To: All Clubs registered with the Pacific International Trapshooting Association
Copy To: All P.I.T.A. State / Provincial Association

To better serve our membership, the Executive Committee and P.I.T.A. Staff have compiled a two-page document that outlines our shoot processing requirements. Accurate and speedy score entry and membership processing are high on membership expectations feedback. This is an attempt to streamline the processing of both club events and memberships, using the items listed in our current rule book.

The P.I.T.A. Staff have created the document based on existing expectations, with some added clarifications. Feedback is important. Please reach out if something needs clarification.

This release coincides with efforts by the P.I.T.A. Technical Committee to release a new shootpita.com website. One of the new features is a map location of each club, and a reorganized Club Database. The committee members need the Club and State/Provincial Association's help in updating our database. Momentous changes include separating Mailing and Physical Addresses, Phone Numbers, and contact information.

The Executive Committee would like to help promote each Club that participates in P.I.T.A. Please use this new form as contact information needs to be updated, or when encouraging other clubs to join us in registered shooting.

As the P.I.T.A. Executive Committee has expanded our staff, please remember to send all Shoot Report Packages, Club Registration Forms, and questions to info@shootpita.com and not to the individual staff members. This will ensure timely responses and resolutions to all items.

Thank you for reviewing these documents, returning them as indicated, and for your continued support of our trapshooting community.

Pacific International Trapshooting Association®
Executive Committee and Staff
(541) 645-3350
P.O. BOX 30
Hood River, OR 97031
e-mail: info@shootpita.com

SHOOT APPLICATION INSTRUCTIONS - PLEASE READ CAREFULLY

ALL NECESSARY FORMS CAN BE FOUND ON THE PITA WEBSITE FORMS PAGE

SHOOT APPLICATION

- **Download and complete a Shoot Application form.**
- **Submit to State/Provincial Association Secretaries for review.** Forms **REQUIRE** State/Provincial Association Secretary Approval before they can be processed and approved by the P.I.T.A
- Suggested to add the name of each shoot to the forms

CROSS REGISTRATION

- **ATA Requires Submitting Cross-Registration Events to their website using Gun Club Logins.** Please refer to shootata.com for more information.
- **PITA would like to know when these are scheduled with a copy of the event program.** Staff will post to the calendar and be on the lookout for the Shoot Report Packages. These are an exception to reporting to State/Provincial Secretaries (though notifying them is a suggestion)

CLUB RESPONSIBILITY

- **Clubs are required to follow all applicable P.I.T.A. Rules and Procedures. Including:**
    - Clubs are responsible for their cashier.
    - Timely reporting of date changes or cancellations
    - Submitting Shoot Report Items, using the **MOST CURRENT** forms for Shoot Report Packets by the due dates specified in the current rule book.
    - Updating State/Provincial Secretaries and P.I.T.A. Executive Secretary of all contact changes.
    - Remitting payments for events within 10 days of the last day of the shoot.
    - Forms are regularly updated. The most current forms are required for submission. The P.I.T.A. Staff will return outdated or incomplete forms to the club for reprocessing. Please make sure the forms are complete and correct.
    -
- **Advertising and Promotion of their events.** Email event programs to The P.I.T.A. staff at info@shootpita.com as soon as they are available to be posted on the website.

STATE/PROVINCIAL

- **Process club shoot requests promptly and forward completed forms to the P.I.T.A. Executive Secretary.**
- **Process Yardage Reductions/Increases**

P.I.T.A. STAFF

- **Can assist and answer questions related to rule books, forms, calendars, memberships, and event/club promotions.** Please direct questions and concerns to info@shootpita.com and not to the individual staff email addresses.
- **Will process Shoot Report Packages within 3 days of receiving a complete package.** P.I.T.A. Staff will not begin processing events until ALL required items are present. Missing items will delay processing.
- **Memberships will be processed within 3 days of receipt.** This includes memberships submitted through shootpita.com, events, or by mail.

SPECIAL CONSIDERATIONS

- **Multiplex and Doubles Challenge have different reporting requirements.**
    - Forms are regularly updated. The most current forms are required for submission. The P.I.T.A. Staff will return outdated or incomplete forms to the club for reprocessing. Please make sure the forms are complete and correct.

Questions or assistance needed??? PITA,
P.O. Box 30, Hood River, OR 97031 (541) 645-3350 email: info@shootpita.com

SHOOT REPORT INSTRUCTIONS - PLEASE READ CAREFULLY

ALL NECESSARY REPORTS CAN BE FOUND ON THE PITA WEBSITE FORMS PAGE

CASHIER SOFTWARE USERS

- **Email the completed reports and forms within three days of the shoot.** This is extremely beneficial, allowing scores to be processed immediately, keeping online cards/averages up to date and accurate.

A shoot report packet returned to PITA by clubs holding registered shoots **must be received within 10 days of the shoot** and should contain the following:

- **Shoot Recap Report** with remittance and shooter achievements
- **Earned Yardage Report(s)**
- **Entry blanks with scores or a computer-generated score report** with PITA number
- **Membership Applications** - must be complete and legible
- **Copy of the shoot program**
- **In the event the scores and other data as well as money are not forwarded following the established time frame, shoot management will receive a $25 late shoot report fine for the first offense.**

SHOOT RECAP REPORT

- Complete all applicable blanks. The number of registered targets is the total thrown during the shoot, not including shoot offs.
- Complete the High Over All and First Timer sections. This information is used in the yearbook and gives recognition to your shooters.
- Provide the name, phone number, and email of your cashier should more information be needed.

EARNED YARDAGE REPORT

- Computer-generated earned yardage reports – OR -
- Complete each column of the report. All yardage changes should be reported in this form, including yardage increases based on ATA yardage. Be sure to **include the 27-yard shooters** even though you don't punch their card. This information is needed to process yardage reductions.

SCORES

- Cashier software-generated report – OR -
- Completed "Entry Blank" form.
- HOA Report is also requested
- Because P.I.T.A. uses a 1000 target rolling average, 200 bird events do require reporting each 100 separately. Don't hesitate to get in touch with the P.I.T.A. Office for acceptable ways of reporting 200 Bird Events.

MEMBERSHIP APPLICATIONS

- Complete all applicable portions of the form. Previous PITA membership, ATA and other trapshooting association information is important for the correct assignment of yardage and PITA number. Additional information should be noted on the back of this form.
- Include date of birth for all members. This information is needed to enable the printing of the shooter's online membership card and for the selection of the All-Star teams.
- Please give shooters a RULEBOOK & SCHEDULE and mark on form that you have done so. The rulebook and shoot schedule will not be mailed to the members if they are given at the shoot. **This allows the shooter to learn the rules and possibly attend shoots while** their **membership application is being processed. It also saves a great deal of postage.**

SHOOT PROGRAM

- Helpful in determining the content of the shoot, including type and number of events.

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- Trophy Reports can be submitted for posting on the P.I.T.A. website. This is the responsibility of the club & cashier to provide.

Incomplete forms will be returned to the club and may delay membership materials being sent to your shooters.

Pacific International Trapshooting Association – Club Registration Form

Club Name:	
Mailing Address:	
City:	
State:	
Zip:	
Country:	
Phone:	
Email:	
Website URL:	
Contact:	
Contact Email:	
Contact Phone:	
Starting in 2026, the Shootpita.com website will feature a map with “pins” of physical locations. In the following address information, please do not use P.O. Box, A.P.O., or personal addresses	
Physical Address:	
Physical City:	
Physical State:	
Physical Zip:	
Longitude:	
Latitude:	
Please take a few moments to tell us about your club.	
Comments:	

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