GEORGIA BBQ ASSOCIATION

P.O. Box 193
Dacula, GA 30019

Sanctioning Packet

I. SANCTIONING

Please review this packet and email the Georgia Barbecue Association (GBA) Director of Competitions (Brian Bond at bond154@att.net) to discuss your interest in having the GBA Officially Sanction a Barbecue Contest on your preferred date. These guidelines must be followed when planning to make an application for GBA sanctioning. The application will be sent to you by the Director of Competitions or, if you are an existing competition, your Lead Rep.

1. The contest organizer must sign and return the application, which acknowledges that they have read, understood, and agreed to the commitments they are making in this document 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 the 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 $400.00 sanctioning fee** must be included with every application for sanctioning. The sanctioning fee for a first-time contest is discounted to $200. After a completed contest, the GBA will hold the weekend of the contest the next year for 90 days. This will allow the contest to keep the same weekend next year by submitting their application and a $400 sanctioning fee. Once 90 days from the previous contest date has passed that date is available for any contest organizer to request.

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 the 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) to be placed on the GBA Contest Calendar. 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 organizers 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, with a picture or electronic copy to the lead Rep)
    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 with a picture or electronic copy to the lead Rep) 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 provide proof of liability insurance or the Letter of Guarantee by the stated deadlines may 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 is already a member or join the GBA when they apply to cook in the contest.
    d. The cellphone number of the Pit Master for the Contest Weekend
    e. A clear statement of the earliest possible time cook teams may arrive on site and the latest possible time teams may remain on sn-site after the contest (see II,14. and 15 below for requirements)
    f. A clear statement of what the capacity of the contest is including:
        - The number of cook-sights available
        - The dimensions of the cook-sites
        - The availability of power is for the contest that specifies the number of cook-sites that have outlets and the amperage of the outlets.
    g. A statement reading “Standard GBA turn in times will be observed”, unless changes are approved by the designated lead contest representative. If changes are

approved, then the preliminary and finals schedule will be included on the application.

h. The dollar amount that must be paid by cook teams to enter each contest, regardless of the number of categories the team plans to cook. The entry fee is at the discretion of the organizer. 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.*
i. Detailed listing of payout for Grand, Reserve Grand, and each professional 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. Contest entry fees paid by teams are to be paid to an organization, or an individual in their official capacity with the organization, but not to individuals in their capacity as private citizens.

14. By 8:00 p.m. Wednesday before the contest, the contest organizer will supply a list of participating cook teams that specifies the name of the Pit Master, their cell phone number 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. The contest agrees that cook teams will have access to their cook-sites no later than 8:00 a.m. on Friday of the contest weekend. Allowing teams to begin coming in to set up on Thursday is preferred.

16. The contest agrees to allow cook-teams and GBA Reps to have access until at least 2 hours after the end of awards. Allowing those who wish to remain on-site until noon on Sunday of contest weekend is preferred.

17. 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.

18. The contest organizer agrees to provide all specified materials designated by the GBA (see Appendix A).

19. The contest organizer may not cook as part of a cook team or judge GBA categories at their contest

20. The GBA Board of Directors reserves the right to cancel any GBA sanctioned event at any time in order to protect the health, safety, or welfare of GBA members.

21. In the event of cancellation of the contest:
    a. The contest sponsor and contest organizer shall immediately notify the GBA representatives by telephone 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 10 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.

22. 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.

23. 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 on a case-by-case basis.
    b. Ancillary turn in times for Friday night must be coordinated with the GBA lead representative to assure that there are no conflicts.
    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.

24. The Contest organizer agrees to review the items in Appendix A (Organizer's Checklist) and Appendix B (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.

25. 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.

26. Contest organizer agrees to the following minimum awards schedule:

    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.

    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.*

    The time for the Awards Ceremony will be negotiated between the Contest Organizer and the GBA designated lead representative for the event. Under no circumstances will the start time for the awards ceremony be before 4:00 PM on the contest day. The awards ceremony will be held in a prominent location, suitable for the cook teams and interested public. If the contest is held in conjunction with a festival or other event that has a central location the awards will be held at "the main stage".

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 advanced event specific 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 reassess the size and scope of the contest and the need for additional designated representatives

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. Contest Sanctioning Fees: All GBA sanctioning fees are due to the GBA at the time the Sanctioning Packet is submitted Sanctioning fee is $400 per contest.

   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 $200.00. The definition*

of "a first year contest" is a contest that has never been sanctioned by the GBA in the past. At the discretion of the GBA President, a contest that has some history but has not been held for over a year or has a new organizer 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.

2. 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 two (2) nights for each assigned GBA representative**. **GBA representatives do not always stay both nights, 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. Rooms may be required Thursday, Friday and/or Saturday nights

   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.

   It is likely that the GBA will not use all of the potential allocated rooms. The room details will be settled at least one week before the contest.

3. 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:

   a. Sanctioning Fee $400.00 (paid at the submission of the Sanctioning Packet)
   b. Events with thirty-nine (39) or fewer teams will have 5 designated representatives:
      - Lead Rep
      - 2 Assistant Reps
      - Official Scorer
      - Meat Inspector

4. 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:

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	$400.00
40 - 49	6	$100.00	$500.00
50 - 59	7	$200.00	$600.00
60 - 69	8	$300.00	$700.00

Note – At this time, for contests inside of the State of Georgia, the GBA does not expect the 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.

5. In the event of contest cancellation by the contest organizer(s), all paid fees and expenses shall be non-refundable.

6. 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 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. As denoted by their signature on page one of this sanctioning packet, the organizer agrees to conduct the contest in accordance with Georgia Barbecue Association rules and regulations in effect at the time of the event.

Organizer Checklist

Appendix A

The following pages are a checklist to assist you in organizing your contest. You will see this verbiage on some items "**(See COVID OVERLAY BELOW)**". That reference will come into play if COVID Rules are in effect on contest weekend. Communicate closely with your lead representative to know if the GBA Board of Directors has implemented COVID Protocols at the time of your contest..

Requirements for Cook Team Area:

- ☐ Adequate space for cook teams (suggest 30' x 20' designated sites for each team. 40' x 20' is recommended)
- ☐ Running water within 50' of each cook site
- ☐ Trash cans (1 can per 2 teams)
- ☐ Access to restrooms. If portable restrooms 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.

Recommendations for Cook Team Area:

- ☐ Electric service (permanent or temporary) to each site. 20, 30 and some 50-amp circuits recommended, even at an additional fee to the teams, is encouraged – Organizers are also strongly encouraged to have your electrician on call (not on site but available) for the duration of the contest.

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 two **8' table** and six chairs for every five teams in the contest, plus at least two additional **8' tables**, 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. The judging area will not be available for any other purposes from 8:30 AM on contest day through the conclusion of the awards ceremony **(See COVID OVERLAY BELOW)**

- ☐ Turn in space with three (3) **8' tables** and three (3) chairs that are very near or in the doorway to the judging area. Tent(s) are required if the 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 and have adequate seating.

- ☐ Private room for scoring. **The room must**:
    - Not be available for use by 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 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. As mentioned above, under no circumstances will the start time for the awards ceremony be before 4:00 PM on the contest day. The awards ceremony will be held in a prominent location, suitable for the cook teams and interested public. If the contest is held in conjunction with a festival or other event that has a central location the awards will be held at "the main stage".

- ☐ 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 layout 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. Figure three (3) per team, plus an additional 25.

- ☐ Plastic forks - figure three (3) per team, plus an extra 25. **(SEE COVID OVERLAY BELOW)**

- ☐ Saltine Crackers – minimum 1 sleeve per table. **(SEE COVID OVERLAY BELOW)**

- ☐ Water – minimum 25 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.* (SEE COVID OVERLAY BELOW)

- ☐ Paper towels – minimum two rolls per table **(SEE COVID OVERLAY BELOW)**

COVID OVERLAY

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 two **8' tables** and six chairs for every five teams in the contest, plus at least two additional **8' tables**, 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.

- ☐ Plastic Forks – the number of forks will be determined by the GBA Rep and will be driven by the number of teams at the contest. The formula is the number of teams*6 judges*3 categories plus 64 forks for finals. 29 teams require 586 forks and 30 teams require 604 forks.

- ☐ No Saltine Crackers

- ☐ Water – minimum 25 bottles per table, room temperature still in original packaging. *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 – No Paper towels. Napkins are required instead.

- ☐ Antibacterial Wipes (a minimum of 6 times the number of teams)
- ☐ Disposable table coverings adequate to cover six **8' tables** for every five teams in the contest, plus an additional two tables

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

- ☐ Access on site to free or reasonably priced ice – coupons for limited free ice is a very appreciated perk
- ☐ 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, Mandatory 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

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

11:45 AM – 12:00 PM, Pro 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 4:00 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 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 cannot impact the sanctioned categories.