



## PRODUCER'S GUIDE FOR SANCTIONING

We would like to welcome you as a Producer of the NWBRA!

### To Sanction an NWBRA Barrel Race:

1. Complete and return the Sanction Form found under the "Forms" tab on our website. It is recommended that the sanction form and advertisement/flyer be received 21 days prior to the date of the event to be advertised on NWBRA website and Facebook page.
2. Sanction fee is **\$25/race** for the first four (4) barrel races and \$15 for additional barrel races in a calendar year (**June to June**), along with \$1/run of Open entries. In order to qualify for this discount all shows must be listed on the initial sanction form.
3. Show is not considered sanctioned unless all fees are received or arrangements made if Producer is in good standing with the NWBRA.
4. Notification is required when shows are canceled or rescheduled.
5. A complete list of all entries with times, results and payout of each division must be mailed or emailed within 7 days after the show. The \$1/run must be paid to NWBRA within 7 days after the show. NWBRA shall be paid \$1/run by both members and non-members.
6. The \$1/run is **paid in all divisions** in the Open class. The \$1 per run goes to the NWBRA FINALS FUND. *There is no \$1/run on exhibitions.*
7. Electric timers are required at all NWBRA sanctioned events.
8. Producer agrees to follow NWBRA Rules and Regulations.
9. Producer agrees to collect and mail all NWBRA **membership forms** for members attending their event.
10. If the arena or producer would want or need an additional insured endorsement (\$95 per day), please contact Elaine Hagen at (605) 237-8681 or fill out the insurance request form located at [www.nwbra.net](http://www.nwbra.net). This fee is paid to NWBRA. In order to utilize our insurance, **all shows must be sanctioned** with the NWBRA.

FOR YOUR SANCTIONED EVENTS TO BE PUBLISHED ON THE NWBRA WEBSITE AND OUR FACEBOOK PAGE YOU MUST EMAIL YOUR ADVERTISEMENT/FLYER TO:

[nwbra22@gmail.com](mailto:nwbra22@gmail.com)

### **Example of what to put in advertisement/flyer:**

- Date & other series dates (if applicable)
- City/State & arena location
- Order of events
- Entry closing time & start time of first event
- Classes (example: open, youth, senior, pee wee)
- Splits in each class (example 3D with full second splits, 4D with ½ second splits, etc.)
- Added money
- Total entry fee for each class
- Payout percentages
- Exhibitions or time only fee
- Contact person & phone number

Sanctions may be made 24 hours with approval.

### **YOU MUST EMAIL YOUR RESULTS WITHIN 7 DAYS OF THE EVENT.**

A complete list of Open Entries with times may be emailed or mailed. Please include a check for \$1/run for each contestant in the Open – made payable to **NWBRA** and email to: [nwbra22@gmail.com](mailto:nwbra22@gmail.com).

Please mail Sanction Form and check to: NWBRA, c/o Elaine Hagen, 43287 146<sup>th</sup> Street, Webster, SD 57274.