



American Barrel Racing Association
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2009 Producer Guidelines

1. Sanction Members

In order to have an ABRA Approved or Sanctioned event, the event producer needs to at least be an ABRA Member. ABRA Members who produce ABRA Sanctioned events are referred to as "Sanction Members".

2. Producer Membership

Anyone who produces at least one ABRA Approved or Sanctioned event per year qualifies to apply as an ABRA Producer. ABRA Producer Memberships are \$75 for a first-year producer, \$50 for a second-year producer, \$25 for a third-year producer, and free for fourth-year producers and more. Producer Memberships turned in after January 1st will be \$10 more. This cost includes general membership for the producer as well as any family members who would qualify under the Duo or Family Membership guidelines. A Producer membership entitles members to receive checks from the ABRA when applicable.

3. Responsibilities

Producers and Sanction Members are responsible for understanding and agreeing to be bound by both the 2008 Official Rule Book and this agreement/ contract. Producers and Sanction Members are the local event coordinators for the American Barrel Racing Association and must be dedicated to the cause and mission of the ABRA. They aid in the daily operations of the ABRA by upholding the bylaws and rules of the ABRA, producing ABRA Approved and/or Sanctioned events and sending in professional results of those races, promoting active membership, and generating a positive, friendly atmosphere at all times to enhance the image of the Association. They will need to prove themselves as informative communicators with the general membership concerning ABRA bylaws and other ABRA State, Regional, National, and World events. Producers are also asked to cast their vote in major decisions.

4. Getting Approved/ Sanctioned

Approvals are to be made through the Home Office via email, mail, or phone. There is no cost to hold ABRA Approved events which are run by the ABRA Rule Book and offer all the standard classes at the standard fees with a minimum of \$100 Added Money in the Open. The cost to Sanction an event is \$15 per each event (Sanction Fee), or \$10 per each event if the Producer/ Sanction Member produces six or more events. Some events will qualify for an exemption from the Sanction Fee. Approvals are granted on a first-come, first serve basis and must have written or verbal approval from the Home Office before any advertising of ABRA Approved or Sanctioned barrel races is permitted. Requests for Approvals must be made at least 50 days in advance and must be accompanied by an event flyer for consideration. All Approvals are to the discretion of the Board.

5. Advertising

The ABRA will publish a list of all Approved and Sanctioned events in the *ABRA Heartbeat* magazine and on the ABRA website. It is the Producer's responsibility to advertise locally and circulate flyers.

6. Materials

Materials needed for ABRA events, such as ABRA Membership Applications and current *ABRA Heartbeat* magazines, are provided by the Home Office. Producers need to make their requests for how much of this material they desire and when in advance by email, mail, or phone. It is the Producer's responsibility to stay in touch with the Home Office concerning these materials.

7. Banners/ Sponsors

Arena banners of National, Regional, and State Sponsors will be furnished by the Home Office when available. It is the Producer's responsibility to hang the banners in the arena and recognize ABRA Sponsors with announcements.

8. Judge

The Producer agrees to designate a Judge at every Approved barrel race who is familiar with the ABRA Rules and Regulations; this allows fairness and the Judge's decision is final. The Producer can be the Judge as long as they are not competing themselves.

9. Membership

When receiving a new or renewal application, the Producer needs to first make sure that the member has filled it out correctly and completely with a full address, city, state, and zip code, signed and dated at the bottom. The Producer then needs to fill in their initials and Producer ID# in the black box on the right of the application. The Producer is also responsible for filling out the Payment Info (Cash, check #, date received and how, etc.). Membership checks are to be made out to the ABRA.

Producers can request membership lists with member addresses and/or ID numbers. This request needs to be made in advance to the Home Office by email, mail, or phone. Membership lists are to be used for ABRA promotional use only and can not be redistributed or resold to anyone for any reason without the written consent of the Board.

10. Earning Funds

ABRA Producers and Sanction Members are entitled to all funds earned by their races. The only fees that are sent in to the ABRA are the Membership Dues, Sanction Fees, and Participation Exhibition Fees if any.

11. Formatting Results

ABRA Approved and Sanctioned results need to be typed or neatly handwritten and sent to the Home Office either by email or mail, preferably by both. The ABRA needs to know the following about the Approved or Sanctioned event:

- Date, City & State, and Total Payout of the event
- # entries and total payout in each class
- First and last names of all contestants in each class with their times in order of fastest to slowest with all No Times (NT) at the end.
- Requested but not required is all horses' names who competed next to the riders' names and before the times. If the horse is registered, their registered name is preferred.
- Requested but not required is the member ID of all contestants. Non-members should be represented with a "NM". New members should be represented with the word "NEW".
- Placing of winners and money paid to each winner

12. Final Checklist

At the end of each event, Producers and Sanction Members need to send in the following information, postmarked within 10 days, preferably via Priority Mail:

- ✓ Complete, correct results of the barrel race
- ✓ Membership Applications and checks
- ✓ Participation Exhibitions and fees
- ✓ Sanction Fees for event if not previously sent in

Producer, Sign and Print Name

Date