



— NATIONAL BARREL HORSE ASSOCIATION —

State Director Handbook

Revised April 2023

If you are reading this, you have decided to assume the important responsibility of being an NBHA State Director. We appreciate 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 your experience as a Director, your members' experiences, and your District Directors' experiences. 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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State Director Duties

These duties are further explained on the following pages.

1. **BE A MEMBER IN GOOD STANDING OF THE NBHA.**
2. Aid members and District Directors in online membership enrollment and portal access.
3. Have a thorough understanding and uphold all Rules and Regulations of NBHA as well as any decisions made by headquarters.
4. Help select, replace, and train District Directors.
5. Receive and audit show results from District Directors.
6. Organize and coordinate State Finals.
7. Evaluate the performance of District Directors.
8. Submit State Finals results to NBHA headquarters.
9. Promote the sport of barrel racing in accordance with the goals of NBHA.
10. Abide by the guidelines outlined in the Director's Handbook for financial management of any funds or property collected as a result of being a State Director.

For a step-by-step guide to onboarding and execution of your role as a State Director please see page 15

District Director Duties Explained

1. BE A MEMBER IN GOOD STANDING OF THE NBHA

All 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 AND DISTRICT DIRECTORS IN ONLINE MEMBERSHIP ENROLLMENT

As a State 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 member statuses and aid both members and District Directors.

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 1st following the season year (exception: three-year membership). Renewals will be prorated in their first year of renewing to get them to a January 1st expiration date.

It is the State Director's duty to verify memberships on the day of State Finals. You may access a current membership list at any time from your Director Portal from your state membership list. All members who have been current from 2018 forward exist in the 'Membership Validation' page of the portal.

3. READ, UNDERSTAND, AND UPHOLD ALL RULES AND REGULATIONS OF NBHA AND DECISIONS MADE BY HEADQUARTERS.

NBHA State Directors should be thoroughly familiar with all sections of the NBHA Rule Book, the District Director Handbook, and the State Director Handbook.

The NBHA official 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 Rule Book.

Any situations not covered by the NBHA Rule Book will be brought to your attention by a District Director to be solved. In the event there is confusion or you do not know the answer you can contact a Regional or Executive Director or us directly at the National office.

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.

4. HELP SELECT, REPLACE, AND TRAIN DISTRICT DIRECTORS.

It is the responsibility of the State Director to select, replace, and train District Directors in the event one steps down, retires, or is removed.

Nominations for District Directors must be both emailed to the National Office at nbha@nbha.com and reported to the Regional Executives for review and approval. The National Office will then walk through the onboarding paperwork and provide the rulebook and handbook for reference.

After a new District Director has been on boarded please ensure they know their duties and provide guidance as they adjust to their new position.

5. RECEIVE AND AUDIT SHOW RESULTS FROM DISTRICT DIRECTORS.

District Directors should submit the NBHA Show Results form or their results to you as State Director within seven (7) days of each show. Once received please do not email or send these forms or results to the National Office.

This is required so that the 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.

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.

6. ORGANIZE AND COORDINATE STATE FINALS

It is the responsibility of the State Director to organize the State Championships with the help of all District Directors.

District Directors help promote the State Championships by raising money for State Awards via State Fees. All NBHA sanctioned shows must charge a minimum \$2.00 awards fee with a minimum \$1.00 going to buy district year-end awards and minimum \$1.00 going to the

State Director for State Championships. The State fees must be mailed or electronically transferred to the State Director within 14 days of the completed show.

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 suggested that each district clearly communicate their intentions for year-end awards.

Within a State Finals, all go rounds and finals may allow carry overs from Open to Youth/Teen/Senior so long as those classes are held on the same day.

7. EVALUATE THE PERFORMANCE OF DISTRICT DIRECTORS.

During the year, District Directors should maintain an open line of communication with their State Director on their show schedules, points, and status of State Finals. This allows State Directors to keep track of and maintain good relationships with their District Directors in order to accurately evaluate the performance of each District.

In the event there is a problem with a District Director please relay this to your Regional Executive to investigate the issue and provide feedback and direction for that District Director.

8. SUBMIT STATE FINALS RESULTS TO NBHA HEADQUARTERS ONCE COMPLETED.

Within 14 days of the State Finals, please be sure to send the National Office the final results for each show along with any relevant photos/stories from the event.

Reporting this information provides your State the opportunity to be featured within some media such as: Barrel Horse News, our Facebook, or monthly newsletters.

9. PROMOTE THE SPORT OF BARREL RACING IN ACCORDANCE WITH THE GOALS OF NBHA.

The NBHA, as it is known around the globe, is the recognized world leader in the sport of barrel racing providing a place for all skill levels to compete.

With members domestically and on 5 continents the NBHA brand is well known. NBHA sanctions over 3,000 district (local) shows per year, sponsors over 44 state shows per year, and has a professional staff that crisscrosses the nation producing larger (regional) shows.

10. ABIDE BY THE GUIDELINES OUTLINED IN THE DIRECTOR'S HANDBOOK FOR FINANCIAL MANAGEMENT OF ANY FUNDS OR PROPERTY COLLECTED AS A RESULT OF STATE DIRECTOR STATUS.

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 state is a non-profit

operation set up for the benefit of your members. Any funds accumulated by your state are jointly owned by all members within your state and entrusted to you as the State Director.

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

As the State Director agreement sets out, you as a State Director are an independent agent. Therefore, any funds that you collect become your personal responsibility. If, for any reason, you should step down as State Director you will be responsible for providing a full accounting of funds and transferring any such funds and state-owned equipment to the person who replaces you as State Director or NBHA executive if no such replacement yet exists.

Matching Funds

As you start planning for your State Finals, don't forget that we do offer funds, sometimes referred to as "Matching Funds", to support your race once you've confirmed the date, location, class format, and funds available. You'll need to confirm these details with your Regional Director, Van Manley or with the NBHA Membership Coordinator.

Please call to go over details which will then trigger the National Office to coordinate issuing wildcards (for the 1st in each division per class) and to confirm the active membership numbers for the matching funds amount. Here are two points of contact:

Van Manley: 410-693-2767

NBHA Membership Coordinator: 706-722-7223

Wildcards given out as awards for State Finals MUST have the winner's name written - prior to handing them out in order to qualify as valid Wildcard to use on an entry into the World Shows and they must be awarded to 1st in each division in each class based on the average or Finals depending on format.

The National Office reserves the right to withhold the State Finals wildcards for internal delivery directly to event divisional winners. Typically, the National Office issues the wildcards pre-event directly to the State Director, however, in the case that it feels necessary, NBHA will mail individual wildcards post-event to the winners of each division of each NBHA class, after being provided accurate and complete State Finals results by the State Director.

00 District Directors

State Directors determine if there should be a 00 district available to members within their state. The 00 district does not run races but will collect points from shows sanctioned in each district by those members who declare as 00. In the event your state will be running with a 00 district please be sure to convey this to the NBHA District Directors so they know that 00 members will be running their races.

00 District Directors should be treated as if they have a physical district when it comes to their help with State Finals just as regular districts do.

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.

State Funds and Bank Accounts

As State Directors are individually and personally responsible for funds collected, it is important for State Directors to have a separate bank account to keep track of their state funds. Always keep in mind that these funds belong to your state members and have been entrusted to you. You must turn over all funds immediately upon the end of your tenure as a State Director. If you prefer, you may set up the account to require two signatures on your checks.

The cost of opening and maintaining this account may be deducted from your state funds. However, be certain to always document all expenditures.

It is extremely important that you carefully document all deposits and expenditures from your state bank account. This will protect you in case of a dispute. When you use state 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 state funds.

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.

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.

District Directors should 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.

Use the “Membership Validation” tab to view any member in the database even if not within your state.

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.



STATE DIRECTOR CHECK LIST

Onboarding Directors

- ☐ Become an active NBHA member (Adult or Social).
- ☐ Review and understand Rulebook and Director Handbook.
- ☐ Contact the National Office to confirm your contact information.
- ☐ Receive and sign Director Contract and W9 via Adobe Sign.
- ☐ Successfully sign in and fully understand your director portal online (if not, please contact the National Office).

Ongoing Directors

- ☐ Keep track of district directors race schedule and race count, have them send their schedule and/or sanction request forms to you to approve dates.
- ☐ Stay on top of your district directors to ensure they are sending you points and results after each show.
- ☐ Maintain race counts by member for state qualification purposed.
- ☐ Contact Van Manley @ 410-693-2767 or the National Office @ 706-722-7223 regarding matching funds and Wildcards for State Finals minimum 1 month prior to event.
- ☐ Produce annual State Finals.
- ☐ At conclusion of State Finals submit results to NBHA@NBHA.COM.