent, is unable to act, or refuses to act, the vice-chair shall perform the duties of the chair. When a vice-chair acts in place of the chair, the vice-chair shall have all the powers of and be subject to the restrictions upon the chair.

6.05. Notice of Meetings. Written or printed notice of a committee meeting shall be delivered to each member of a committee not less than 3 days before the date of the meeting. The notice shall state the place, day, and time of the meeting, and the purpose of purposes for which the meeting is called. Attendance by any member of the committee at a committee meeting shall constitute waiver of notice of the meeting.

6.06. Quorum. A majority of the number of members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee. The committee members present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough committee members leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of committee members required to constitute a quorum. If a quorum is present at no time during a meeting, the chair may adjourn and reconvene the meeting one time without further notice.

6.07. Actions of Committees. The vote of a majority of committee members present and voting at a meeting at

which a quorum is present shall be sufficient to constitute the act of the committee unless the act of a greater number is required by law or the bylaws. A committee member who is present at a meeting and abstains from a vote is considered to be present for the purpose of determining a quorum of the committee.

6.08. Proxies. A committee member may not vote by proxy.

6.09. Compensation. Committee members shall not receive salaries for their services. The Board of Directors, may, but need not, adopt a resolution providing for payment to committee members of expenses, if any, for attendance at each meeting of the committee. A committee member may serve the Corporation in any other capacity and receive compensation for those services.

6.10. Rules. Each committee may adopt rules for its own operation not inconsistent with the bylaws or with rules adopted by the Board of Directors.

## **Article 7 - Transactions of the Corporation**

7.01. Contracts. The Board of Directors may authorize any officer or agent of the Corporation to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Corporation. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

7.02. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in banks, trust companies, or other depositories selected by officers and approved by the Board of Directors from time to time.

7.03. Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation. The Board of Directors may make gifts and give charitable contributions that are not prohibited by the bylaws, the articles of incorporation, state law, and any requirements for maintaining the Corporation's federal and state tax status.

7.04. Potential Conflicts of Interest. The Corporation shall not make any loan to a director or officer of the Corporation. A member, director, officer, or committee member of the Corporation may lend money to and otherwise transact business with the Corporation except as otherwise provided by the bylaws, articles of incorporation, and all applicable laws. Such a person transacting business with the Corporation has the same rights and obligations relating to those matters as other persons transacting business with the Corporation. The Corporation shall not borrow money from or otherwise transact business with a member, director, officer, or committee member of the Corporation unless the transaction is described fully in a legally binding instrument and is in the best interests of the Corporation. The Corporation shall not borrow money from or otherwise transact business with a member, director, officer, or committee member of the Corporation without full

disclosure of all relevant facts and without the approval of the Board of Directors, not including the vote of any person having a personal interest in the transaction.

7.05. Prohibited Acts. As long as the Corporation is in existence, and except with the prior approval of the Board of Directors or the members, no member, director, officer, or committee member of the Corporation shall:

- a) Do any act in violation of any applicable statute or law.
- b) Do any act in violation of the bylaws or a binding obligation of the Corporation.
- c) Do any act with the intention of harming the Corporation or any of its operations.
- d) Do any act that would make it impossible or unnecessarily difficult to carry on the intended or ordinary business of the Corporation.
- e) Receive an improper personal benefit from the operation of the Corporation.
- f) Use the assets of this Corporation, directly or indirectly, for any purpose other than carrying on the business of this Corporation.
- g) Wrongfully transfer or dispose of Corporation property, including intangible property such as good will.
- h) Use the name of the Corporation (or any substantially similar name) or any trademark or trade name adopted by the Corporation, except on behalf of the Corporation in the ordinary course of the Corporation's business.
- i) Disclose any of the Corporation business practices, trade secrets, or any other information not generally known to the business community to any person not authorized to receive it.

## **Article 8 - Books and Records**

8.01 Required Books and Records. The Corporation shall keep correct and complete books and records of account. The Corporation's books and records shall include:

- a) A file-endorsed copy of all documents filed with the Texas Secretary of State relating to the Corporation, including, but not limited to, the articles of incorporation, and any articles of amendment, restated articles, articles of merger, articles of consolidation, and statement of change of registered office or registered agent.
- b) A copy of the bylaws, and any amended versions or amendments to the bylaws.
- c) Minutes of the proceedings of the members, Board of Directors, and committees having any of the authority of the Board of Directors.
- d) A list of the names and addresses of the members, directors, officers, and any committee members of the Corporation.
- e) A financial statement showing the assets, liabilities, and net worth of the Corporation at the end of the three most recent fiscal years.

f) A financial statement showing the income and expenses of the Corporation for the three most recent fiscal years.

g) All rulings, letters, and other documents relating to the Corporation's federal, state, and local tax status.

h) The Corporation's federal, state, and local information or income tax returns for each of the Corporation's three most recent tax years.

8.02. Inspection. Any member, director, officer, or committee member of the Corporation may inspect all books and records of the Corporation required to be kept by the bylaws. Such a person may inspect if the person has a proper purpose related to the person's interest in the Corporation and if the person submits a request in writing. Any person entitled to inspect the Corporation's books and records may do so through his or her attorney or other duly authorized representative. A person entitled to inspect the Corporation's books and records may do so at a reasonable time no later than fifteen working days after the Corporation's receipt of a proper written request. 8.03.

Audits. Any member shall have the right to have an audit conducted of the Corporation's books. The member requesting the audit shall bear the expense of the audit unless the Board of Directors votes to authorize payment of audit expenses. The member requesting the audit may select the accounting firm to conduct the audit. A member may not exercise these rights to compel audits so as to subject the Corporation to an audit more than once in any fiscal year.

## **Article 9 - Fiscal Year**

The fiscal year of the Corporation shall begin on January 1 and end on December 31.

## **Article 10 - Indemnification**

10.01 When Indemnification is Required, Permitted, and Prohibited.

a) The Corporation shall indemnify a director, officer, committee member, employee, or agent of the Corporation who was, is, or may be named defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the Corporation, including (but not limited to) acts or omissions while serving as a Director-in-Charge at an event sanctioned by the Corporation. For the purposes of this article, an agent includes one who is or was serving at the request of the Corporation as a director, officer, partner, venturer, proprietor, trustee, partnership, joint venture, sole proprietorship, trust, employee benefit plan, or other enterprise. However, the Corporation shall indemnify a person only if he or she acted in good faith and reasonably believed that the conduct was in the Corporation's best interest. In the case of a criminal proceeding, the person may be indemnified only if he or she had no reasonable cause to believe that the conduct was unlawful. The Corporation shall not indemnify a person

who is found liable to the Corporation or is found liable to another on the basis of improperly receiving a personal benefit. A person is conclusively considered to have been found liable in relation to any claim, issue, or matter if the person has been adjudged liable by a court of competent jurisdiction and all appeals have been exhausted.

b) The termination of a proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent does not necessarily preclude indemnification by the Corporation. c) The Corporation shall pay or reimburse expenses incurred by a director, officer, member, committee member, employee, or agent of the Corporation in connection with the person's appearance as a witness or other participation in a proceeding involving or affecting the corporation when the person is not a named defendant or respondent in the proceeding.

d) In addition to the situations otherwise described in this paragraph, the Corporation may indemnify a director, officer, member, committee member, employee, or agent of the Corporation to the extent permitted by law. However, the Corporation shall not indemnify any person in any situation in which indemnification is prohibited by the terms of paragraph 10.01(a) above.

e) Before the final disposition of a proceeding, the Corporation may pay indemnification expenses permitted by the bylaws and authorized by the Corporation. However, the Corporation shall not pay indemnification expenses to a person before the final disposition of a proceeding if: the person is a named defendant or respondent in a proceeding brought by the Corporation or more members; or the person is alleged to have improperly received a personal benefit or committed other willful or intentional misconduct.

f) If the Corporation may indemnify a person under the bylaws, the person may be indemnified against judgments, penalties, including excise and similar taxes, fines, settlements, and reasonable expenses (including attorney's fees) actually incurred in connection with the proceeding. However if the proceeding was brought by or on behalf of the Corporation, the indemnification is limited to reasonable expenses actually incurred by the person in connection with the proceeding.

#### 10.02 Procedures Relating to Indemnification Payments.

a) Before the Corporation may pay any indemnification expenses (including attorney's fees), the Corporation shall specifically determine that indemnification is permissible, authorize indemnification, and determine that expenses to be reimbursed are reasonable, except as provided in paragraph 10.02

(b) below. The Corporation may make these determinations and decisions by any one of the following procedures:

i. Majority vote of a quorum consisting of directors who, at the time of the vote, are not named defendants or respondents in the proceeding.

ii. If such a quorum cannot be obtained, by a majority vote of a committee of the Board of Directors, designated to act in the matter by a majority vote of all directors, consisting solely of two or more directors who at the time of the vote are not named defendants or respondents in the proceeding.

iii. Determine by special legal counsel selected by the Board of Directors by vote as provided in paragraph 10.02(a)(i) or 10.02(a)(ii), or if such a quorum cannot be obtained and such a committee cannot be established, by a majority vote of all directors.

iv. Majority vote of members, excluding directors who are named defendants or respondents in the proceeding. b) The Corporation shall authorize indemnification and determine that expenses to be reimbursed are reasonable in the same manner that it determines whether indemnification is permissible. If the determination that indemnification is permissible is made by special legal counsel, authorization of indemnification and determination of reasonableness of expenses shall be made in the manner specified by paragraph 10.02(a) (iii), above, governing the selection of special legal counsel. A provision contained in the articles of incorporation, the bylaws, or a resolution of members or the Board of Directors that requires the indemnification permitted by paragraph 10.01 above, constitutes sufficient authorization of indemnification even though the provision may not have been adopted or authorized in the same manner as the determination that indemnification is permissible.

c) The Corporation shall pay indemnification expenses before final disposition of a proceeding only after the Corporation determines that the facts then known would not preclude indemnification and the Corporation receives a written affirmation and undertaking from the person to be indemnified. The determination that the facts then known to those making the determination would not preclude indemnification and authorization of payment shall be made in the same manner as a determination that indemnification is permission under paragraph 10.02(a) above. The person's written affirmation shall state that he or she has met the stand of conduct necessary for indemnification under the bylaws. The written undertaking shall provide for repayment of the amount paid or reimbursed by the Corporation if it is ultimately determined that the person has not met the requirements for indemnification. The undertaking shall be an unlimited general obligation of the person, but it need not be secured and it may be accepted without reference to financial ability to make repayment.

d) Any indemnification or advance of expenses shall be reported in writing to the members of the Corporation. The report shall be made with or before the notice of waiver of notice of the next membership meeting, or with or before the next submission to the members of a consent to action without a meeting. In any case, the report

shall be sent within the 12-month period immediately following the date of the indemnification or advance.

## **Article 11 - Notices**

11.01. Notice by mail or electronic mail. Any notice required or permitted by the bylaws to be given to a member, director, officer, or member of a committee of the Corporation shall be by written notice and may be delivered in person, by mail, electronic mail or facsimile transmission. If mailed, a notice shall be deemed to be delivered when deposited in the United States mail addressed to the person at his or her address as it appears on the records of the Corporation, with postage prepaid. If notice be given by electronic mail or facsimile, a notice shall be deemed to be delivered when transmitted. A person may change his or her address by giving written notice to the secretary of the Corporation.

11.02. Signed Waiver of Notice. Whenever any notice is required to be given under the provisions of the Act or under the provisions of the articles of incorporation or the bylaws, a waiver in writing signed by a person entitled to receive a notice shall be deemed equivalent to the giving of the notice. A waiver of notice shall be effective whether signed or after the time stated in the notice being waived.

11.03. Waiver of Notice by Attendance. The attendance of a person at a meeting shall constitute a waiver of notice of the meeting unless the person attends for the express purpose of objecting to the transaction of any business.

## **Article 12 - Special Procedures Concerning Meetings**

12.01. Meeting by Telephone. The Board of Directors and any committee of the Corporation may hold a meeting by telephone conference-call procedures in which all persons participating in the meeting can hear each other. The notice of a meeting by telephone conference must state the fact that the meeting will be held by telephone as well as all other matters required to be included in the notice.

Participation of a person in a conference call meeting constitutes presence of that person at the meeting.

12.02 Decision with Meeting. Any decision required or permitted to be made at a meeting of the Board of Directors or any committee of the Corporation may be made without a meeting. A decision without a meeting may be made if a written consent to the decision is signed by all of the persons entitled to vote on the matter. The original signed consents shall be maintained by the Corporation.

12.03. Voting by Proxy. A person who is authorized to exercise a proxy may not exercise the proxy unless the proxy is delivered to the officer presiding at the meeting before the business of the meeting begins. The secretary or other person taking the minutes of the meeting shall record in the minutes the name of the person authorized to exercise the proxy. If a person who has duly executed a

proxy personally attends a meeting, the proxy shall not be effective for that meeting. A proxy filed with the secretary or other designated officer shall remain in force and effect until the first of the following occurs: a) An instrument revoking the proxy is delivered to the secretary or other designated officer. b) The proxy authority expires under the terms of the proxy. c) The proxy authority expires under the terms of the bylaws. d) One year from the date of the proxy.

### **Article 13 - Amendments to Bylaws**

The bylaws of the Corporation may be altered, amended, or replaced, and new bylaws may be adopted only by the membership of the Corporation, although proposals for bylaw changes may be made by the Board of Directors. The notice of any meeting at which the bylaws are altered, amended, or repealed, or at which new bylaws are adopted shall include the text of the proposed bylaws provisions as well as the text of any existing provisions proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of those provisions. The following types of bylaw amendments may be adopted only by the members: a) Setting or changing the authorized number of directors, b) Changing from a fixed number to a variable number of directors or vice versa, c) Increasing or extending the terms of directors, d) Increasing the quorum for membership meetings. e) Repealing, restricting, creating, expending, or otherwise changing the proxy rights of members, f) Authorizing or prohibit cumulative voting.

### **Article 14 - Miscellaneous Provisions**

14.01. Legal Authorities Governing Construction of Bylaws. The bylaws shall be construed in accordance with the laws of the State of Texas. All references in the bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time.

14.02. Legal Construction. If any bylaw provision is held to be invalid, illegal, or un-enforceability shall not affect any other provision and the bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the bylaws.

14.03. Headings. The headings used in the bylaws are used for convenience and shall not be considered in construing the terms of the bylaws.”

14.04. Gender. Wherever the context requires, all words in the bylaws in the male gender shall be deemed to include the female or neuter gender, all singular words shall include the plural, and all plural words shall include the singular.

14.05. Seal. The Board of Directors may provide for a corporate seal.

14.06. Power of Attorney. A person may execute any instrument related to the Corporation by means of a power of attorney if an original executed copy of the power of

attorney is provided to the secretary of the Corporation to be kept with the Corporation records.

14.07. Parties Bound. The bylaws shall be binding upon and inure to the benefit of the members, directors, officers, committee members, employees, and agents of the Corporation and their respective heir, executors, administrators, legal representatives, successors, and assigns except as otherwise provided in the bylaws.

## **USTPA Governance Structure**

**President:** Chief Executive Officer of the Corporation. President must have served as vice president/chairman of two committees or of the same committee for a minimum of three years.

**President-Elect:** Chairman World Championship Committee. Acts in place of the President when unable to perform and will automatically ascend to the office of President.

### **Vice President/Chairman Rules and By-Laws Committee:**

Review member input for suggested Rules or By-laws revisions, as appropriate. Present recommendations to the Board of Directors for approval (Rules) or for submission to the membership (By-laws).

**Vice President/Chairman Production Quality and control Committee (Sanctioning):** Reviews and approves sanctioning of shows in conjunction with staff. Responsible for developing tools and programs for producers, judges clinics, secretaries school, etc.

**Vice President/Chairman Finance Committee:** Replaces officer of Treasurer. Works with staff in developing a budget and presents periodic financial statements, as well as an annual budget to the Board of Directors for approval.

**Vice President/Chairman National Ratings Committee:** Receives and reviews rating petitions and review with regional directors as stated in the rules. Immediate Past President: Member of the Executive Board.

**General Counsel:** Member of the Executive Board and serve as legal advisor to the Board of Directors. The five (5) committees listed above will become standing committees of USTPA to include not less than three members of the Board of Directors and at least two other members as selected by the Chairman of the committee. Each member of the Board of Directors will be assigned to one or more standing committees. Officers indicated above will comprise the USTPA Executive Board and will be elected by the USTPA Board of Directors. All officers, immediate past president and legal counsel-advisor, will be voting members of the Board of Directors.

It is recommended that board meetings be held no more than once per quarter at a specified USTPA Production event, to maximize one on one participation and interaction. The Executive Board shall meet as necessary, but at least bi-monthly, via conference call with meeting reports provided to the Board of Directors. The Executive Board will address issues and concerns surrounding the operations of the association as directed by the Board of Directors and bring forward recommendations to the Board regarding any changes to the rule, bylaws or policies of the Association.

Rule Change proposals will be reviewed each year at the Spring Roundup meeting for implementation the following year. Rules should change only in the event of extraordinary circumstances in which rider or animal health and welfare is compromised or there is not a clear, current rule to address the given circumstance.

## **A BIT OF HISTORY**

The United States Team Penning Association (USTPA) is the National Governing Body (NGB) for the sports of Team Penning and Ranch Sorting. As the only international non-profit Association in the Team Penning, it was formed in 1993 to educate and promote the sport, as well as standardize rules. In 2002, USTPA began sanctioning a related, exciting discipline; Ranch Sorting. Compared to other western equine disciplines, Team Penning and Ranch Sorting have benefitted from rapid growth in popularity among horse owners. USTPA's current database of member and rated riders totals nearly 14,000 individuals, and it continues to grow. As the largest Team Penning and Ranch Sorting Member Association in the world, the USTPA strives to maintain a fair playing field for our members via handicapping. The USTPA strives to lead the equine industry in rider handicapping with two specific strategies. The first is the establishment of 12 North American regions for localized rider evaluation and the other is an organized process to rate Penners and Sorter according to skill level, accomplishment and experience. Competitors are rated from #1 to #7 as a Penner and/or a Sorter.

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