

GEORGIA BBQ ASSOCIATION

P.O. Box 2085

Perry, Ga. 31069

Request for Sanctioning (Please Type or Print)



Contest Name: _____

Contest Location (Street Address): _____

City & State: _____ Requested Contest Date: _____

Sponsoring Organization: _____ Estimated Number of Teams Expected: _____

Pro Division only

Pro & CFF Divisions

CFF Division only

Contest Organizer Contact Information

Contest Organizer: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Cell Phone: _____ Email Address: _____

Organizer's Signature: _____ Date: _____

To fully execute the sanctioning application, please complete the information above, sign, and return this page with the \$50.00 Application Fee to the address above. By signing and submitting this GBA sanctioning request, the contest organizer acknowledges that they have read, understood, and agreed to the commitments they are making by applying to the GBA to sanction their contest, and that the contest organizer and any sponsors agree to be bound by the terms of this packet and all GBA rules and regulations in effect at the time of the event.

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 _____		Approved _____	
Treasurer's Signature		President's Signature	
_____/_____/_____	Date \$50.00 application fee received	_____/_____/_____	Date Sanctioning fee received
\$ _____ Sanctioning Fee Amount - \$350 (\$150 sanctioning fee for all 1st time contests)			

I. APPLICATION FOR SANCTIONING

Please make a copy of the executed first page of this sanctioning packet and retain it with the remainder of the sanction packet for your records and future reference. These guidelines must be followed when making an application for GBA sanctioning:

1. The contest organizer must sign and return the first page of this sanctioning application, which acknowledges that they have read, understood, and agreed to the commitments they are making by applying to the GBA to sanction their contest. 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 should apply for sanctioning to the GBA a minimum of six (6) months prior to proposed date of the contest. Every effort will be made to accommodate sanctioning applications made less than 6 months prior to the event, but cannot be guaranteed.
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 and pay their required mileage 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 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. Sanctioned GBA Pro

contests scheduled on the same date must be a minimum of 100 driving miles apart and approved by the GBA.

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 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 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 organizer agrees 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.
 - 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. Events including a Cooking for Fun division must also include a statement reading “No member of a CFF team may have participated as a PITMASTER of a professional cook team in any barbecue event (sanctioned or unsanctioned) in the past.”
 - f. The dollar amount (to be determined by the Contest Organizer) that must be paid by cook teams to enter each contest division, regardless of the number of categories the team plans to cook. The entry fee entitles teams to cook all categories in the selected division. Every team will pay the same amount to cook in each contest division even if a team elects not to cook all the categories in that division. *Note: Contest Organizers may offer a discount for early registration if they choose.*
 - g. 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, 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 PM on the Wednesday before the contest, the contest organizer will supply a list of participating cook teams that specifies the name of the Pit Master

and the categories that each team plans to cook. The list will be updated and finalized at the roll call of the cook team meeting to reflect any late changes.

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 officially sanctioned categories will receive priority on a contest weekend. The sanctioned Professional categories are Pork Loin, Pulled Pork, and Ribs. The sanctioned Cooking for Fun (CFF) categories are Pulled Pork, Ribs, and an optional Organizer's Choice.
20. Contest organizers are free to add additional ancillary categories to their contests. The GBA is not officially involved with any aspect of 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. 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) and Appendix C (Suggested Contest Schedule), with the lead contest representative a minimum of two weeks before the contest date and to deliver all items that the lead contest representative determines to be required.
 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 minimum awards schedule:

Professional Division

- 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 in contests with fewer than 25 teams, and at least 5 places in contests with 25 or more teams;
- d. Award trophies or plaques to the top 3 teams in each pro category; and
- e. Award trophies, plaques, medallions, ribbons or certificates through the remaining 10 places in each pro category.

Cooking for Fun Division

Contest organizer agrees to recognize at least first, second, and third place in each CFF category. Contest organizer may choose to award more places. Types of awards & cash payout, if any, is at the discretion of the contest organizer, but must be specified on the application. There is no Grand Champion or Reserve Grand Champion at a CFF Contest.

The advertised cash payout 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 payout will be **more** than what was previously advertised.*

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 to 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 any remaining contest representatives
 - b. Designate the official scorer
 - c. Consult with the contest organizer to determine the likelihood of needing additional designated representatives based on the size and scope of the contest, and,
 - d. If necessary, set a schedule to re-asses the size and scope of the contest and the need for additional designated representatives

Note: If a CFF division contest is held in conjunction with a GBA Pro division contest at the same time and location, the assigned contest reps will work both contests. One additional rep may be assigned to score CFF, and depending on the number of teams entered in the associated CFF division, additional GBA Officials may also be assigned)

IV. SANCTIONING FEES AND EXPENSES

As stipulated in Sections II and III, the Contest sponsor and contest organizer agree 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. Contest Sanctioning Fees: All GBA sanctioning fees are due to the GBA at least 90 days before the event. Sanctioning fee for a Pro Division or standalone CFF Contest is \$350. There is no additional sanctioning fee when a CFF division contest is conducted in association with a GBA Professional division contest at the same time and location.

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 for over a year may be considered a "first time contest". Any contest that has been a GBA contest in the past, took one or more years off, and has already received its first time sanctioning fee exemption 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 all GBA Officials associated with the contest. The contest organizer should **arrange rooms for up to two (2) nights for each GBA representative. GBA representatives do not always stay 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. The lead contest representative will notify the organizer as soon as practical of the exact number of rooms that will be required each night for the event.

Pro Division Contests require a possible total of 10 room nights for contests of up to thirty nine (39) teams. Additional representatives may be added as the size or scope of the contest increases and the contest organizer will be responsible for adding up to two additional room nights for each additional GBA representative.

Pro Division contests with associated Cooking for Fun division contests may require a possible total of 12 room nights for contests of up to thirty nine (39) teams. Additional representatives may be added as the size or scope of the contest increases and the contest organizer will be responsible for adding up to two additional room nights for each additional GBA representative.

Standalone Cooking for Fun division contests require a possible total of 8 room nights for contests of up to thirty nine (39) teams. Additional representatives may be added as the size or scope of the contest increases and the contest organizer will be responsible for adding up to two additional room nights for each additional GBA representative.

4. The standard sanctioning fees and number of designated GBA representatives for contests that have thirty nine (39) or fewer paid teams at the cook's meeting are as follows:

Pro Division or standalone CFF

- a. Sanctioning Fee \$350.00 (paid 90 days before the contest date)
- b. Events with thirty nine (39) or fewer teams will have 5 designated representatives:
 - Lead Rep
 - 2 Assistant Reps
 - Official Scorer
 - Meat Inspector

Pro and CFF Divisions

- a. Sanctioning Fee \$350.00 (paid 90 days before the contest date)
- b. Events with thirty nine (39) or fewer teams will have 6 designated representatives:
 - Lead Rep
 - 2 Assistant Reps
 - 2 Official Scorers
 - Meat Inspector

5. Additional sanctioning fees are to be paid as the contest size or scope 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 additional designated representatives:
 - Lead Rep
 - 2 Assistant Rep
 - Official Scorer
 - Additional Rep
 - Meat Inspector
- 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	5 (Standard)	\$0.00	\$350.00
40 - 49	6	\$100.00	\$450.00
50 - 59	7	\$200.00	\$550.00
60 - 69	8	\$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.

The contest organizer, 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 contest organizer 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 in affect at the time of the event.

Organizer Check Lists

The following pages are check lists to assist you in organizing your contest.

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, but an option for additional amps, even at an additional fee to the teams, is encouraged – 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)
- 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*
- Access to handwashing stations.

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 8' table and six chairs for every five teams in the contest, plus at least one additional 8' table, and room to move between tables easily. The judging area must also contain at least one, preferably two, large trash can(s) to be emptied frequently.
- Turn in space with three (3) 6' tables and three (3) chairs that are 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 8:00 AM 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 completely free from foot traffic or other use during this time

- 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

- Plastic forks - figure three (3) for each Pro team, two (2) for each Cooking for Fun team, plus an extra 25.
 Example – 18 Pro teams and 6 CFF teams equals $(18 \times 3) + (6 \times 2) + 25 = 91$

- Saltine Crackers – minimum 1 sleeve 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

9:45 AM – 10:00 AM, Pro Pork Loin Turn in

10:15 AM – 10:30 AM, Optional CFF Category Turn in

10:45 AM – 11:00 AM, Pro Pulled Pork Turn in

11:15 AM – 11:30 AM, CFF Pulled Pork Turn In

11:45 AM – 12:00 PM, Pro Rib Turn in

12:15 PM – 12:30 PM, CFF Rib Turn In

12:45 PM – 1:00 PM, Possible Ancillary 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 to begin no earlier than 3:30 PM and no later than 5:00 PM. The specific time for awards are to be negotiated between the designated lead representative and the contest organizer with deference to the contest organizer. Considerations include the number of contestants, number and scheduling of categories, and other actives 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 cannot impact the sanctioned categories.