

2024 District Director Commitment

Thank you for your being a District Director for National Barrel Horse Association of Australia Inc.

A District Director is required to:

- **Run your District with consideration and consultation with District Members** (consider arenas and number of events to ensure it is fair for all)
- **All memberships (including Day Memberships) MUST BE DONE via Member Registration via Nominate [Clubs \(nominate.com.au\)](http://nominate.com.au)** NOTE: it is the District Directors responsibility to check currency of membership prior to each event.
- To be properly affiliated, District Directors **must sign the District Director Agreement each year** and ensure that all shows are sanctioned as per Section B. Show Sanctioning. The \$30 show sanctioning fee will apply (i.e. every event – double headers will be \$60).
- **Any show that is run under the Association insurance is considered a sanctioned show.**
To be approved as a sanctioned show, the request and fee must be received at NBHA Headquarters (via the NBHA Event Tracker) at least 14 days prior to the requested show date. National Directors will have final approval for all sanctioned shows.
- **NBHA points will not be awarded for shows that are not properly sanctioned** (i.e. not registered via the NBHA Event Tracker and \$30 show sanctioning fee paid).
- **Within 7 days of running each event**, post your results (event timesheets & updated points) on your NBHA Australia District Facebook page
- **Within 7 days of your last point event for the year**, email your final points with Top 10 for each Division to to ensure we have a record of all World Qualifiers
- Districts may choose to set up as Not for Profit Sporting Organisation or become an Incorporated Association (either way, they need to be their own **legal entity and registered with the Australian Government to obtain an ABN**) and maintain their own bank account / financials and are responsible for their own reporting responsibilities. Naming of the entity should be consistent with - NBHA | State | District Number | Area (i.e. NBHA QLD D01 SEQ)
- NBHA Australia is required to be set as ADMIN to your District Facebook group or page to ensure you can be properly linked to NBHA Australia (otherwise it will be closed down).
- **NBHA Australia Membership and NBHA points are strictly for qualifications to World Championship shows.** Districts may utilise NBHA points for district awards as determined by the District Directors. District awards are not required, but highly recommended, and are not governed by NBHA Australia.
- Districts should follow the structure under Section D. Payout for Awards Fees (where for sanctioned shows they can also charge an awards fee to a maximum \$5 which is excluded from the payout), alternatively, affiliated Districts of the Association may continue to charge an Annual District Awards Fee for Administration & Prizes (which must be paid for members to accumulate points) that may not be more than

(a) Open	\$50 per year
(b) Senior	\$25 per year
(c) Youth / Teen	\$25 per year
(d) Poles	\$15 per year
(e) Side Pots	\$15 per year

Members may choose to pay **District Awards fees at multiple Districts and be recognised for end of year prizes**, however, they must nominate their home district when membering up with NBHA Australia (via NOMINATE) and that is the only points that will be recognised for qualifications to World Championships. **This must be taken into account by District Directors when submitting World Qualifications.**

- District Directors (or show official) may disqualify on the day, **however further action needs to be approved by NBHA Australia.** An NBHA District Director may **request further penalties and/or disqualification** of a member. This request must be submitted in writing, along with supporting documentation, to NBHA Australia Management Committee for approval or disapproval.

• **District Directors must understand obligations relating to Informal Complaints / District Grievances**

District Members are encouraged to provide feedback and complaints directly to your District Directors so that they know when there is a problem and will be given the opportunity to resolve it.

If informal complaints are received by NBHA Australia (i.e. without the \$50 protest fee), they will be passed back to the District Director to handle.

District Directors must:

- **STEP 1 - Listen to the complaint.** Thank the member for bringing the matter to your attention. Apologise and accept ownership, don't blame others and remain courteous.
- **STEP 2 - Record details of the complaint (and email to Enquiries@nbha.com.au for information).** Go through the complaint in detail so you can understand exactly what the problem is. Keep records of all complaints in one central place or register. This will help you identify any trends or issues.
- **STEP 3 - Get all the facts.** Check that you have understood and recorded the details of the complaint correctly. Ask questions if necessary.
- **STEP 4 - Discuss options for fixing the problem.** Ask the member what response they are seeking; it could be a refund or apology or working together to run events better in the future. Decide if the request is reasonable.
- **STEP 5 - Act quickly.** Aim to resolve the complaint quickly. If you take a long time they tend to escalate.
- **STEP 6 - Keep your promises.** Keep the member informed if there are any delays in resolving their request. Don't promise things that you can't deliver.
- **STEP 7 - Follow up.** Contact the member to find out if they were satisfied with how their complaint was handled. Let them know what you are doing to avoid the problem in the future.

Retirement of Districts

A District may retire from the Association at any time by giving notice in writing to the Secretary of its intention, so to do, but any District, before retiring, shall be liable to any fees payable by it. A retired District desiring to re-join the Association shall apply for admission in the manner provided by these By-Laws.

The District will raise money for timers and any other equipment (assets) required to run events, however, if retiring, those **assets remain with National Barrel Horse Association of Australia Inc to ensure the District can start again.**

The nominated District Director/s will be responsible for running that District as per the [NBHA Member Rules](#), [NBHA Australia Directors Handbook](#), and [National Barrel Horse Association of Australia Inc. Bylaws](#) and requirements of Fair Trading Australia.

If you accept this responsibility, please sign this and return to enquiries@nbha.com.au.

District:			
FIRST NOMINATED DISTRICT DIRECTOR		SECOND NOMINATED DISTRICT DIRECTOR OR REPRESENTATIVE	
NAME:		NAME:	
DATE OF BIRTH:		DATE OF BIRTH:	
PHONE NUMBER:		PHONE NUMBER:	
EMAIL:		EMAIL:	
I agree to run our District to the NBHA Australia Directors Handbook, National Barrel Horse Association of Australia Inc. rules and by-laws, as well as Fair Trading Australia Requirements.		I agree to run our District to the NBHA Australia Directors Handbook, National Barrel Horse Association of Australia Inc. rules and by-laws, as well as Fair Trading Australia Requirements.	
Signed:		Signed:	
Date:		Date:	