GEORGIA BBQ ASSOCIATION

P.O. Box 193
Dacula, Ga. 30019

Sanctioning Packet for Alternative GBA
Sanctioning "In Association With"

Contest Specific Agreement – Details Will Be Developed In Collaboration With The GBA Director Of Competitions Or Designated Lead Contest Representative

Competition Categories:

_____

Event Requirements: There is a presumption that at least one member of each team will be a current GBA member, but **it may be waived by agreement**. Other examples of requirements include "None," "By invitation only," "Winners of…," "Any team with an active GBA member," "Amateur cooks only," "Open to all teams," etc.

_____

Team Entry Fee, for the entire event or per category:_____

Turn In Times:_____

Awards (dollar amounts, trophies, and/or prizes to be awarded)_____

_____

_____

Awards Ceremony Time _____

GBA Alternative Sanctioning Fee There is a presumption that the fee will be at least that of a standard GBA event, but may be modified based on the size, scope, and characteristics of the event.

GBA Alternative Sanctioning Fee: $_____

Hotel/GBA Expense Requirements There is a presumption that hotel requirements will be the same as a standard GBA event, but may be modified based on the size, scope, and characteristics of the event. Payment of per diems or other expenses may be an acceptable alternative to providing hotel rooms.

Specific Hotel Arrangements Include: _____

Infrastructure and supplies There is a presumption that infrastructure (water, tables, scoring area, etc.) and supplies (turn in boxes, water, etc.) will be the same as a standard GBA event, but may be modified based on the size, scope, and characteristics of the event.

_____

_____

_____

Other Terms

_____

_____

_____

_____ _____

GBA President **Event Organizer**

ALTERNATIVE GBA SANCTIONING INFORMATION

Understanding that not all events may be well suited for all the requirements of formal GBA sanctioning, the GBA has developed this **Alternative Sanctioning** process in an effort to provide more flexibility under certain circumstances. Although every effort should be made to utilize standard GBA sanctioning, Alternative Sanctioning maybe available when the purpose of the event is not served by traditional sanctioning and there is also a tangible benefit to the GBA. In order to avoid possible confusion with contestants and the public, events receiving alternative sanctioning will be designated as "In Association with the GBA" or some other agreed upon designation rather than "Sanctioned by the GBA." Certain elements of the event, such as judging standards, are not negotiable, but most aspects of the event are subject to negotiation and agreement of the parties.

I. APPLICATION FOR ALTERNATIVE SANCTIONING

Please make a copy of the executed first three pages of this alternative sanctioning packet and retain them with the remainder of the sanction packet for your records and future reference.

These guidelines must be followed when making an application for alternative GBA sanctioning:

1. Only the Director of Competitions of the GBA may formally negotiate and approve the terms ofany alternative sanctioning.

2. All negotiations and agreement of term for alternative sanctioning must be completed BEFORE the sanctioning packet is submitted.

3. The event organizer must complete, sign, and return the first three pages of this application based on the discussions and agreements with the current Director of Competitions. By signing and submitting the application, the event organizer acknowledges that they have read, understood, and agreed to the commitments they are making by applying to the GBA for alternative sanctioning. If no event organizer is designated at the time the application is submitted, the event sponsor will be the event organizer.

4. The event sponsor and/or event organizer should apply for alternative sanctioning to the GBA a minimum of six (6) months prior to proposed date of the event. Every effort will be made to accommodate applications made less than 6 months prior to the event but cannot be guaranteed.

5. **A Sanctioning Fee of $400 for Established Events and $200 for new Events** must be included with every application for sanctioning.

6. When making application for alternative sanctioning, the event sponsor and event organizer agree to follow all applicable GBA rules, regulations, and judging procedures.

7. Upon approval, the event sponsor and event organizer agree to follow all GBA alternative sanctioning requirements and agreements, including payment of all fees/expenses and prize money as agreed to.

8. The GBA reserves the right to require new events or existing events using locations to have the event area inspected by up to two (2) GBA officials prior to the event and agree to necessary changes based on previous experience, and pay for mileage at the GBA Standard rate.

9. The GBA will make every effort to accommodate the event date requested by event organizer. When sanctioning event dates, the GBA will consider a variety of factors to assure that the Event and the participants 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 event date fits into the GBA calendar.

III. REQUIREMENTS AND RESPONSIBILITIES OF THE EVENT ORGANIZER UPON SANCTIONING

Once the GBA agrees to alternative sanctioning for an event, the following requirements and responsibilities must be adhered to by the event organizer and event sponsor.

1. All alternative sanctioning fees must be received by the GBA (sent to the address at the top of the sanctioning packet) with the Application. If a event grows beyond the original size and scope, any additional fees

will be due to the GBA on the day before the event.

2. Event 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 event** (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 event site through the day and time the last team leaves the event site *(the recommended time frame is the day before through the day after the event)*

3. Event organizer must submit a Letter of Guarantee to the GBA (sent to the address at the top of the sanctioning packet) from the event sponsor or underwriter guaranteeing that that all prize money agreed to 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 event**.

4. Failure to make payment of the sanctioning fees, provide proof of liability insurance or the Letter of Guarantee by the stated deadlines may result in GBA alternative 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 event organizer agrees to pay any and all applicable federal, state, and local taxes, fees, licenses, regulations, and permits arising from execution of the event.

8. All team application forms for GBA alternative sanctioned events **must** be reviewed and approved by the GBA lead event representative **prior** to printing, publishing or mailing.

9. Mandatory elements of the Team Event Application form include:
    a. The GBA logo and a clear and noticeable statement that the event is conducted “In Association with the Georgia Barbecue Association” or other agreed upon wording.

b. A clear statement of any requirements or restrictions on participant participation.
c. The opportunity for participants to go to the GBA website at BBQGA.com.
d. A listing of all categories and their corresponding turn in time windows
e. The dollar amount (to be determined by the Event Organizer) that must be paid by participants to enter each event or category. *Note: Event Organizers may offer a discount for early registration if they choose.*
f. Detailed listing of payouts, awards, or prizes for each category.
g. Detailed information regarding the amenities, such as cook site dimensions, power, and water, included in the entry fee, and any additional amenities available for additional fees.
h. Any other information specific to the event that may be material to the teams.

10. The event organizer and the event sponsor agree that the official GBA logo along with the statement "In Association with the GBA" or other agreed upon wording will be used on any and all promotional and advertising material including but not limited to, event application, posters, banners, T-shirts, and flyers. The GBA will be announced as providing technical support in any and all television, radio, internet, or print reports.

11. The event organizer agrees to pay all event sanctioning fees, hotel accommodations, and any specified expenses for official GBA representatives required for the event.

12. Although the GBA will list the event on their website and provide team contact information, the event organizer assumes responsibility for recruiting participants for the event.

13. The event organizer agrees to provide the GBA with a list of all participating teams that includes the name, address, cell phone, e-mail and any other pertinent data on an excel spreadsheet that will be provided by the GBA Event Representative.

14. If appropriate, to facilitate the meat inspection, the event organizer will provide a spreadsheet to the GBA Event Representative 72 hours before the event containing a list of all participating participants, the categories that each team plans to cook, and any other required information. The list will be updated and

finalized at the participant meeting roll call.

15. In the event of a serious problem before or during the event, except in mattersof public safety, the event 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 event organizer's responsibility to relay information regarding the problem to the participants, judges and other impacted parties.

16. The event organizer agrees to provide all specified materials designated by the GBA (see Appendix A). Based on the nature of the event some items in Appendix A may be deleted and other items may be added based on conversations between the Event Representative and the Event Organizer

17. In the event of cancellation of the event:
    a. The event sponsor and event organizer shall immediately notify the GBA representatives by telephone, or email that the event has been canceled.
    b. The event sponsor and event organizer shall then make contact withall the participants and judges and notify them of the cancellation.
    c. All entry fees paid by the participants shall be reimbursed to the participants by the event sponsor and event organizer within 10 days of the cancellation.
    d. The event organizer shall submit a written statement to the GBA indicating the reason for the cancellation and stating that all entry fees paid by the participants have been refunded in full. The organizer(s) will forfeit all sanctioning fees paid to the GBA.

18. Also, within 10 days of the cancellation, the Event organizer agrees to review the items in Organizer's Check List and Appendix B (Suggested Event Schedule) with the lead event representative aminimum of two weeks before the event date and to deliver all listed items that the lead event representative determines to be required.

19. The advertised payouts or awards of a event is a significant factor in the integrity of the event. It is **never** acceptable for a event to award less than advertised, but it is acceptable for a event to announce as late as at the participant meeting that the actual payout or awards will be **more** than what was previously advertised.

IV. RESPONSIBILITIES OF THE GBA TO THE SANCTIONED EVENT

The GBA will supply the following to the event 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 event organizer.

2. A file with the graphic of the GBA logo for use as specified in Section II.

3. The GBA will add the Event to the Event page of the GBA Website and include appropriate links to other web sites as requested by the Event Organizer.

4. The GBA will completely manage the judge application, registration, and selection process.

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

V. SANCTIONING FEES AND EXPENSES

As stipulated in Sections II and III, the Event sponsor and event organizer agreeto pay the following fees and expenses:

1. Event Alternative Sanctioning Fees: This fee is $400 for established contest and $200 for New Contests, and it due to the GBA with the sanctioning Packet Application.

2. Although negotiable, the event should expect to be responsible for making arrangements for and covering the cost of local motel rooms for all GBA Officials associated with the event. The event organizer should expect to **arrange rooms for up to two (2) nights for each GBA representative**. **GBA representatives do not always stay both nights, but they are to have that option**. Rooms are to be arranged by the event organizer, but they will be allocated to GBA Officials by the lead event representative. The lead event representative will notify the organizer as soon as practical of the exact number of rooms that will be required each night for the event.

   The number of hotel rooms will be determined by the number of GBA officials required based on the size and scope of the event. The minimum number of GBA officials for an event will typically be four (4), consisting of a lead representative, assistant representative, scorer, and meat inspector. Additional representatives may be added as the size or scope of the event increases and the event organizer will be responsible for adding up to two (2) additional room nights for each additional GBA representative.

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

4. In the event that the GBA withdraws its alternative sanctioning of the event, previously paid alternative sanctioning fees will be refunded within ten (10) working days.

The event 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 event 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 event 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 Participant Area:

- ☐ Adequate space for participants (suggest 30’ x 20’ designated sites for each team. 40’ x20’ is recommended)
- ☐ Running water within 50’ of each cook site (may be negotiable depending on the details of the event)
- ☐ 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 participants will pay extra for a private portable restroom if they are offered the opportunity*
- ☐ Access to handwashing stations.

Recommendations for Participant 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 theduration 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 participants. 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.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 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 oncontest 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 andprinter
- 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. As mentioned above, under no circumstances will the start time for the awards ceremony be before 4:00 PM on the contest day. The awardsceremony will be held in a prominent location, suitable for the participants and interested public. If the contest is held in conjunction with a festival or other even that has a centrallocation the awards will be held at "the main stage".

☐ Trophy's (design and how many are at the organizer's discretion within the parameters ofSection 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 thelead 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 - Ifthe 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 participants. It must be large enough for two **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.

☐ Plastic Forks – the number of forks will be determined by the GBA Rep and will be driven by the number o f teams at the contes

☐ No Saltine Crackers

☐ Water – minimum 25 bottles per table, room temperature still in original packaging. *Note - Ifthe 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 participants **(none are required, but any are very appreciated by participants):**

☐ 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:

The day before competition – meat inspection (negotiable depending on the details of the event)

The evening before, but no less than several hours before first turn in time based pn the categories - Participant Meeting

Day of the event:1.5 hours before first turn in time -Judge Check Check-in

- 1 hour before first turn in time - Judges Meeting
- .5 to 1 hour breaks between category turn in times, based on categories
- Awards no less than 1 hour after turn in of last category.