



National Barrel Horse Association of Australia Inc. Directors Handbook

This document and the NBHA official rule book are binding to all members and affiliated committees of National Barrel Horse Association of Australia Inc.

The official NBHA Rulebook may be found at [NBHA Member Rules](#)

If you are reading this, you have decided to assume the important responsibility of being an NBHA Director. We appreciate very much your willingness to be such 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 levels. We look forward to working with you. If there is anything our staff can do to assist you, or if you have any questions, please don't hesitate to contact us.

Any potential new Districts that are put to NBHA Australia may be asked to run three non-point events under the NBHA Australia banner to see if they will be supported and to see if the Directors and their Representatives are self-motivated, capable of running events, really passionate about NBHA and in it for the right reason. The three non-point events will raise funds for timers and other essentials that are needed to run a District. After these three non-point events, NBHA Australia will evaluate how well received NBHA is in that area and the impact on other Districts before officially naming and setting up the District.

DISTRICT DIRECTOR DUTIES

1. MUST BE A MEMBER IN GOOD STANDING OF THE NBHA
2. Enrol members / update District Member Register
3. Select, replace and train District Representatives.
4. District Director or qualified District Representative must attend all sanctioned shows in the District.
(A District Director must be able to take pre/online nominations, plus on the day nominations/payments, prepare draws/show result forms and ensure payouts are as per NBHA spreadsheets as well as overseeing each sanctioned show so it runs to international standard)
5. Complete Show Results and maintain District point standings for the District and ensure these are posted in a public place (i.e. Facebook) within 7 days of show
6. Submit Membership Register and fees to NBHA Headquarters (enquiries@nbha.com.au) within 7 days of show.
7. Submit Sanctioned Show Request Forms, Sanction Fees and maintain show calendar.
8. Submit final District point standings to Headquarters (enquiries@nbha.com.au) at the end of the competition year.
9. Keep District members informed about District shows.
10. Maintain accountability, bank account, and records of District funds. (Actively seek sponsors and promote within District Shows/Facebook Pages) NOTE: Each District is responsible for own end of year prizes.
11. Assist NBHA Australia Directors with organizing and coordinating State & National Championships.
12. Answers to National Directors.

NBHA AUSTRALIA DIRECTORS

1. MUST BE A MEMBER IN GOOD STANDING OF THE NBHA
2. Maintain National Member Register.
3. Maintain National NBHA Calendar and display on NBHA Website / Facebook Page.
4. Ensure the Facebook Page and NBHA Website remains current and NBHA Sponsors are featured
5. Organize, coordinate and attend State and/or National Championships.
6. Maintain final District point standings and Worlds Qualifiers and submit to NBHA USA at the end of the competition year.
7. Maintain accountability, bank account, and records of NBHA funds.
8. Liaises with, and answers to, NBHA Executives (USA).

DIRECTOR INCENTIVES

In recognition of all that you do for your District, and as is offered in USA, in the year that you are a Director, even if you have not qualified the year before, you can enter a horse at Open World Championships. Family members are also eligible for one director's wildcard in the year that you are a Director.

INTERNATIONAL COMPETITION

Please note, due to the exorbitant cost that comes with international competition, NBHA Australia National Directors may consider applications for a 12 month grace period for World Championship Qualifiers if the competitor is restricted in the year that they have qualified due to health, family, finance or work commitments. Supporting evidence must be provided and is at the discretion of NBHA Australia National Directors.

NBHA Australia National Directors may also consider applications for qualifiers to run an additional horse at the World Championships to make the trip worthwhile, especially if the qualifier is used to running more than one horse in normal competition.

For any international opportunities where riders will be required to mount out on various horses "cold turkey" (with limited practice), including the International Race at the NBHA World Championships at Perry, NBHA Australia National Directors will consider applications from members detailing riding experience, achievements to date and should include videos (if possible) of applicants competing on various/different level horses. Participants for these international opportunities will be chosen primarily with rider safety in mind and will be based on their experience and capability which will enable NBHA Australia to showcase our most suitable riders



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

If you don't believe enough in the NBHA to become a member yourself, you will have a difficult time convincing anyone else to become a member.

Study and learn the NBHA RULE BOOK and this DIRECTOR'S HANDBOOK [NBHA Member Rules](#)

If you're not sure about something in the rules, call an NBHA Australia Director.

Knowing the rules and the material in this handbook will make you more confident when talking to members and prospective members.

2. ENROLL MEMBERS / UPDATE DISTRICT MEMBER REGISTER

You are responsible for forwarding any membership payments made at one of your sanctioned shows to Headquarters.

Please do so promptly (within 7 days of the show) as members will be expecting to receive their membership number.

You are responsible knowing if competitors are legitimate members, for this reason, we suggest you maintain a list of your District Members.

3. SELECT, REPLACE AND TRAIN NBHA REPRESENTATIVES

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.

4. DISTRICT DIRECTOR OR A QUALIFIED NBHA REPRESENTATIVE MUST ATTEND ALL SANCTIONED DISTRICT SHOWS

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 from your Director's Updates 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. Directors are required to post NBHA District point standings for their members at every show. This gives members the opportunity to update their Point Cards and 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.

District Directors and NBHA Representatives should offer as much help as possible to the Show Committee and/or Show Secretary during the show. It's especially important if the Show Secretary is not familiar with NBHA forms or the NBHA Divisional format.

5. COMPLETE SHOW RESULT FORMS AND MAINTAIN DISTRICT POINT SHEETS FOR DISTRICT

This is easiest to do the day of the show, but must be done within 7 days of the show. These must be posted in a public place (i.e. Facebook) within 7 days of show

Only members from your District can receive points. If someone places, but is not a member in your District, all of your members move up one place.

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.

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

Membership should be verified for each contestant in the show. If a contestant is not a member, a non-member fee is due.

Anyone whose current membership cannot be verified should be asked to show a current membership card or recent receipt.

Point standings for your District should be kept up-to-date and be readily available to your members. **Keep your standings up-to-date.**

Current points must be posted at every Show. Members will ask about their positions in the standings. Everyone is interested in qualifying for the State, National and World Championships. Encourage your members to keep track of their own points, this will make your job much easier.



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6. SUBMIT DISTRICT MEMBERSHIP REGISTER, MEMBERSHIP APPLICATIONS AND FEES WITHIN 7 DAYS OF SHOW

Updated Membership Register (District Directors to hold ALL member application forms for the year) must also be emailed to Headquarters within seven (7) days of your show and fees paid to NBHA Australia bank account within seven (7) days of receipt. Please- never send cash through the mail!

7. SUBMIT SANCTIONED SHOW REQUEST FORMS AND MAINTAIN SHOW CALENDAR

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).

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. Offer shows with adjoining Districts to be co-sanctioned to make the most out of your NBHA event.

Also, whenever possible, cooperate and coordinate your show schedule with other non-NBHA barrel races and associations. This will help to create goodwill and it will let them know the NBHA is not a threat.

You may sanction no fewer than six (6) or more than fifteen (18) shows in your District each competition year.

The NBHA competition year is January 1st until December 31st.

Try to use as many arenas as you can, your membership will continue to grow only so long as you move the shows around to different parts of your district. Your NBHA Representatives should help you find suitable arenas throughout your district. Choose only the best arenas.

NBHA shows should always be the best shows available. This builds membership and helps to bring new people to your shows.

Requests that conflict with NBHA Major Shows will be denied in order to allow your members to participate in as many NBHA activities as possible.

For Districts running directly under National Barrel Horse Association of Australia Inc. (NBHA Australia), a percentage of each financial yearly membership – decided by Management Committee (maximum of 50%) – should be paid to headquarters within seven (7) days of receipt to cover insurance, government fees, IBHF Affiliation, international shirts, NBHA general incidentals plus to assist with State & National Show costs. No additional show sanctioning fee is required.

Districts who are listed as a separate entity (via Fair Trading), must still recognize NBHA Australia as the governing body and follow correct chain of command.

8. SUBMIT COMPLETED DISTRICT POINT SHEETS TO NBHA AUSTRALIA AT THE END OF THE COMPETITION YEAR

If Districts refuse to comply, their shows will not be recognized as NBHA qualifying shows. The official point standings for your District will be the points you post at each of your sanctioned shows. The Show Result Forms from your district shows, which are sent, will be kept for record purposes only, and are not considered the Official point standings.

Within fifteen days of the end of your 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) to NBHA Australia.

If you discover an error in a Show Result, please send a correction in writing to NBHA Australia. 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. 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.

DISTRICT TITLES - Refer to [Section E: Rules Related to State, Super and World Shows](#)

- In the event of a tie for a District title in any Division (1st Place only in any D), a run-off will occur using the following protocol:
 - The District Director will toss a coin to determine running order, unless both/all parties tied parties mutually agree the coin toss to determine the clear winner without a runoff.
 - In an event of a run-off, each contestant will be given a minimum of 30 minutes of rest before having to ride in a runoff.
 - During the runoff, any barrels knocked down will result in a 5 second penalty per barrel down.
 - Winning monies related to a tie will be split 50/50 or evenly in the case of more than two individuals in a tie and contestants will be deemed Co-Champions. Prizes will be awarded to the results from the runoff or the mutually agreed upon flip.
 - If a contestant fails to contact the District Director within 30 minutes of announced results. He or she will forfeit the opportunity of flipping a coin or running for first choice of awards. This will not impact the event payoff, or the contestants being considered Co-Champions.
 - It is the contestant's responsibility to seek show results.
- In the event of a tie not related to a District title, in which awards are given:
 - A coin flip will be used to determine who will receive first choice of awards. If a contestant fails to contact the District Director within 30 minutes of announced results, he or she will forfeit the opportunity of flipping a coin for first choice of awards.
 - Winning monies related to a tie will be split 50/50 or evenly in the case of more than two individuals in a tie.



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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 through membership meetings. Membership meetings give all members a chance to express their ideas and opinions. This is not to say that you must try to make everyone happy. You should listen to any and all suggestions and then do what you feel is in the best interest of the majority of your members.

REMEMBER: You will NEVER be able to make ALL of your members happy ALL of the time.

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 bank account may 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 to the person who replaces you as District Director.

11. ENSURE THAT ALL PARTICIPANTS HAVE SIGNED AN NBHA WAIVER AND RELEASE OF LIABILITY AGREEMENT.

All participants (including both members and non-members) must sign an NBHA Waiver/Member form before being allowed to compete in any NBHA sanctioned event.

Keep in mind that this agreement is designed to protect, not only the show producer and/or arena operator, but it will also protect you as an NBHA Director. However, it is important to remember that most equine liability laws do not protect those who are guilty of gross negligence.

The NBHA liability waiver has been specially written to provide the maximum possible protection to you, your show promoters, and the NBHA. While legal actions are rare, it is of course prudent to protect ourselves to the greatest extent possible. Everyone who competes at one of your shows, whether member or not, should have a signed waiver on file with our office.

PENALTIES AND/OR DISQUALIFICATION OF NBHA MEMBERS

Conduct which may result in penalties and/or disqualification is set forth in [Section F Penalties and/or Disqualifications](#) of the NBHA Rule Book.

An NBHA District Director (or show official) may disqualify on the day, however further action needs to be approved by NBHA Australia.

An NBHA District Director may **request** further penalties and/or disqualification of a member. This request must be submitted in writing, along with supporting documentation, to NBHA Australia Management Committee for approval or disapproval.

The penalties and/or disqualification will be enforced upon the approval of the NBHA Australia Director and one other member of the NBHA Australia Management Committee.

The NBHA Australia Director may initiate the penalties and/or disqualification process for acts of which he or she has personal knowledge. He or she must then obtain the approval of another member of the NBHA Australia Management Committee.

Acts, such as misappropriation of funds belonging to NBHA members, and other acts which are directly related to the functioning of NBHA, may be penalised with suspension at the sole discretion of an NBHA Australia Director

CO-SANCTIONED SHOWS

An 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.

Where the NBHA district is the promoter, the host district will take all profits unless prior agreement is arranged.

Each district director must sign off on the show for their district, either by signing the same form or by submitting their own form. A co-sanctioned show must be sanctioned for the district in which it actually takes place, unless specific permission has been given by the District Director. You may not co-sanction a show in a district that does not adjoin your district.

Directors should exercise good judgement when co-sanctioning shows in order not to create a travel distance hardship on their members. If a show is co-sanctioned, and the host district later decides to cancel the sanction, the show may continue as sanctioned for any or all of the visiting districts which decide to keep the sanction. The original host district may not sanction another show within that district on the same day.

At a co-sanctioned show, each district's members are given their points separately. That is, the highest placing 1-D rider from each district gets 5 points, and so on. Each District Director is responsible for tracking points for their own members.



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All District Directors and NBHA Representatives involved should assist the Host Director in running the cosanctioned show.

SANCTIONING AN NBHA EVENT

Only the best arenas in your District should be considered for NBHA sanctioned events. You are a member of the best equine association in the world and your shows should reflect that. NBHA events should always be of the highest quality.

Try to lay out your show schedule for the entire year as early as possible. In doing so, coordinate your shows 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 and maintain goodwill. Schedule shows in all parts of your district.

Complete the Show Sanctioning Request Form, or email your entire show schedule, or request to change, **at least 14 days prior to the show.** You have the authority to sanction shows or refuse to sanction shows in your district. However, NBHA Australia has final approval authority for all district shows.

You should always send your Show Sanctioning Request Form or entire show schedule to enquiries@nbha.com.au.

You will be notified immediately by NBHA Australia if there is a problem.

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.

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.

If the main timer becomes inoperable, and there is no backup timer, three hand-held stop watches should be used on each run. The fastest and slowest times on these watches are thrown out and the third watch time will be the time recorded for the run. The show organizers must agree to abide by all NBHA Rules and regulations.

The 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 any problems arise about sanctioning a show, (poor arena conditions, safety concerns, lack of adequate facilities, etc.), you should notify the show organizers in writing about the problems.

Always keep a copy of any letters you send out. If you feel the problems can be corrected, tell the show organizer you will consider them for future shows once the conditions are brought up to NBHA standards.

NBHA MEMBERSHIP APPLICATION

If taking NBHA Membership Applications at an event, both the member and NBHA Director should sign the form and the member can take a picture (with a mobile device) so they have a copy as a receipt. The new member then has proof of joining until their membership card/number arrives.

Processing of a membership takes approximately two weeks after the application is received at headquarters.

Always make sure the membership application is filled out COMPLETELY.

NOTE: Membership applications must be sent to NBHA Headquarters within seven (7) days of receipt.

When taking memberships at a show make sure the information is complete and the total money paid is correct. Mistakes may hold up the processing. Members are automatically assigned to their Competition Districts based on their residence unless they declare a different competition district on the bottom portion of the form.

DECLARATION OF COMPETITION DISTRICT

The NBHA allows members to declare any District as their competition District.

When a member joins the NBHA, they automatically become members and earn NBHA points in the District in which they reside unless they complete a Declaration of NBHA Competition District form.



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If a member wishes to compete for points in another District, they must notify NBHA Headquarters. If the member wishes to change Districts again 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. (See NBHA Rule Book, Section B Paragraph 2).

If a member moves during the competition year, they may choose to keep their points in the old District, but they are ineligible to ride for points in the new District unless they file a new Declaration of NBHA Competition District.

A member may earn NBHA points in only one district. Declaration forms in which a member tries to declare more than one district are not valid and will be returned.

NBHA RULE BOOK

This, and NBHA Australia By-Laws, 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 resolved according to local customs or local arena/association rules. The District Director's decision is final.

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 Directors and the Executive Committee. Recommended changes should be submitted to the Executive Committee in writing for consideration. Any NBHA director or member may submit recommended changes.

RECOMMENDATION The NBHA encourages and promotes western attire throughout all NBHA sanctioned events. This includes a long-sleeved shirt with a collar, a western hat and western boots. This policy promotes professionalism and preserves the western image of our sport.

NBHA SHOW RESULTS

These sheets are to be completed by the District Director.

It is important that this form be accurate and complete. Incomplete, inaccurate and unreadable forms will be returned to the District Director for correction. Fill in all information, including finish time to three decimal places, and the amount of money won.

The NBHA Show Results should be posted in a public place (i.e. Facebook) within seven (7) days of the show.

The NBHA District point standings should then be updated. The standings are to be posted in a visible public location (i.e. Facebook) at each show and kept by the District Director to answer any questions about point standings within the District.

Qualifiers for the NBHA World Championships and Youth World Championships will be determined by the point standings maintained by District Directors so make sure your records are complete and accurate.

If you need to correct a result, notify NBHA Australia in writing.

In case of a tie, mark the tied positions on your show results form. The points for the tied positions should be added together and split. Example: If two riders tie for first, add the 5 points for first and the 4 points for second and divide by two. Each rider gets (4.5) points.

NBHA WAIVER

The NBHA liability waiver has been specially written to provide the maximum possible protection to you, your show promoters, and the NBHA.

While legal actions are rare, it is of course prudent to protect ourselves to the greatest extent possible. Everyone who competes at one of your shows, whether member or not, should have a signed waiver on file with our office.

DISTRICT FUNDS AND BANK ACCOUNTS

As District Director, you 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 NBHA Australia 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. The other signatory should be one of your Representatives.

The cost of opening and maintaining this account may be deducted from your district funds. These include, printing of district newsletters, postage, phone calls, 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 or regular posts on your Facebook page.