



— NATIONAL BARREL HORSE ASSOCIATION —

# District Director Handbook

Revised April 2023

If you are reading this, you have decided to assume the important responsibility of being an NBHA District Director. We appreciate very much your willingness to be a key part of our organization.

This handbook will assist you in performing your duties and working with our headquarters' staff in order to enhance both your experience as a Director, and your members' experiences at the District and State level. Please familiarize yourself with both the handbook and the NBHA Rule Book.

If there is anything our staff can do to assist you, or if you have any questions, please don't hesitate to contact us. We look forward to working with you.

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## **District Director Duties**

These duties are further explained on the following pages.

1. **BE A MEMBER IN GOOD STANDING OF THE NBHA.**
2. Aid members in online membership enrollment.
3. Attend all sanctioned shows in the District. This can be either the District Director or their designated NBHA Representative.
4. Maintain District points standings.
5. Submit Show Results within 7 days of the show to the State Director.
6. Submit Sanction Show Request Forms and maintain a show calendar.
7. Collect State Fees & assist the State Director with State Finals.
8. Submit completed District point standings to National Office within thirty days of the end of the competition year.
9. Keep District members informed about district shows.
10. Maintain accountability, bank account and records of District Funds.
11. Have a thorough understanding and uphold all Rules and Regulations of NBHA as well as any decisions made by headquarters.

**For a step-by-step guide to onboarding and execution of your role as a District Director please see page 23**

## **District Director Duties Explained**

### **1. MUST BE A MEMBER IN GOOD STANDING OF THE NBHA**

Directors must purchase a general Adult membership (if competing) or a Social membership (if not competing) which is a discounted rate of the Adult.

These memberships will be purchased through the online portal, using a member log in, separate of your Director log in. Make sure your membership is active for each year you are a Director.

### **2. AID MEMBERS IN ONLINE MEMBERSHIP ENROLLMENT**

As a Director, it is required that you yourself gain access to the NBHA membership portal both as a member and a Director (two separate logins). This not only helps you understand the process, but gives you the information you need to check members and aid members.

All riders at a sanctioned NBHA district show must either be a current NBHA member or pay a non-member fee as determined by each District.

NBHA memberships are now based on a calendar year, not a rolling twelve months. This transition began in 2022. New members can join at any point in the year, paying a full membership price, however all single year memberships will expire on January 1<sup>st</sup> following the season year (exception: three-year membership). Renewals will be prorated in their first year of renewing to get them to a January 1<sup>st</sup> expiration date.

Memberships are available online through the NBHA Portal at (<https://nbha.equestevent.com/>). NBHA no longer accepts paper memberships by mail. All members, regardless of age, will have an assigned log in and username. Each member profile must have a unique email address. If encountering a member who has an old or incorrect email and they cannot gain access to their account, please ask them to call or email the National Office to correct it.

It is the Director's duty to verify memberships on the day of each show. If a contestant is not a member, a non-member fee is due if elected by the district. You may access a current membership list at any time from your Director Portal for your district, however, anyone whose current membership cannot be verified from the roster should be asked to show a current membership card or recent receipt. All members who have been current from 2018 forward exist in the 'Membership Verification' page of the portal for you to verify members outside of your jurisdiction.

### **3. ATTEND ALL SANCTIONED SHOWS WITHIN THE DISTRICT. THIS CAN BE EITHER THE DISTRICT DIRECTOR OR THEIR DESIGNATED NBHA REPRESENTATIVE.**

You will probably find it helpful to have one or more people to help you with your district. These volunteers are called NBHA Representatives. Remember that you, or one of your qualified NBHA Representatives, MUST be present at each NBHA sanctioned show.

Your NBHA Representative(s) should be someone you can depend on. They need to know as much about the NBHA as you do. Stress the importance of studying and learning the rule book and this handbook. Assign them to work a show with you so they can learn to perform their duties with confidence. Remember, they will be your backup if you can't make a show.

An NBHA District Director or a qualified NBHA Representative must be present at all sanctioned events for their district. This is a good time to update members on any changes or new information, and answer any questions they may have. Always keep the lines of communication open with your members. Remember they are looking to you for information and leadership.

### **4. MAINTAIN DISTRICT POINT STANDINGS**

It is recommended to process points the day of or day following the show since you or your NBHA Representative attended the show, that way it's fresh in your mind.

Only active members from your district can receive points. If someone places, but is not a member as of the day of the race in your district, all of your members move up one place in points. The fastest time for a district member sets the splits for the district points. In the case that the member has trouble with renewing/completing their membership on the portal at a race outside of the National Office hours, and notifies the Director, the Director has the ability provide the member the leniency to straighten the membership out on the proceeding business day and still obtain points.

Members who allow their membership to expire, have one month to renew, before points are to be removed. This period is called the "Grace Period." Once a member reaches the 1<sup>st</sup> of the month following the month of their expiration, they start back from zero points. During this time a member won't lose their points but also cannot earn points.

This "Grace Period" concept will diminish overtime as most members will have a January 1<sup>st</sup> expiration with the new calendar-year based membership schedule. The minority of members will still have a mid-year expiration until they complete their renewal for the first time.

Competitors may ride as many horses as they wish in each class. However, the competitor with multiple entries will receive points only for the highest placing horse within each division.

It is permitted for Directors to have a combined Youth & Teen class, with one payout, however points must be completed separately for each of the two classes, based on the fastest Youth vs. Teen time and only accounting for the riders within those specific age categories.

A competitor may qualify only one entry for the NBHA World Championships in each of the Open, Youth, Teen or Senior 5D divisions. Refer to the NBHA RULE BOOK Section C for complete rules on points.

Point totals are based on rider only. Each rider will have only one-point total for each division regardless of how many horses are shown throughout the year.

Complete the NBHA Show Results form and mail to the State Director within seven (7) days of the show. Please do not email or send these forms or results to the National Office.

Point standings for your District should be kept up-to-date and be readily available to your members. Directors are required to physically post NBHA District point standings for their members at every show or have them publically posted on a website accessible to the general public at all times. This gives members the opportunity to see how they are placed in the point standings. It will also help you catch any mistakes in the points as early as possible and avoid problems later in the season. We recommend encouraging your members to keep track of their own points, this will make your job much easier.

Districts may have different qualifications for district awards. This shall be determined by the State and District Directors. District awards are not required, but highly recommended. It is required that each district clearly communicate their intentions for year-end awards at the beginning and throughout the season.

State Shows may not be used for District show points or qualifications of any kind due to the qualification requirement.

## **5. SUBMIT SHOW RESULTS WITHIN 7 DAYS OF SHOW**

All show results must be emailed/mailed to your State Director and the state's 00 District Director, if applicable, within seven (7) days of your show. This is required so your State Director can aid the 00 District in their results needs, as well as determine the State Qualifier list based on which individuals have attended three shows within their district while holding an active membership.

## 6. SUBMIT SANCTIONED SHOW REQUEST FORMS AND MAINTAIN A SHOW CALENDAR

All district shows must be submitted to the headquarters within 14 days of any show on the sanction form. The earlier you submit, the better the odds of having the show included in the Barrel Horse News listing.

Sanction forms are available on the NBHA website, under Forms > Director Forms. Sanction requests must be mailed in, emailed in or submitted electronically through our online fillable form. Currently, payment can be made by check or be requested to be electronically invoiced for credit card payment.

A show sanction fee is \$30/show paid only once by the sanctioning district. If submitting 8 shows or more AT THE SAME TIME, the sanction fee is \$240. Submit 10 shows at one time, and you are getting two free, for example.

**IMPORTANT:** If a race is canceled for any reason, a director must contact the NBHA office immediately. The submitted sanction fees will be marked as a credit on the districts account and available for future use. A director is solely responsible for notating a race cancellation with us before the event and notifying us when submitting a new sanction form that they want to use said credits.

If another district is co-sanctioning, see 'Co-Sanction' section of this handbook.

Only one show may be sanctioned in a district on any one day. EXCEPTION: Two shows may be sanctioned at the same venue on the same day (double-header). As a double-header any carryover must be declared prior to the first run and two sanction fees are required.

District Directors may only produce shows within the counties they represent. If you have a request to produce a show outside of your jurisdiction, an approval from your State Director, the National Office and the District Director in the area you are wishing to use must be obtained.

It is best to keep in touch with Directors in the districts close to you. You usually draw from the same pool of barrel racers. Always try to coordinate your show schedule with District Directors in adjoining districts. Also, whenever possible, cooperate and coordinate your show schedule with other non-NBHA barrel races and associations. This will help to create goodwill with other organizations and associations.

You may sanction and/or co-sanction no fewer than six (6) or more than eighteen (18) shows in your District each competition year. The NBHA competition year is January 1<sup>st</sup> until December 31<sup>st</sup>. Try to use various arenas if you can. This builds membership and helps to bring new people to your shows.

No sanctioned NBHA point shows within the continental United States will be approved for dates that would interfere with members from attending their State Championships, the World Championships, or the Youth World Championships. No sanctioned NBHA point shows within the continental United States will be approved within 350 miles of a Tour Show regardless of region. Exceptions may be permitted with timely approval from the NBHA Headquarters.

## **7. COLLECT STATE FEES & ASSIST STATE DIRECTOR WITH STATE CHAMPIONSHIPS**

To help support the State Championships by raising money for State Awards all NBHA sanctioned shows must charge a minimum \$2.00 awards fee with a minimum \$1.00 going to the District and a minimum \$1.00 going to the State Director for State Championships. If your district will not be awarding year-end awards there may not be a district fee. Each State can elect for higher fees for State and District if approved by the Regional Directors or National Office. The State fees must be mailed or electronically transferred to the State Director within 14 days of the completed show.

If you will be co-sanctioning, you must declare how these funds will be collected and distributed prior to the race with the race organizer.

It is the responsibility of the State Director to organize the State Championships with the help of all District Directors. Always keep in touch with your State Director and offer to help in any way possible throughout the year.

## **8. SUBMIT COMPLETED DISTRICT POINT STANDINGS TO NATIONAL OFFICE WITHIN THIRTY DAYS OF THE END OF THE COMPETITION YEAR**

The official year-end point standings for your District will be the points you post at each of your sanctioned shows. The show results from your district shows, which are sent to your State Director, will be kept for record purposes only, and are not considered the official point standings.

Within thirty days of the end of the district season, the District Director will submit their completed district point standings (showing year-end point totals for all World Championships qualifiers in all classes and divisions, as well as NBHA membership number) to Headquarters by email to [nbha@nbha.com](mailto:nbha@nbha.com).

For Youth World qualifiers, the year-end points must be broken down into Youth and Teen. Ages are: Youth 12 and under; and Teen 13 to 18, as of January 1 of the competition year.

Year-end points submission must include rider's full name, membership number, class, placing and points earned and be in an excel format. Read more about points in the 'Points in 5D Format' section and find templates on the Director Forms section of [nbha.com](http://nbha.com).



If you discover an error in a show result, please send a correction in writing to your State Director. It is very important that we have a written record of any corrections for our file. This will protect you in case there is a dispute at the end of the year.

Fundraising requirements/efforts cannot influence World Show qualifications. Only the final points in each division.

Remember, your members will be looking to you to keep accurate records. They will also look to you if their name is left off the list of qualifiers for the World Championships if you fail to send the standings to Headquarters on time.

### **9. KEEP DISTRICT MEMBERS INFORMED ABOUT DISTRICT SHOWS**

It is important that District Directors provide members with a list of sanctioned shows, including directions to the arena. Other important information should be provided at your shows, through a District newsletter or District webpage. Facebook should not be solely used for this purpose.

### **10. MAINTAIN ACCOUNTABILITY, BANK ACCOUNT AND RECORDS OF DISTRICT FUNDS.**

In regards to financial matters, NBHA competition districts should be run much the same as any other local or regional barrel racing club or association. Your district is a non-profit operation set up for the benefit of your members. Any funds accumulated by your district are jointly owned by all district members and entrusted to you as District Director.

A checking account must be set up for the district, with careful records kept of all deposits and withdrawals.

As the District Director agreement sets out, you as a District Director are an independent agent. Therefore, any funds that you collect become your personal responsibility. If, for any reason, you should step down as District Director you will be responsible for providing a full accounting of district funds and transferring any such funds and district-owned equipment to the person who replaces you as District Director or to the State Director.

### **11. HAVE A THOROUGH UNDERSTANDING AND UPHOLD ALL RULES AND REGULATIONS OF NBHA AS WELL AS ANY DECISIONS MADE BY HEADQUARTERS.**

The NBHA Rulebook is the only rule book to be used at sanctioned NBHA shows. Any questions that arise can be answered by referring to the NBHA Rulebook. Any situations not covered by the NBHA Rule Book will be resolved by the District Director or elevated to a State or Regional Director, if required. NBHA Directors and NBHA Representatives should be thoroughly familiar with all sections of the NBHA Rule Book and this Director's Handbook.

The NBHA Rule Book is reviewed annually by NBHA Regional Directors and the Executive Committee. Recommended changes should be submitted to the Executive Committee via email for consideration. Any NBHA director or member may submit recommended changes.

## **Suspension of NBHA Members**

Conduct which may result in a member's suspension is set forth in Section F of the NBHA Rule Book. Some acts of misconduct require a warning letter to the member for first offense, however depending on severity, NBHA reserves the right to suspend without warning.

A NBHA District or State Director may request suspension of a member. If submitted by the District Director, this request must be submitted in writing, along with supporting documentation, to the State Director. The State Director will then forward the request to the Regional Director after recommending approval or disapproval. If the Regional Director approves the suspension request, it will be submitted to the Executive Director. The suspension will be enforced upon the approval of the Executive Director and one other member of the Executive Committee.

A Regional Director or Executive Director may initiate the suspension process for acts of which he or she has personal knowledge. The request will be submitted to the Executive Committee as outlined above.

Acts, such as writing worthless checks, or misappropriation of funds belonging to NBHA members, and other acts which are directly related to the functioning of NBHA Headquarters, may be penalized with suspension at the sole discretion of the Executive Director.

## **00 District Directors**

Having a 00 district is optional and decided by the State Director. 00 districts were designed to allow members who travel the ability to attend any 3 NBHA district shows within any district in the state and qualify to the State Finals. Additionally, points are kept for the purpose of producing a list of World Championship qualifiers annually.

A 00 District Director should receive results from each district show within their state. The results should be notated with which District 00 members declared that show as one of their up to 10 shows.

00 members must declare with the District show that they wish to declare the race they are attending PRIOR to running. When the 00 Director receives those show results, they base their points off only the members who declared and using the fastest time of the race (this differs from normal district points) to determine the divisions.

00 members can attend as many races as they wish, but they cannot declare more than ten races. A 00 Director must keep points throughout the entire season similar to the other districts.

## **Sanctioned Races**

Only quality arenas in your District should be considered for NBHA sanctioned events. As NBHA events should be held to the highest standards.

Try to lay out your show schedule for the entire year as early as possible. Doing so allows coordination with NBHA Directors in adjoining districts. If there is a scheduling conflict, it may be advisable to use an arena close to the district line and co-sanction the show between districts. Also, work with other barrel racing associations in your district to co-sanction events and avoid scheduling your barrel race on top of another show.

Avoiding scheduling conflicts will not always be possible, but please try to avoid that situation to maintain goodwill. It's best to schedule shows in all parts of your district.

**When sanctioning a show, the following requirements must be met:**

Complete the Show Sanctioning Request Form and pay the \$30 Show Sanctioning Fee. Shows will not be sanctioned unless the sanctioning fee is paid.

You have the authority to sanction shows, however, your State Director has final approval authority for all district shows in your state. You should always send a copy of your Show Sanctioning Request Form to your State Director. You will be notified immediately by your State Director if there is a problem.

The show site must have an arena with good ground and safe conditions. This will be decided by the District Director who should personally inspect the arena or have first-hand knowledge of the arena and conditions.

Electronic timers must be used for NBHA sanctioned events. All times will be recorded in thousandths of seconds (three decimal places) if the timer is capable of displaying three decimal places.

**Show organizers must agree to abide by all NBHA Rules and regulations.**

Show organizers must agree to use the official NBHA logo on all show bills and in all display advertisements. The words, "NBHA SANCTIONED" must appear in all classified advertising for the show.

If the show is to be listed in NBHA Show Schedule published in the Barrel Horse News, the approved Sanctioned Show Request Form must be received by NBHA Headquarters at least 60-90 days prior to the show. Shows may be approved less than 60 days in advance. However, they will not be listed in the Barrel Horse News show schedule and the District Director must ensure that all members in the District have been notified of the show date and location. Failure to notify all members may result in loss of sanctioning and points.

## Co-Sanctioned NBHA & Non-NBHA Races

A NBHA show may be sanctioned for more than one district. This is often done because riders may come from a wide area to participate in a high-quality show. The sanction fee is still a one-time \$30 fee no matter how many districts participate.

Directors may wish to co-sanction with a non-NBHA show within their area, perhaps due to lack of arenas, dates or just general desire to have another high quality event in the season.

When co-sanctioning a show a sanction form MUST be received by each and every District, however one district will pay only.

You may not co-sanction a show unless given approval by your State Director. Directors should exercise good judgement when co-sanctioning shows in order not to create a travel distance hardship for members.

At a co-sanctioned show, each district's members are given their points separately. That is, the highest placing 1D rider from each district gets 5 points, and so on. Each District Director is responsible for tracking points for their own members. All District Directors and NBHA Representatives involved should assist the host Director in running the co-sanctioned show.

To be sanctioned, a show must offer all NBHA members in good standing, regardless of age or sex, the opportunity to compete. NBHA members may not be required to enter any other class, or join any other association or club. Competitors must not be required to pay any non-member fee or permit fee greater than \$3 to any association or club not officially affiliated with NBHA, as a condition of riding in an NBHA sanctioned class.

**\*\*\*IMPORTANT\*\*\* Any and all shows or co-sanctioned shows must always offer all three classes at minimum (Open, Senior and Youth which can combine Youth and Teen). Ensure co-sanctioned shows not only offer these classes to be run in, but also the ages correspond with the NBHA rulebook as many other organization's age categories differ. The payout for any sanction NBHA class must follow NBHA payout rules and not payout less than the minimum required percentages. NBHA district and state fees must be collected on all riders in any NBHA sanctioned class regardless of membership status.**

## **Ghost Entries/State Buy-ins Not Permitted**

Ghost entries are no longer an option through NBHA. The option was put in place during COVID, and has since been removed. NBHA members must physically attend show and compete in order to obtain attendances for purpose of state qualifications.

Under no circumstance shall a State offer a buy-in option to State Finals. Members must have the 3 runs within the state and their current-at-the-time of show district to qualify to run for state finals.

Note: A mid-season district change does eliminate a member's points from the original district and they begin again in the new district, but it does not eliminate their race count for the purpose of attending 3 races for State Finals qualifications.

## **NBHA Membership Portal**

The NBHA membership online portal is accessible on the official NBHA website (nbha.com), located in the Membership Tab. New members are required to build a profile with an appropriate email on the section that says "New to NBHA". Returning members must use the section that says "Returning NBHA Member" where they will need to claim their profile by choosing "forgot username" to begin the claiming process. If returning members believe they have an incorrect email address, they must contact the NBHA headquarters to change the email before they can gain access.

**NOTE: Each NBHA member must have an individual email address per profile, because the email identifies the account.**

Please assist members in claiming their account on the membership portal. At present, we are retaining all expired members from 2018 and forward in our records. If someone has been a member as recent as 2018, even if the membership has lapsed for a period of years, they will be considered a renewal, and the member will retain his/her original membership number. All renewing members should have profiles already generated in the system. If there is any issue claiming profiles that you as a director cannot assist with, please call the NBHA headquarters.

There are no longer family memberships offered. Each individual member has their own profile that they must claim or create however, there is the option to purchase an Adult (\$65), Youth (\$50), Charter (\$48) or Social membership (\$38).

A Charter Member is one who joined prior to January 1, 1993, and has maintained continuous membership in the NBHA. A Charter Member has the words "CHARTER" printed on his/her membership card. Only those members who meet the above criteria are eligible to renew their memberships for the Charter price.



## **Declaration of Competition District**

The NBHA allows members to declare *any* district as their competition district regardless of residency.

When a member joins or renews the NBHA, they must declare their desired district in the online portal. Members can declare any district they so choose, and they do not have to live in the counties of such district.

If a member wishes to transfer and compete for points in another District, they must either notify NBHA Headquarters by email to [nbha@nbha.com](mailto:nbha@nbha.com) or log on to their online portal, click “Edit Profile” and make the change.

If the member wishes to change districts during the current competition year they leave all points earned in the old district and start from scratch in the new district. Points cannot be carried over from one district to the next.

Note: A mid-season district change does eliminate a member’s points from the original district and they begin again in the new district, but it does not eliminate their race count for the purpose of attending 3 races for State Finals qualifications.

## **District Funds and Bank Accounts**

As District Directors are individually and personally responsible for funds collected, it is important for District Directors to have a separate bank account to keep track of their district funds. This will assist you when there are questions from your members or the State Director about district funds. Always keep in mind that these funds belong to your members and have been entrusted to you. You must turn over all funds immediately upon the end of your tenure as a District Director. If you prefer, you may set up the account to require two signatures on your checks. The other person signing district checks should be one of your County Representatives.

The cost of opening and maintaining this account may be deducted from your district funds. These include, printing of district newsletters, postage, etc. However, be certain to always document all expenditures.

It is extremely important that you carefully document all deposits and expenditures from your district bank account. This will protect you in case of a dispute. When you use district funds to cover legitimate expenses, be sure to keep copies of the bills you pay and the receipts for all payments you make. It is also important to keep your members informed about the status of district funds. For that reason, we ask that you include a brief financial report in your district newsletters. You may want to assign this duty to one of your County Representatives.

When opening a bank account, most banks will require your Social Security number or Employee Identification Number (EIN). If you do not wish to use your social security number for the account, you can apply for an EIN using IRS Form SS4.

Based on the legal opinion of our attorneys, NBHA Districts and States that file this form should qualify for tax exemption under either Section 501(c) (5), as an unincorporated non-profit agricultural organization or Section 501 (c) (7), as an unincorporated club, organized for pleasure, recreation, or other non-profit purposes. National NBHA is a for-profit corporation and our tax ID number cannot be used by Districts or States.

## Points in 5D Format

Under the NBHA's Open 5D (5 divisions) format, all horses and riders, regardless of age, sex, ability or experience, run in the same class. Although Directors have the choice to do the payout, results and year-end awards in a 4D format, points for the year-end World Championship qualifier list must always be formatted in a 5D. The five divisions are decided by time intervals based on the times actually run. Whichever district(s) sanction the show, their district members' fastest time will set the time for their district points. If sanctioned by more than one district each district's fastest time will set their time for their district points.

The NBHA awards points to members **IN ALL DIVISIONS** on a 5, 4, 3, 2, 1 basis for first place through fifth place. In an event of a tie, the award point for the tie placings are added together and divided up evenly. For example, a two way tie for 2<sup>nd</sup> and 3<sup>rd</sup> place ties would be: (4 points + 3 points)/2 riders = 3.5 points each

- **1ST DIVISION** - Fastest time of the race by the sanctioned district's active member.
- **2ND DIVISION** - These are competitors who ran ONE-HALF (0.5) SECOND or SLOWER than the fastest time.
- **3RD DIVISION** - These are competitors who ran ONE (1) SECOND or SLOWER than the fastest time.
- **4TH DIVISION** - These are competitors who ran ONE AND ONE-HALF (1.5) SECONDS or SLOWER than the fastest time.
- **5TH DIVISION** - These are competitors who ran TWO (2) SECONDS or SLOWER than the fastest time.

The following EXAMPLE shows how the one second intervals work: (In this barrel race the fastest district member's time was a 15.200)

<u>1ST DIVISION</u>	<u>2ND DIVISION</u>	<u>3RD DIVISION</u>	<u>4TH DIVISION</u>	<u>5TH DIVISION</u>
1. 15.200 - 5 Pts.	1. 15.712 - 5 Pts.	1. 16.200 - 5 Pts.	1. 16.715 - 5 Pts.	1. 17.234 - 5 Pts.
2. 15.271 - 4 Pts.	2. 15.772 - 4 Pts.	2. 16.328 - 4 Pts.	2. 16.756 - 4 Pts.	2. 17.255 - 4 Pts.
3. 15.313 - 3 Pts.	3. 15.816 - 2.5 Pts.	3. 16.473 - 3 Pts.	3. 16.826 - 3 Pts.	3. 17.381 - 3 Pts.
4. 15.456 - 2 Pts.	4. 15.816 - 2.5 Pts.	4. 16.562 - 2 Pts.	4. 16.975 - 2 Pts.	4. 17.456 - 2 Pts.
5. 15.633 - 1 Pt.	5. 16.116 - 1 Pt.	5. 16.615 - 1 Pt.	5. 17.111 - 0.5 Pt.	5. 17.693 - 1 Pt.
6. 15.691 - 0 Pts.	6. 16.145 - 0 Pts.	6. 17.686 - 0 Pts.	6. 17.111 - 0.5 Pts.	6. 17.770 - 0 Pts.

As you can see from the above example, the 5D format gives horses and riders, on all levels of competition the opportunity to earn points and prize money. It also gives them the opportunity to qualify for NBHA State and World Championships.

Every State is subdivided into competition districts. NBHA sanctioned events are open to all barrel racers, but ONLY MEMBERS of the district(s) who sanctions the race can get NBHA points and qualify for the State and World Championships.

In addition to the Open 5D class, NBHA shows offer a Youth 5D for riders 12 and under and Teen 5D class for members who are 13-18 years of age as January 1st of competition year. There is also a Seniors 5D class for competitors 50 years of age and older. A director may combine the Youth & Teen class together at a show into one class for one payout, however points will always be done separately for the two age categories.

**NOTE:** Some districts may elect to use a 4-D format for payout. The 4-D is the same as the 5D except the 1.5 second split is eliminated; however, points for the purpose of the World Championship Qualifier List are always completed in a 5D format.

At the end of the competition year, members may qualify to compete in their State Championship. They may also qualify to go on to compete in the NBHA World Championships. All directors of districts must submit year end points within 30 days of their final show in the calendar year. Points must include the following pieces of information:

Each district may qualify for the world show ten (10) total riders in each division of each class (Open, Youth, Teen, and Senior) *unless* applicable ties cross over the 10th place position. **Ties consume the number of places that there are competitors, for example, a two way tie with 6 points each for 3rd place then consumes the 3rd and 4th place collectively.** In this case, someone with 5 points is considered 5th. If at any time a tie consumes 10th or better than all individuals in that group are to be turned into NBHA as qualifiers.

- Rider's Full Name
- Rider's Membership Number
- Date of Birth
- Division
- Placing
- Points

## **Liability Insurance**

It is always suggested that Directors obtains liability insurance coverage. Some facilities you may rent will offer a policy, however more often you will need to obtain a policy yourself. This is a district expense and should be factored into your budget. Protect yourself! Use the advice of the insurance agent to protect the District, and additionally insure the venue and yourself personally. Injuries do occur. Do not be caught uninsured. NBHA National operates independently from the districts and our insurance will not cover incidents outside of race produced by the NBHA office.

If you need a recommendation for an insurance agency whom issues event policies, feel free to reach out to the NBHA office. The NBHA does not endorse or have any connection to an insurance agency currently, but NBHA is happy to share agent names that have helped other Directors.

## **Director World Championship Qualifications**

Contracted State and District Directors receive (4) qualification to the World Championships to personally use as they please in the year in which they have been serving as Director. You may use all four in the Open, or all four in the Senior (if eligible), or a combination of both so long as they do not exceed four. Wildcards or actual qualifications can be used in addition to these gifted qualifications to allow a rider to enter the Open up to, but no more than 5 times in the Open and Senior

Immediate family members living in your household also receive (1) qualification per member to use at Open or Youth NOT for both.

The NBHA National Office reserves the right to provide qualifications to NBHA staff and contractors of the World Championship events, as deemed appropriate.



— NATIONAL BARREL HORSE ASSOCIATION —

## DIRECTOR CHECK LIST

### Onboarding Directors

- Become an active NBHA member and stay active for the duration of your term (Adult or Social/Non-compete membership acceptable)
- Review and understand Rulebook and Director Handbook
- Contact the National Office to confirm your contact information
- Sign and return the Director Contract and W9 via Adobe Sign
- Successfully sign in and fully understand your director portal online (please contact the National Office for help at [nbha@nbha.com](mailto:nbha@nbha.com))

### Ongoing Directors

- Complete and submit Sanction Request Form(s) from our website once your show schedule is made (minimum of 6 shows per year). Choose the online credit card payment method or mail check to 2112 Montgomery St. Ft Worth, TX 76107.
- If co-sanctioning a race, contact the National Office to ensure proper race count
- After each race, submit show results to the State Director and OO Director, as well as State Fees to the State Director
- Calculate points after each race and post them publicly on website, social media or make them available for all to see at each race
- At conclusion of season, submit year-end standings to [nbha@nbha.com](mailto:nbha@nbha.com)