

# GEORGIA BBQ ASSOCIATION

P.O Box 2085

Perry, Ga. 31069

Request for Sanctioning (Please Type or Print)



Official

Contest Name: \_\_\_\_\_

Contest Location

(Street Address): \_\_\_\_\_

City & State: \_\_\_\_\_ Requested Contest Date: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_ The Projected Number of Teams Expected to Cook: \_\_\_\_\_

## Contact Information for the Contest Organizer

Contest Organizer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

To fully execute the sanctioning application, please complete the information above, review the sanctioning packet, initial pages 2, 6, 7, 9 and sign page 10. Attach the \$50.00 Application Fee to pages 1 – 10 and mail to the address above. By requesting GBA sanctioning and paying the Application fee as specified herein, the contest sponsor and contest organizer agree to be bound by the guidelines in this packet and all GBA rules and regulations.

**No Contest is officially sanctioned by the GBA until the President and Treasurer have reviewed the packet and signed the request below.**

Reserved for GBA Use	
Approved _____ President's Signature	Approved _____ Treasurer's Signature
Lead Rep: _____	Official Scorer: _____
Assistant Rep: _____	_____/_____/____ Date \$50.00 application fee received
	_____/_____/____ Date \$350.00 Sanctioning fee received
	<b>\$150.00 Sanctioning fee for 1<sup>st</sup> time contests</b>

## I. APPLICATION FOR SANCTIONING

*Please make a copy of this completed sanction packet and retain it for your records and reference.* These guidelines must be followed when making an application for GBA sanctioning:

1. The contest organizer must read and return an initialed copy of all pages of the sanctioning packet, thereby acknowledging that they have read, understand and agree to the commitments they are making by applying with the GBA for their contest to be sanctioned. If no contest organizer is designated at the time the application is submitted, the contest sponsor will be the contest organizer.
2. The contest sponsor and/or contest organizer must apply for sanctioning to the GBA a minimum of six (6) months prior to proposed date of the contest.
3. A **\$50.00 non-refundable application fee** must be included with every application for sanctioning.
4. When making application for sanctioning, the contest sponsor and contest organizer agree to follow all GBA rules, regulations and judging procedures.
5. Upon approval, the contest sponsor and contest organizer agree to follow all GBA sanctioning requirements; including payment of all fees/expenses and prize money as outlined in Section III.
6. First year contests and returning contests that have moved to a new location are required to have the contest area inspected by up to two (2) GBA officials prior to the contest.
7. The GBA reserves the right to require returning contests using the same location to have the contest area inspected by up to two (2) GBA officials prior to the contest and agree to necessary changes based on previous experience.
8. The date of the Georgia Barbecue Association Championship will not be available for any other GBA Sanctioned contest.
9. The GBA will make every effort to accommodate the contest date requested by contest sponsor and/or contest organizer. When sanctioning contest dates, the GBA will consider a variety of factors to assure that the Contest and the cook teams both have a positive experience. Those factors will include but not be limited to; locations of other cook-offs (GBA and Non-GBA) on the same date and how the requested contest date fits into the GBA calendar.

\_\_\_\_\_ **Contest organizer initials acknowledging review and acceptance of items in Section I**

## II. REQUIREMENTS AND RESPONSIBILITIES OF THE CONTEST ORGANIZER UPON SANCTIONING

Once the GBA agrees to sanction an event, the following requirements and responsibilities must be adhered to by the contest organizer and contest sponsor.

1. All sanctioning fees must be received by the GBA (sent to the address at the top of the sanctioning packet) at least 90 days prior to the contest date. If a contest grows beyond the original expectation, any additional fees will be due to the GBA on the day before the contest.
2. Contest sponsor and/or contest organizer must submit proof of liability insurance of not less than **\$1,000,000**. This **proof of insurance must:**
  - a. Come directly from the insurance carrier and,
  - b. Name the GBA as an Additional Insured and
  - c. Be received by the GBA no later than **45 days prior to the contest** (sent to the address at the top of the sanctioning packet)
  - d. Be in force from the day and time the first team arrives at the contest site through the day and time the last team leaves the contest site (*the recommended time frame is Thursday at noon through Sunday at Noon*)
3. Contest sponsor and/or contest organizer must submit a Letter of Guarantee to the GBA (sent to the address at the top of the sanctioning packet) from the contest sponsor or underwriter guaranteeing that that all prize money presented on contest application (developed for cook teams to use to enter the contest) and advertising will be available and distributed at time of awards. This letter must be received by the GBA no later than **45 days prior to the contest**.
4. Failure to make payment of the sanctioning fees, provide proof of liability insurance or the Letter of Guarantee by the stated deadlines will result in GBA sanctioning being rescinded along with forfeiture of all fees paid to the GBA.
5. Any checks awarded must be made payable to either the head cook of the team as written on the team application, cash, or with the payee left blank.
6. The checks **must** be negotiable at time of presentation.
7. The contest sponsor and/or contest organizer agree to pay any and all applicable federal, state, and local taxes, fees, licenses, regulations, and permits arising from execution of the contest.

8. All team application forms for GBA sanctioned BBQ contests must be reviewed and approved by the GBA lead contest representative prior to printing, publishing or mailing.
9. Mandatory elements of the Team Contest Application form include:
  - a. The GBA logo and a clear and noticeable statement that the event is sanctioned by the GBA
  - b. Opportunity for the Pit Master of the Team to indicate that they are already a member of the GBA or
  - c. Information and the expectation that at least the Pit Master of the Team join the GBA when they apply to cook in the contest.
  - d. A statement reading “Standard GBA turn in times will be observed”, unless changes are approved by designated lead contest representative. If changes are approved, then the preliminary and finals schedule will be included on the application.
  - e. The dollar amount (to be determined by the Contest Organizer) that must be paid by cook teams to enter the Contest, regardless of the number of categories the team plans to cook. The entry fee for the contest, entitles teams to cook all three categories. Every team will pay the same amount to cook in the contest. If teams choose to drop a category, that is their choice but every team will pay the same amount to enter the contest. Note: Contest Organizers may offer a discount for early registration if they choose to.
  - f. Detailed listing of payout for Grand, Reserve Grand and each category.
10. The contest organizer and the contest sponsor agree that the official GBA logo will be used on any and all promotional and advertising material including but not limited to, contest application, posters, banners, and flyers. The GBA will be announced as the official sanctioning body in any and all television, radio, and internet or print reports.
11. The contest organizer agrees to pay all contest sanctioning expenses, as well as specified expenses for official GBA representatives present at the contest (see Section IV).
12. The contest organizer assumes responsibility for recruiting cook teams for the contest.
13. The contest organizer agrees to provide the GBA with a list of all teams that includes the name, address, home phone, cell phone, e-mail and any other pertinent data for inclusion in the GBA database.
14. To facilitate the meat check in, by 8:00 AM on the Friday before the contest, the contest organizer will supply two lists of the cook teams that specifies the name of the Pit Master and the categories that the teams plan to cook in. If additional teams are added the list will

be updated through the day and finalized at the roll call of the cook team meeting.

15. In the event of a serious problem before or during the contest, except in matters of public safety, the contest organizer shall first contact the GBA designated lead representative to develop a plan to resolve the problem and a specific communication strategy. In most instances, it will be the contest organizer's responsibility to relay information regarding the problem to the cook teams, judges and other impacted parties.
16. The contest organizer agrees to provide all specified materials designated by the GBA (see Appendix A).
17. The contest organizer may not cook as part of a cook team or judge GBA categories at their contest
18. In the event of cancellation of the contest:
  - a. The contest sponsor and contest organizer shall immediately notify the GBA representatives by telephone, or email that the contest has been canceled.
  - b. The contest sponsor and contest organizer shall then make contact with all the cook teams and judges and notify them of the cancellation.
  - c. All entry fees paid by the cook teams shall be reimbursed to the cook teams by the contest sponsor and contest organizer within 15 days of the cancellation.
  - d. The contest organizer shall submit a written statement to the GBA indicating the reason for the cancellation and stating that all entry fees paid by the cook teams have been refunded in full. The organizer(s) will forfeit all sanctioning fees paid to the GBA.
19. The Contest organizer agrees that the priority categories on a contest weekend are the officially sanctioned categories of Pork Loin, Pulled Pork and Ribs.
20. Contest organizers are free to add additional ancillary categories to their contests. The GBA is not officially involved with any aspect ancillary categories. Additional guidance regarding ancillary categories includes:
  - a. The GBA has some expertise and some resources that may be available to assist with ancillary categories. Access to GBA expertise and resources for ancillary categories **must** be coordinated through the designated lead contest representative.
  - b. Ancillary turn in times for Friday night must be coordinated with the GBA lead representative to assure that there is no conflict with the cook team meeting
  - c. Ancillary turn in times on Saturday are rare but not unprecedented. If the contest organizer would like to have an ancillary turn in time on Saturday, it **must** be at a time approved by the GBA lead representative to assure that it does not adversely

impact any of the sanctioned categories.

21. The Contest organizer agrees to review the items in Appendix A (Organizer's Check List) Appendix C (Suggested Contest Schedule), with the lead contest representative a minimum of two weeks before the contest date and to deliver all of the items that determined to be required by the contest representative.
22. The GBA reserves the right to waive or modify any requirement, responsibility or guideline. Formal notification of a waiver or modification of any kind will be transmitted in writing (letter or email) by the designated lead representative to the contest organizer.
23. Contest organizer agrees to the following awards schedule at a bare minimum:
  - a. A Grand Champion Award of at least \$1,500.00 and a trophy,
  - b. A Reserve Grand Champion Award of at least \$500.00 and a trophy,
  - c. Pay at least 3 places in each category and
  - d. Award trophies, plaques, medallions, ribbons or certificates through 10 places in each category.

The advertised cash pay out for a contest is a significant factor impacting the ability of a contest to attract cook team participation. It is **never** acceptable for a contest to pay out less than the advertised purse.

*Note - Provided that the funds are on hand, it is acceptable for a contest to announce as late as at the cook team meeting that the actual pay out will be **more** than what was previously advertised.*

\_\_\_\_\_ **Contest organizer initials acknowledging review and acceptance of items in Section II**

### **III. RESPONSIBILITIES OF THE GBA TO THE SANCTIONED CONTEST**

Within a week of sanctioning an event or an alternative date negotiated with the contest organizer, the GBA will supply the following to the contest organizer:

1. The name, cell phone number and email address for the GBA designated lead representative for the event. At that time the GBA designated lead representative for the event will become the official liaison between the GBA and the contest organizer.
2. A jpeg file with the graphic of the GBA logo for use as specified in Section II.
3. The GBA will add the Contest to the Contest page of the GBA Website and include appropriate links other web sites as requested by the Contest Organizer.
4. The GBA will completely manage the judge application, registration and selection process for GBA Sanctioned Categories.
5. Upon agreement between the designated GBA Lead Representative and the Contest Organizer, the GBA will assist the Contest Organizer with the management of registering and selecting judges for ancillary events

In addition:

6. Email addresses of GBA Teams will be sent to the Contest Organizer a minimum of 90 days before the event and will be updated at the request of the Contest Organizer less than 90 days before the contest
7. At least one (1) month before the date of the event, the GBA will:
  - a. Designate the second contest representative
  - b. Designate the official scorer
  - c. Consult with the contest organizer to determine the likelihood of needing additional designated representatives based on the size of the contests, and
  - d. If necessary, set a schedule to re-asses the size of the contest and the need for additional designated representatives

\_\_\_\_\_ **Contest organizer initials acknowledging review and acceptance of items in Section III**

## IV. SANCTIONING FEES AND EXPENSES

As stipulated in Sections II and III, the Contest sponsor and contest organizer agrees to pay the following fees and expenses:

1. Application fee of \$50.00. This application fee due when the application is submitted. The application fee is non-refundable.
2. GBA sanctioning fee of \$350.00 is due to the GBA at least 90 days before the event. The Designated GBA Lead Rep will not approve the release of cook team applications until the sanctioning fees have been received by the GBA.

*Note: The GBA does not require a first year contest to pay the full sanctioning fee. For first year contests, the GBA charges a reduced sanctioning fee of \$150.00. The definition of "a first year contest" is a contest that has never been sanctioned by any organization in the past. At the discretion of the GBA President, a contest that has some history but hasn't been held on over a year may be considered a "first time contest". Any contest that has been a GBA contest in the past, and took one or more years off or, it has already received it's first time sanctioning fee exemption and is not eligible for a second first time reduced sanctioning fee.*

3. The contest is responsible for making arrangements for and covering the cost of local motel rooms for GBA Officials associated with the contest. The contest organizer should **plan to arrange rooms for Friday night and Saturday night for each GBA representative** (a possible total of 6-room nights, 3 on Friday and 3 on Saturday) for contests of up to thirty (39) teams. Additional representatives will be added as the size of the contest increases and the contest organizer will be responsible for adding up to two additional room nights for each additional GBA representative. **GBA representatives do not always stay over night on Saturday night but they are to have that option.** Rooms are to be arranged by the contest organizer but they will be allocated to GBA Officials by the lead contest representative.
4. The standard sanctioning fee and number of designated GBA representatives for contests that have thirty nine (39) or fewer paid teams at the end of meat inspection on the day before turn-ins are scheduled is set as follows:
  - a. Sanctioning Fee \$350.00 (paid 90 days before the contest date)
  - b. Events with thirty nine (39) or fewer teams will have 3 designated representatives:
    - Lead Rep
    - Assistant Rep
    - Official Scorer



5. Additional sanctioning fees are to be paid as the contest size increases and additional representatives are designated to support the increased contest size. The schedule is as follows:

- a. Events with more than Thirty Nine (39) and fewer than 50 teams will require an additional \$100.00 (total \$450.00) in sanctioning fees and have 4 designated representatives:
  - Lead Rep
  - Assistant Rep
  - Official Scorer
  - Additional Rep
  
- b. For events with more than thirty nine (39) teams, additional sanctioning fees and designated representatives will be added as indicated in the chart below. If a contest has more than 69 teams we will follow the pattern below to determine the necessary GBA Staff support and additional sanctioning fees.

Number of Teams	Total Number of Representatives	Additional Sanctioning Fee	Total Sanctioning Fee
Less than 40	3 (Standard)	\$0.00	\$350.00
40 - 49	4	\$100.00	\$450.00
50 - 59	5	\$200.00	\$550.00
60 - 69	6	\$300.00	\$650.00

*Note – At this time, for contests inside of the State of Georgia, the GBA does not expect contest to pay mileage, any type of per-diem or meal stipend for GBA officials. The GBA reserves the right to negotiate payment of additional expenses for contests scheduled to be held outside of Georgia. Payment of any additional fees and expenses may be negotiated in advance by the prospective contest organizer and the current president of the GBA in advance of formally returning this application packet with the non-refundable \$50.00 Application fee.*

6. In the event of contest cancellation by the contest organizer(s), all paid fees and expenses shall be non-refundable.
  
7. In the event that the GBA withdraws it’s sanctioning of the contest, previously paid sanctioning fees will be refunded within ten (10) working days. The \$50.00 application fee is non-refundable.

\_\_\_\_\_ **Contest organizer initials acknowledging review and acceptance of items in Section IV.**

The undersigned, officially representing the sponsoring organization, agrees to hold the Georgia Barbecue Association, Inc., its board of directors, officers, volunteers and their assigns harmless from any and all claims, suits or proceedings of any kind which may be brought against them on account of any injuries to person or property received during or related to the above described event. The undersigned agrees to abide by all requirements and responsibilities for the Georgia Barbecue Association sanctioned events as stated in these sanctioning requirements. The undersigned agrees to conduct the contest in accordance with Georgia Barbecue Association rules and regulations.

Enclosed is the \$50.00 non-refundable application fee.

Organization Official  
Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Organizer Check Lists

The following pages are check lists to assist you in organizing your contest. These pages are for your use & do not have to be returned with the sanctioning packet.

### Requirements for Cook Team Area:

- Adequate space for cook teams (minimum 20'x20' designated sites for each team. 30'x30' is suggested)
- Running water within 50' of each site
- Electric service (permanent or temporary) to each site. A minimum of one 20 amp outlet per team is required – you are also strongly encouraged to have your electrician on call (not on site but available) for the duration of the contest.
- Trash cans (1 can per 2 teams)
- Ash cans (1 can per 4 teams)
- Access to rest rooms. If portable rest rooms are used plan for 1 for every five teams & 1 handicap unit). *Some Teams will pay extra for a private portable restroom if they are offered the opportunity*

### Requirements for Contest Operations:

- Large room or covered space with adequate seating for contest meetings and judging. Room must be able to seat 3 times as many people as you have cook teams. It must be large enough for one 6' table and five chairs for each five teams in the contest plus room to move between tables easily.
- Turn in space with three (3) 6' tables and three (3) chairs that is very near or in the doorway to the judging area. Popup tent(s) are required if turn in area is outdoors and not covered.
- Judging waiting room/area – designated space for judges out of sight of the turn in table. Judges will wait there for turn-ins to finish or between categories if they aren't judging. The area should be inside if possible. If it is not inside, it must be shaded.
- Private room for scoring. **The room must:**

- Not be available to anyone except GBA Officials from 9:00AM on contest day until 1 hour after awards are over
  - Heated or air conditioned as weather dictates
  - Have a door that closes
  - Have electricity and a table/desk adequate to hold the GBA computer and printer
  - Have at least 3 chairs
  - Be free from foot traffic
- Large for space for Awards - inside or outside (weather permitting) for a large number of people with appropriate space and equipment (PA system if necessary) for winners to be announced and receive their awards
- Trophy's (design and how many are at the organizer's discretion within the parameters of Section II, #23)
- Golf cart – **depending on the size of the contest and the lay out of the cook sites relative to the judging area the requirement for a golf cart may be waived at the discretion of the lead representative.**

### Contest Supplies:

- Turn in boxes - 9x9 Clamshell Styrofoam containers with no dividers
- 6oz or 8oz **Styrofoam cups with lids that fit snugly**
- Plastic spoons
- Plastic forks

for the three GBA categories, figure three (3) of each of the items above for each team plus an extra 25. Example – 22 teams:  $22 \times 3 = 66 + 25 = 91$

- Saltine Crackers – minimum 3 sleeves per table
- Water – minimum 20 bottles per table, iced in advance in coolers if possible. *Note - If the contest is held in hot weather and/or judging is outside water requirement for adequate hydration may suggest 30 bottles per table.*

Paper towels – minimum two rolls per table

Suggested for cook teams (**none are required but any are very appreciated by cook teams**):

- Access on site to free or reasonably priced ice
- Contest T-Shirts, Gift bags or other tokens of appreciation
- Hot breakfast on Saturday Morning (suggested time 7:00 AM – 8:30)

Suggested for Judges: (**none are required but any are very appreciated by Judges**):

- If breakfast is not served, Coffee, juice and snacks
- Contest T-Shirts, Gift bags or other token of appreciation

## **Appendix B**

### **Suggested Contest Schedule:**

Friday

5:00 PM – 6:00 PM, Cook Team Meeting

6:00 PM – 11:00 PM is at the discretion of the Contest Organizer

11:00 PM – 7:00 AM, Mandatory quiet time

Saturday

8:30 AM – 9:00 AM, Judge Check-in

9:00 AM – 10:00 AM, Judges Meeting

Preliminary Turn in Schedule

10:15 AM – 10:30 AM, Pork Loin Turn in

11:15 AM – 11:30 AM, Pulled Pork Turn in

12:15 PM – 12:30 PM, Rib Turn in

Finals Turn in Schedule

1:25 PM – 1:30 PM, Finals Pork Loin Turn in

1:55 PM – 2:00 PM, Finals Pulled Pork Turn in

2:25 PM – 2:30 PM, Finals Rib Turn in

Awards may be scheduled for no earlier than 3:30 PM and no later than 5:00 PM. The specific time is to be negotiated between the designated lead representative and the contest organizer with deference to the contest organizer. Considerations include the size of the contests and other activities also occurring at the venue.

As stated earlier:

- Any ancillary turn in times on Friday are at the discretion of the contest organizer but must be coordinated with the designated lead representative
- Any request for Ancillary turn in times on Saturday must be approved by the GBA lead representative and can not impact the sanctioned categories.