



NBHA DISTRICT DIRECTORS HANDBOOK

DIVISIONAL CONCEPT

Under the **NBHA's Divisional Concept**, (3D, 4D OR 5D) format, all horses and riders regardless of age, sex, ability or experience, run in the same class. The divisions are then decided by time intervals based on the times actually run.

With the **3D** format, the **OVERALL** fastest time of a class is used to set the one second time brackets for the three divisions.

With the **5D** format, the **OVERALL** fastest time of a class is used to set half second time brackets for the five divisions.

With the **4D** format, the split is as per below.

1ST DIVISION - These are the riders with the fastest times.

2ND DIVISION - These are competitors who ran ONE-HALF (0.5) or SLOWER than the OVERALL fastest time.

3RD DIVISION - These are competitors who ran ONE (1) SECOND or SLOWER than the OVERALL fastest time.

4TH DIVISION - These are competitors who ran TWO (2) SECONDS or SLOWER than the OVERALL fastest time.

The **NBHA** awards points to members **IN ALL DIVISIONS** on a 5, 4, 3, 2, 1 basis for first place through fifth place. For World Championship Qualifiers, points must be recorded in format. Payouts at events and District end of year prizes may be 3D, 4D or 5D.

As you can see from the above example, the Divisional format gives horses and riders, **ON ALL LEVELS OF COMPETITION** the opportunity to earn points and prize money. It also gives them the opportunity to qualify for **NBHA** State, National Championship Series and World Championships.

Every State is subdivided into competition districts. **NBHA** sanctioned events are open to all barrel racers, but **ONLY MEMBERS** can get **NBHA** points and qualify for the State, National Championship Series and World Championships.

Members may ride either registered or grade horses.

In addition to the **Open Divisional** class, **NBHA** shows offer a **Youth Divisional** class for members who are 18 years of age and younger.

There is also a **Seniors Divisional** class for competitors 50 years of age and older.

At the end of the competition year, members may qualify to compete in their State and National Championship Series. They may also qualify to go on to compete in the **NBHA** World Championships.

NBHA DIRECTORS HANDBOOK

If you are reading this, you have decided to assume the important responsibility of being an NBHA Director. We appreciate very much your willingness to be such a key part of our organization.

This handbook will assist you in performing your duties and working with our Headquarters staff in order to enhance both your experience as a Director, and your members' experiences at the District and State levels.

We look forward to working with you. If there is anything our staff can do to assist you, or if you have any questions, please don't hesitate to contact us.

Any potential new Districts that are put to NBHA Australia may be asked to run three non-point events under the NBHA Australia banner to see if they will be supported and to see if the Directors and their Representatives are self-motivated, capable of running events, really passionate about NBHA and in it for the right reason. The three non-point events will raise funds for timers and other essentials that are needed to run a District.

After these three non-point events, NBHA Australia will evaluate how well received NBHA is in that area and the impact on other Districts before officially naming and setting up the District.



NBHA DISTRICT DIRECTORS HANDBOOK

DISTRICT DIRECTOR DUTIES

1. **MUST BE A MEMBER IN GOOD STANDING OF THE NBHA**
2. Enroll members / update District Member Register
3. Selects, replaces and trains District Representatives.
4. District Director or qualified District Representative must attend all sanctioned shows in the District.
(A District Director must be able to take pre/online nominations, plus on the day nominations/payments, prepare draws/show result forms and ensure payouts are as per NBHA spreadsheets as well as overseeing each sanctioned show so it runs to international standard)
5. Complete Show Result Forms and maintain District point standings for District.
6. Submit Membership Register and fees to NBHA Headquarters (enquiries@nbha.com.au) within 7 days of show.
7. Submit Sanctioned Show Request Forms, Sanction Fees and maintain show calendar.
8. Assist NBHA Australia Directors with organizing and coordinating State & National Championships.
9. Submit final District point standings to Headquarters (enquiries@nbha.com.au) at the end of the competition year.
10. Keep District members informed about District shows.
11. Maintain accountability, bank account, and records of District funds.
(Actively seek sponsors and promote within District Shows/Facebook Pages)
NOTE: Each District is responsible for own end of year prizes.
12. Answers to National Directors.

NBHA AUSTRALIA DIRECTOR

1. **MUST BE A MEMBER IN GOOD STANDING OF THE NBHA**
2. Maintain National Member Register.
3. Maintain National NBHA Calendar and display on NBHA Website / Facebook Page.
4. Ensure the Facebook Page and NBHA Website remains current and NBHA Sponsors are featured
5. Organize, coordinate and attend State and/or National Championships.
6. Coordinate upload of point standings for all Districts to NBHA Website within 7 days of submission by District Directors.
7. Maintain final District point standings and Worlds Qualifiers and submit to NBHA USA at the end of the competition year.
8. Maintain accountability, bank account, and records of NBHA funds.
9. Liaises with, and answers to, NBHA Executives (USA).

DIRECTOR INCENTIVES

In recognition of all that you do for your District, and as is offered in USA, in the year that you are a Director, even if you have not qualified the year before, you can enter a horse at Open World Championships. Family members are also eligible for one director's wildcard in the year that you are a Director.

INTERNATIONAL COMPETITION

Please note, due to the exorbitant cost that comes with international competition, NBHA Australia National Directors may consider applications for a 12 month grace period for World Championship Qualifiers if the competitor is restricted in the year that they have qualified due to health, family, finance or work commitments. Supporting evidence must be provided and is at the discretion of NBHA Australia National Directors.

NBHA Australia National Directors may also consider applications for qualifiers to run an additional horse at the World Championships to make the trip worthwhile, especially if the qualifier is used to running more than one horse in normal competition.

For any international opportunities where riders will be required to mount out on various horses "cold turkey" (with limited practice), including the International Race at the NBHA World Championships at Perry, NBHA Australia National Directors will consider applications from members detailing riding experience, achievements to date and should include videos (if possible) of applicants competing on various/different level horses. Participants for these international opportunities will be chosen primarily with rider safety in mind and will be based on their experience and capability which will enable NBHA Australia to showcase our most suitable riders.



NBHA DISTRICT DIRECTORS HANDBOOK

1. MUST BE A MEMBER IN GOOD STANDING OF THE NBHA

If you don't believe enough in the NBHA to become a member yourself, you will have a difficult time convincing anyone else to become a member.

2. ENROLL MEMBERS

Study and learn the **NBHA RULE BOOK** and **DIRECTOR'S HANDBOOK**. <http://nbha.com.au/rules.php>

If you're not sure about something in the rules, ask your State or Regional Director. If they don't have the answer, call **NBHA** Headquarters. Knowing the rules and the material in this handbook will make you more confident when talking to members and prospective members.

You are responsible for forwarding any membership payments made at one of your sanctioned shows to Headquarters. Please do so promptly (within 7 days of the show) as members will be expecting to receive their membership card ~~and Barrel Horse News~~.

3. SELECT AND TRAIN NBHA REPRESENTATIVES

You will probably find it helpful to have one or more people to help you with your district. These volunteers are called NBHA Representatives. Remember that you, or one of your QUALIFIED NBHA Representatives, **MUST** be present at each NBHA sanctioned show.

Your NBHA Representative(s) should be someone you can depend on. They need to know as much about the NBHA as you do. Stress the importance of studying and learning the rule book and this handbook. Assign them to work a show with you so they can learn to perform their duties with confidence. Remember, they will be your backup if you can't make a show.

4. DISTRICT DIRECTOR OR A QUALIFIED NBHA REPRESENTATIVE MUST ATTEND ALL SANCTIONED DISTRICT SHOWS

An NBHA District Director or a qualified NBHA Representative must be present at all sanctioned events for their District. This is a good time to update members on any changes or new information from your Director's Updates, and answer any questions they may have. Always keep the lines of communication open with your members. Remember they are looking to you for information and leadership.

Directors are **required** to post NBHA District point standings for their members **at every show**. This gives members the opportunity to update their NBHA Point Cards and see how they are placed in the point standings. It will also help you catch any mistakes in the points as early as possible and avoid problems later in the season.

District Directors and NBHA Representatives should offer as much help as possible to the Show Committee and/or Show Secretary during the show. It's especially important if the Show Secretary is not familiar with NBHA forms or the NBHA Divisional format.

5. COMPLETE SHOW RESULT FORMS AND MAINTAIN DISTRICT POINT SHEETS FOR DISTRICT

This is easiest to do the day of the show. Since you or your NBHA Representative attended the show, it's fresh in your mind.

Only members from your District can receive points. If someone places, but is not a member in your District, all of your members move up one place.

Competitors may ride as many horses as they wish in each class. However, the competitor with multiple entries **will receive points only for the highest placing horse within each division**.

A competitor may qualify only one entry for the NBHA World Championships in each of the Open divisions, the Youth divisions, or the Senior divisions, based on accumulated points. Refer to the [NBHA RULE BOOK Section C](#).

Complete the NBHA Show Results form and mail to the NBHA Australia within seven (7) days of the show.



NBHA DISTRICT DIRECTORS HANDBOOK

Membership should be verified for each contestant in the show. If a contestant is not a member, a non-member fee is due. You can use the membership rosters sent out regularly from Headquarters, or our NBHA website member page, to verify current membership, however, anyone whose current membership cannot be verified from the roster should be asked to show a current membership card or recent receipt.

Point standings for your District should be kept up-to-date and be readily available to your members. Keep your standings up-to-date. Current points must be posted at every Show. Members will ask about their positions in the standings. Everyone is interested in qualifying for the State, National and World Championships. Encourage your members to keep track of their own points on their **NBHA** Point Cards, this will make your job much easier.

6. SUBMIT SHOW RESULTS, MEMBERSHIP APPLICATIONS AND FEES WITHIN 7 DAYS OF SHOW

All show results must be emailed to NBHA Australia enquiries@nbha.com.au within seven (7) days of your show.

Updated Membership Register (District Directors to hold member application forms for the year) must also be emailed to Headquarters within seven (7) days of your show and fees paid to NBHA Australia bank account within seven (7) days of receipt. Please- never send cash through the mail!

7. SUBMIT SANCTIONED SHOW REQUEST FORMS AND MAINTAIN SHOW CALENDAR

Only one show may be sanctioned in a district on any one day. Exception: Two shows may be sanctioned at the same venue on the same day (double-header).

It is best to keep in touch with directors in the districts close to you. You usually draw from the same pool of barrel racers. Always try to coordinate your show schedule with District Directors in adjoining Districts. Offer shows with adjoining Districts to be co-sanctioned to make the most out of your NBHA event. Also, whenever possible, cooperate and coordinate your show schedule with other non-NBHA barrel races and associations. This will help to create goodwill and it will let them know the NBHA is not a threat.

You may sanction no fewer than six (6) or more than fifteen (18) shows in your District each competition year. **The NBHA competition year is January 1st until December 31st.**

Try to use as many arenas as you can, your membership will continue to grow only so long as you move the shows around to different parts of your district. Your NBHA Representatives should help you find suitable arenas throughout your district. Choose only the best arenas. NBHA shows should always be the best shows available. This builds membership and helps to bring new people to your shows. **Requests that conflict with NBHA Major Shows will be denied in order to allow your members to participate in as many NBHA activities as possible.**

NOTE: FOR AUSTRALIA

For Districts running directly under National Barrel Horse Association of Australia Inc. (NBHA Australia), a percentage of each financial yearly membership – decided by Management Committee (maximum of 50%) – should be paid to headquarters within seven (7) days of receipt to cover insurance, government fees, IBHF Affiliation, international shirts, NBHA general incidentals plus to assist with State & National Show costs. No additional show sanctioning fee is required. Only these Districts can identify as NBHA Australia and use the NBHA Australia logo (NBHA with Australian flag embedded).

Independent Districts, who are listed as a separate entity (via Fair Trading), must still recognize NBHA Australia as the governing body and follow correct chain of command. These Districts must run events strictly to the NBHA Official Rulebook, hold their own insurance specific to their entity to adequately cover all NBHA members, cover all government fees and **must pay \$30 per Show Sanctioning fee to NBHA Australia** as contribution to IBHF affiliation and State & National Show costs. These Districts can use a plain NBHA logo without the Australian flag embedded.

All Districts, see [SUBMIT SHOW RESULTS, MEMBERSHIP APPLICATIONS AND FEES WITHIN 7 DAYS OF SHOW.](#)

All Districts, see [SUBMIT COMPLETED DISTRICT POINT SHEETS TO NBHA AUSTRALIA WITHIN SEVEN DAYS OF THE END OF THE COMPETITION YEAR](#)

If Districts refuse to comply, their shows will not be recognized as NBHA qualifying shows.



NBHA DISTRICT DIRECTORS HANDBOOK

8. ASSIST STATE DIRECTOR WITH ORGANIZING AND COORDINATING STATE CHAMPIONSHIPS

It is the responsibility of NBHA Australia to organize the **State Championships** with the help of all District Directors.

District Directors should help promote the State Championships by helping raise money for State Awards.

~~All NBHA sanctioned shows must charge a \$2.00 awards fee with \$1.00 going to buy district year-end awards and \$1.00 going to the State Director for State Championships.~~

Always keep in touch with NBHA Australia Directors and offer to help in any way possible throughout the year.

9. SUBMIT COMPLETED DISTRICT POINT SHEETS TO NBHA AUSTRALIA WITHIN SEVEN DAYS OF THE END OF THE COMPETITION YEAR

The official point standings for your District will be the points you post at each of your sanctioned shows. The Show Result Forms from your district shows, which are sent, will be kept for record purposes only, and are not considered the Official point standings.

Within fifteen days of the end of your district season, the District Director will submit their completed District point standings (showing year-end point totals for all World Championships qualifiers in all classes and divisions) to NBHA Australia.

If you discover an error in a Show Result, please send a correction **in writing** to your State Director. It is very important that we have a written record of any corrections for our file. This will protect you in case there is a dispute at the end of the year.

Remember, your members will be looking to you to keep accurate records. They will also look to you if their name is left off the list of qualifiers for the World Championships if you fail to send the standings to Headquarters on time.

INTERNATIONAL COMPETITION

Please note, due to the exorbitant cost that comes with international competition, NBHA Australia National Directors may consider applications for a 12 month grace period for World Championship Qualifiers if the competitor is restricted in the year that they have qualified due to health, family, finance or work commitments. Supporting evidence must be provided and is at the discretion of NBHA Australia National Directors.

NBHA Australia National Directors may also consider applications for qualifiers to run an additional horse at the World Championships to make the trip worthwhile, especially if the qualifier is used to running more than one horse in normal competition.

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10. KEEP DISTRICT MEMBERS INFORMED ABOUT DISTRICT SHOWS

It is important that District Directors provide members with a list of sanctioned shows, including directions to the arena. Other important information should be provided at your shows, through a District newsletter or through membership meetings.

Membership meetings give all members a chance to express their ideas and opinions. This is not to say that you must try to make everyone happy. You should listen to any and all suggestions and then do what you feel is in the best interest of the majority of your members.

REMEMBER: You will NEVER be able to make ALL of your members happy ALL of the time!



NBHA DISTRICT DIRECTORS HANDBOOK

11. MAINTAIN ACCOUNTABILITY, BANK ACCOUNT AND RECORDS OF DISTRICT FUNDS.

In regards to financial matters, NBHA competition districts should be run much the same as any other local or regional barrel racing club or association. Your district is a **non-profit operation** set up for the benefit of your members. Any funds accumulated by your district are jointly owned by all district members and entrusted to you as District Director.

A bank account may be set up for the district, with careful records kept of all deposits and withdrawals. *Alternatively, the NBHA main account may be used and all funds allocated to your district.*

As the District Director Agreement sets out, you as a District Director are an independent agent. Therefore, any funds that you collect become your personal responsibility. If, for any reason, you should step down as District Director you will be responsible for providing a full accounting of district funds and transferring any such funds to the person who replaces you as District Director.

12. ENSURE THAT ALL PARTICIPANTS HAVE SIGNED AN NBHA WAIVER AND RELEASE OF LIABILITY AGREEMENT.

All participants (including both members and non-members) must sign an NBHA Assumption of Risk, Waiver, and Release of Liability and Indemnification Agreement before being allowed to compete in any NBHA sanctioned event. Keep in mind that this agreement is designed to protect, not only the show producer and/or arena operator, but it will also protect you as an NBHA Director. However, it is important to remember that most state equine liability laws do not protect those who are guilty of gross negligence.

The NBHA liability waiver has been specially written by a leading equine attorney to provide the maximum possible protection to you, your show promoters, and the NBHA. While legal actions are rare, it is of course prudent to protect ourselves to the greatest extent possible. Everyone who competes at one of your shows, whether member or not, should have a signed waiver on file with our office. This waiver only needs to be signed once in the lifetime of the competitor.

Your monthly membership list from Headquarters will indicate any members who have not signed a waiver. Please make an effort to get a waiver signed by anyone who is so indicated on the list.

SUSPENSION OF NBHA MEMBERS

Conduct which may result in a member's suspension is set forth in [Section E of the NBHA Rule Book](#).

An NBHA District Director may request suspension of a member. This request must be submitted in writing, along with supporting documentation, to NBHA Australia Management Committee for approval or disapproval. The suspension will be enforced upon the approval of the NBHA Australia Director and one other member of the NBHA Australia Management Committee.

The NBHA Australia Director may initiate the suspension process for acts of which he or she has personal knowledge. He or she must then obtain the approval of another member of the NBHA Australia Management Committee.

Acts, such as writing worthless checks, or misappropriation of funds belonging to NBHA members, and other acts which are directly related to the functioning of NBHA Headquarters, may be penalized with suspension at the sole discretion of an NBHA Australia Director.

ORDERING FORMS AND SUPPLIES

~~The forms and supplies used by directors may be ordered by mailing or faxing a completed NBHA Director's Order Form to NBHA Headquarters.~~

~~The following items may be ordered using this form: Membership Applications~~

~~Q & A Brochures~~

~~Rule Books~~

~~Show Sanction Forms Show Results Forms Show Worksheets~~

~~District Point Sheets~~

~~Declaration of Competition District Individual Point Cards~~

~~Postage Paid Reply Envelopes Membership List (by email)~~

~~Director's Handbook (New Directors Only - if copy not available)~~

(NOTE: For NBHA Australia Districts, all forms and documents are supplied in softcopy via email or are available on www.nbha.com.au)



NBHA DISTRICT DIRECTORS HANDBOOK

CO-SANCTIONED SHOWS

An NBHA show may be sanctioned for more than one district. This is often done because riders may come from a wide area to participate in a high-quality show.

The sanction fee for a co-sanctioned show is \$30, no matter how many districts participate. (The fee may be paid by one district or split between districts, however it must be sent to headquarters at the same time). Where NBHA district is the promoter, the host district will take all profits unless prior agreement is arranged.

Each district director must sign off on the show for their district, either by signing the same form or by submitting their own form.

A co-sanctioned show must be sanctioned for the district in which it actually takes place, unless specific permission has been given by the District Director.

You may not co-sanction a show in a district that does not adjoin your district. Directors should exercise good judgement when co-sanctioning shows in order not to create a travel distance hardship on their members.

If a show is co-sanctioned, and the host district later decides to cancel the sanction, the show may continue as sanctioned for any or all of the visiting districts which decide to keep the sanction. The original host district may not sanction another show within that district on the same day.

At a co-sanctioned show, each district's members are given their points separately. That is, the highest placing 1-D rider from each district gets 5 points, and so on. Each District Director is responsible for tracking points for their own members. All District Directors and NBHA Representatives involved should assist the Host Director in running the co-sanctioned show.

SANCTIONING AN NBHA EVENT

Only the best arenas in your District should be considered for NBHA sanctioned events. You are a member of the best equine association in the world and your shows should reflect that. NBHA events should always be of the highest quality.

Try to lay out your show schedule for the entire year as early as possible. In doing so, coordinate your shows with NBHA Directors in adjoining districts. If there is a scheduling conflict, it may be advisable to use an arena close to the District line and co-sanction the show between Districts. Also work with other barrel racing associations in your District to co-sanction events and avoid scheduling your barrel race on top of another show. Avoiding scheduling conflicts will not always be possible, but please try to avoid that situation and maintain goodwill. Schedule shows in all parts of your district.

When sanctioning a show the following requirements must be met:

Complete the Show Sanctioning Request Form and submit it along with a **\$30 Show Sanctioning Fee**. Shows will not be sanctioned unless the sanctioning fee is forwarded with the request. The sanctioning fee helps to defray the cost of postage, processing the show request and sanctioning, plus the printing cost of all forms and brochures provided to our directors, and covers the cost of getting the information about your show to the *Barrel Horse News*. It also serves as a guarantee that the show will be held as scheduled. Many shows raise their entry fees slightly to cover the cost of sanctioning. *These forms must be sent in to Headquarters at least 14 days prior to the show.*

You have the authority to sanction shows or refuse to sanction shows in your district. However, NBHA Australia has final approval authority for all district shows. You should always send your Show Sanctioning Request Form to enquiries@nbha.com.au. You will be notified immediately by NBHA Australia if there is a problem.

The show site must have an arena with good ground and safe conditions. This will be decided by the District Director who should personally inspect the arena or have first-hand knowledge of the arena and conditions.

Electronic timers must be used for NBHA sanctioned events. All times will be recorded in thousandths of seconds (three decimal places) if the timer is capable of displaying three decimal places. If the main timer becomes inoperable, and there is no backup timer, three hand-held stop watches should be used on each run. The fastest and slowest times on these watches are thrown out and the third watch time will be the time recorded for the run.

The show organizers must agree to abide by all NBHA Rules and regulations.



NBHA DISTRICT DIRECTORS HANDBOOK

The show organizers must agree to use the official NBHA logo on all show bills and in all display advertisements. The words, "NBHA SANCTIONED" must appear in all classified advertising for the show.

If any problems arise about sanctioning a show, (poor arena conditions, safety concerns, lack of adequate facilities, etc.), you should notify the show organizers in writing about the problems. Always keep a copy of any letters you send out. If you feel the problems can be corrected, tell the show organizer you will consider them for future shows once the conditions are brought up to NBHA standards.

If the show is to be listed in NBHA Show Schedule published in the *Barrel Horse News*, the approved Sanctioned Show Request Form must be received by NBHA Headquarters at least 60 days prior to the show. Shows may be approved less than 60 days in advance. However, they will not be listed in the *Barrel Horse News* show schedule and **the District Director must ensure that all members in the District have been notified of the show date and location. Failure to notify all members may result in loss of sanctioning and points**

NBHA MEMBERSHIP APPLICATION

The NBHA Membership Application is a three-part form. The back copy should be given to the new member as a receipt. The new member then has proof of joining until their membership card arrives. Processing of a membership takes approximately two weeks after the application is received at headquarters. Always make sure the membership application is filled out COMPLETELY and follow distribution of copies as shown on the form.

NOTE: Membership applications must be sent to NBHA Headquarters within seven (7) days of receipt

When taking memberships at a show make sure the information is complete and the total money paid is correct. Mistakes may hold up the processing. Members are automatically assigned to their Competition Districts based on their county of residence unless they declare a different competition district on the bottom portion of the form.

If the membership application is used for a renewal, please mark the appropriate box on the form. At present, we are retaining all expired members in our records. If someone has been a member before, even if the membership has lapsed for a period of years, we will process the membership as a renewal, and the member will retain his/her original membership number.

Also included on the form is a family application for those who wish to sign up more than one family member. Please note that a child cannot join at the discounted price without another member of the family (adult or child) joining for the full individual fee. This is a common error and has caused much delay in the processing of some memberships. For a family to take advantage of the discount for families, all members of the family must sign up at the same time. If a member of the family is already a member they will need to renew their membership to give everyone the same renewal date.

A common error is for members to think they are Charter Members, when in fact they are not. A Charter Member is one who joined prior to January 1, 1993, AND has maintained continuous membership in the NBHA. A Charter Member has the words "CHARTER MEMBER" printed on his/her membership card. Only those members who meet the above criteria are eligible to renew their memberships at \$48.00).

Payments for membership should be sent to Headquarters ONLY in one of two ways:

Send the member's check, written only for membership, to Headquarters.

Deposit the payment in a director's account, district account, or show account, and write a check for the membership to NBHA. You can also use money orders. If you use money orders, be sure to retain a receipt so you can be reimbursed if the money order is lost in the mail.

UNDER NO CIRCUMSTANCES, SHOULD CASH EVER BE SENT THROUGH THE MAIL.

NOTE: FOR AUSTRALIA

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All Districts, see [SUBMIT SHOW RESULTS, MEMBERSHIP APPLICATIONS AND FEES WITHIN 7 DAYS OF SHOW.](#)

All Districts, see [SUBMIT COMPLETED DISTRICT POINT SHEETS TO NBHA AUSTRALIA WITHIN SEVEN DAYS OF THE END OF THE COMPETITION YEAR](#)

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DECLARATION OF COMPETITION DISTRICT

The NBHA allows members to declare any District as their competition District. When a member joins the NBHA, they automatically become members and earn NBHA points in the District in which they reside unless they complete a [Declaration of NBHA Competition District form](#).

If a member wishes to compete for points in another District, they must notify NBHA Headquarters. If the member wishes to change Districts again during the current competition year they leave all points earned in the old District and start from scratch in the new District.

Points cannot be carried over from one District to the next. (See [NBHA Rule Book, Section B Paragraph 2](#)). If a member moves during the competition year, they may choose to keep their points in the old District, but they are ineligible to ride for points in the new District unless they file a new [Declaration of NBHA Competition District](#).

A member may earn NBHA points in only one district. Declaration forms in which a member tries to declare more than one district are not valid and will be returned.

NBHA RULE BOOK

This is the only rule book to be used at sanctioned NBHA shows. Any questions that arise can be answered by referring to the NBHA Rule Book. Any situations not covered by the NBHA Rule Book will be resolved according to local customs or local arena/association rules. The District Director's decision is final. NBHA Directors and NBHA Representatives should be thoroughly familiar with all sections of the NBHA Rule Book and this Director's Handbook.

The NBHA Rule Book is reviewed annually by NBHA Directors and the Executive Committee. Recommended changes should be submitted to the Executive Committee in writing for consideration. Any NBHA director or member may submit recommended changes.

RECOMMENDATION

The NBHA encourages and promotes western attire throughout all NBHA sanctioned events. This includes a long-sleeved shirt with a collar, a western hat and western boots. This policy promotes professionalism and preserves the western image of our sport.



NBHA DISTRICT DIRECTORS HANDBOOK

NBHA SHOW RESULTS

This form is to be completed by the District Director. It is important that this form be accurate and complete. Incomplete, inaccurate and unreadable forms will be returned to the District Director for correction. Fill in all information, including finish time to three decimal places, and the amount of money won.

The NBHA Show Results should be emailed to enquiries@nbha.com.au within seven (7) days of the show. The NBHA District point standings should then be updated. The standings are to be posted in a visible public location at each show and kept by the District Director to answer any questions about point standings within the District. Qualifiers for the NBHA World Championships and Youth World Championships will be determined by the point standings maintained by District Directors so make sure your records are complete and accurate.

If you need to correct a result, notify NBHA Australia in writing.

In case of a tie, mark the tied positions on your show results form. The points for the tied positions should be added together and split. Example: If two riders tie for first, add the 5 points for first and the 4 points for second and divide by two. Each rider gets 4.5 points.

NBHA WAIVER

The NBHA liability waiver has been specially written by a leading equine attorney to provide the maximum possible protection to you, your show promoters, and the NBHA. While legal actions are rare, it is of course prudent to protect ourselves to the greatest extent possible. Everyone who competes at one of your shows, whether member or not, should have a signed waiver on file with our office. This waiver only needs to be signed once in the lifetime of the competitor. **(NOTE: THIS IS A YEARLY REQUIREMENT IN AUSTRALIA)**

~~Your monthly membership list from Headquarters will indicate any members who have not signed a waiver. Please make an effort to get a waiver signed by anyone who is so indicated on the list.~~

DISTRICT FUNDS AND BANK ACCOUNTS

As District Directors are individually and personally responsible for funds collected, it is important for District directors to have a separate bank account **(or use the NBHA main account)** to keep track of their district funds. This will assist you when there are questions from your members or the State Director about district funds.

Always keep in mind that these funds belong to your members and have been entrusted to you. You must turn over all funds immediately upon the end of your tenure as a District Director.

If you prefer, you may set up the account to require two signatures on your checks. The other signatory should be one of your Representatives.

The cost of opening and maintaining this account may be deducted from your district funds. These include, printing of district newsletters, postage, phone calls, etc. However be certain to always document all expenditures.

It is extremely important that you carefully document all deposits and expenditures from your district bank account. This will protect you in case of a dispute. When you use district funds to cover legitimate expenses, be sure to keep copies of the bills you pay and the receipts for all payments you make. **It is also important to keep your members informed about the status of district funds. For that reason we ask that you include a brief financial report in your district newsletters.**

~~You may want to assign this duty to one of your County Representatives.~~

~~When opening a bank account, most banks will require your social security number or Employee Identification Number (EIN). If you do not wish to use your social security number for the account you can apply for an EIN using IRS Form SS4.~~

~~Based on the legal opinion of our attorneys, NBHA Districts and States the file this form should qualify for tax-exemption under either Section 501(c)(5), as an unincorporated non-profit agricultural organization or Section 501(c)(7), as an unincorporated club, organized for pleasure, recreation, or other non-profit purposes. National NBHA is a for-profit corporation and our tax ID number cannot be used by Districts or States.~~