



Producer Guide

Sanctioning Process

The Primary/Prime sanction of a race must be a legitimate membership organization. Barrel races can be sanctioned as a district race or a regional race (either of these are considered qualifiers for NWBHA finals).

1. Race producers should contact the district director for sanctioning of their event (contact regional directors if the event is not in an active district)
 - a. The listing of current district directors and their contact information can be found on the [NWBHA website](#).
2. Once approved for sanctioning, producers will submit race information via the [Producer Portal](#) on the NWBHA website.
 - a. **New Producers:** contact info@nwbha.org or NWBHA – Northwest Barrel Horse Association via Facebook Messenger to have a login created. Please note that the Producer's Name, Email, and Phone Number are required for login credentials.

Multiple shows on a given date within a single district may be sanctioned with District approval. District Directors must use good judgment in order not to create a travel distance hardship on members.

Shows will be sanctioned on a first-come, first-serve basis. The NWBHA reserves the right to refuse sanctioning for a particular date or show if it is determined not to be in the best interest of the NWBHA or its members.

The barrel race will be conducted in accordance within the rules and guidelines of the Primary/Prime Sanctioning body.

NWBHA Fee Breakdown

1. **Primary Sanction fee:** \$1 per run. Run fees will be paid for all contestants including no times (down barrels, off pattern, etc.)
2. **Co-sanction fee:** At all races that NWBHA is the co-sanctioning organization, NWBHA members will pay an additional \$3 fee if they choose. Districts can change the co-sanction fee amount for District co-sanctioned races. Common scenarios include:
 - a. **NWBHA Finals Qualifier:** Contestants running in the Open and Senior, or Youth only need to pay one co-sanction fee per race for that race to count as a NWBHA Finals Qualifier (Members need 3 qualifier races to be eligible)
 - b. **District Points:** Contestants running at a co-sanctioned barrel race for district points will need to pay the co-sanction fee per class, per run, to earn district points.

After the Barrel Race

Within 2 weeks of the race date, Producers are asked to complete the following:

1. **Upload full results** via the [Producer Portal](#) on the NWBHA website
2. Send results via email along with a **co-sanction report** (list of contestants who have paid the NWBHA fee - if applicable) to Sue Ruzicka at r4ranch2@gmail.com and info@nwbha.org
3. **Mail prime sanction fees or co-sanction fees** and the Sanction Recap Worksheet for your barrel race to the appropriate NWBHA District Director. Fees are payable to the appropriate NWBHA District.
 - a. *Races outside of an active NWBHA district that are co-sanctioned will mail fees (payable to NWBHA) to Amber Gray, 5275 Lenville Rd, Moscow ID 83843.*
4. **Mail any NWBHA Membership forms** and membership payments collected at the barrel race to Sue Ruzicka, PO BOX 10 Dixie, WA 99329

Fillable PDF versions of the Prime Sanction Recap Worksheet, Co-sanction Recap Worksheet, and NWBHA Membership Application can be found at the end of the guide.

Membership & District Points

NWBHA does ask that race producers have copies of the NWBHA Membership form available at their races. Individuals may join at that barrel race and have it count as a qualifier for NWBHA Finals.

Points are not given on a regional level. Each district has autonomous discretion on if and how they do year-end points and awards. Individuals are encouraged to reach out to their NWBHA District Director for inquiries.

Finals Qualification

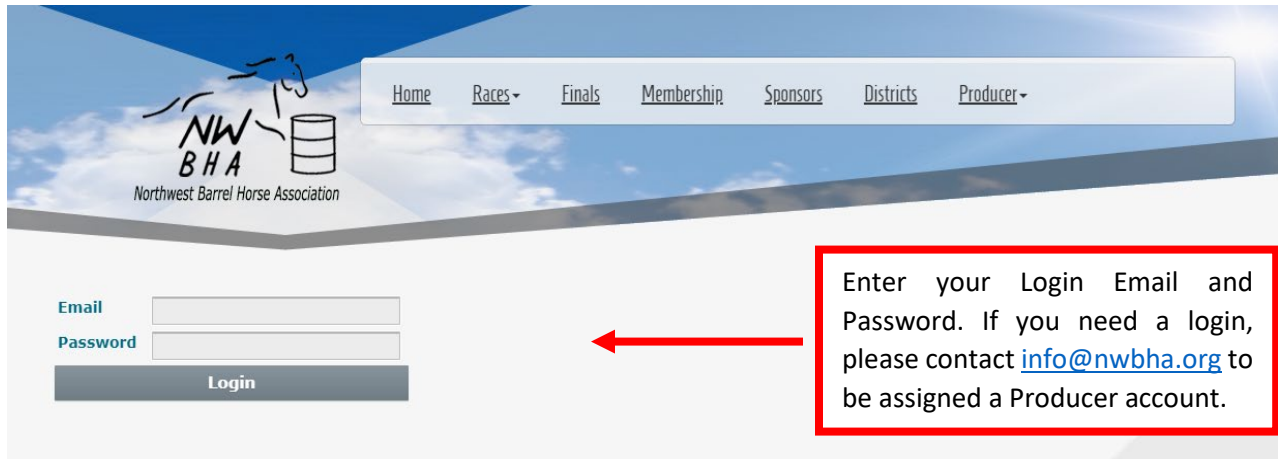
To be eligible to enter the NWBHA Finals all participants must have competed and/or entered with payment in (3) three NWBHA sanctioned shows during the qualifying year.

Members do not have to qualify at races within their stated district – any sanctioned race will count as a qualifier.

The Producer Portal

How to Login

The Producer Portal can be found at <https://nwbha.org/producer.htm>



After clicking the Login button, a **first-time producer** will be immediately taken to the New Event form.

A **returning producer** will be taken to the Scheduled Events Directory. This is a list of races that you as a producer have submitted in the past.

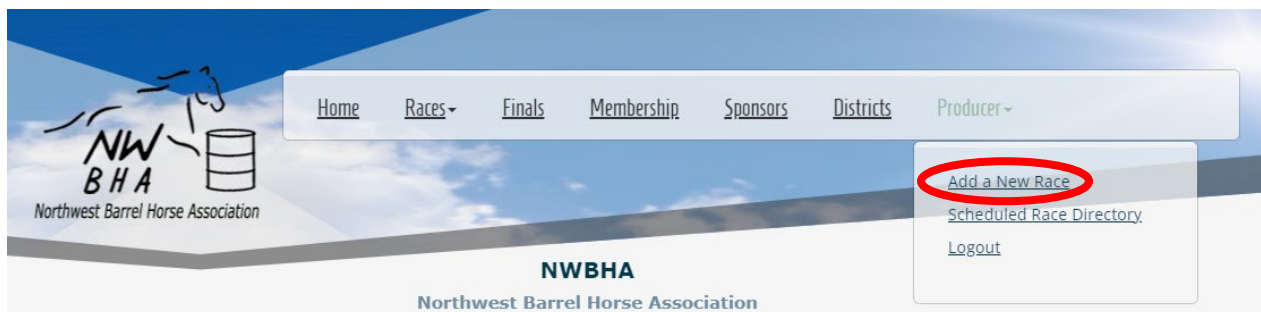
NWBHA
Northwest Barrel Horse Association
Scheduled Events Directory
NWBHA 03/Cheyenne Gaspar

District	Add'l Districts	Event Date ▲	Event Title	Event Location	Approved	Copy Race		
03	3	7/17/2022	NWBHA 03 Double Header	Lewiston, ID	Yes	Copy Race		
03	3	8/7/2022	NWBHA 03 Double Header	Winchester, ID	Yes	Copy Race		
03	3	9/11/2022	NWBHA 03 Double Header	Clarkston, WA	Yes	Copy Race		
FINALS		10/1/2022	LC Saddle Club's Bleacher Fun Run - CANCELLED	Clarkston, WA	Yes	Copy Race		
03		6/4/2023	District 03 Double Header		Yes	Copy Race		
03		7/9/2023	District 03 Double Header		Yes	Copy Race		
03		8/6/2023	District 03 Double Header	Colfax, WA	Yes	Copy Race		

Records 1-7 of 7

How to Submit a New Race

Once you've logged in, click on the Producer menu item → Add New Race



Complete the **New Event form** below, to the best of your ability. *It is highly recommended to include a PDF of your Entry Form and any PDF Flyers.* Flyers may be used for social media advertising. Once you've entered your information, be sure to check the **Submit for Approval** box at the bottom.

New Event
 Producer NWBHA 03/Cheyenne Gaspar

Event Title: [Text Field]
 Date: Start date [Calendar Icon] Days [Text Field] Series
 Series Dates: [Text Field]
 District: - Select [Dropdown] Add'l Districts [Text Field]
 Arena: - If Arena is not in this list, Contact Lisa - [Dropdown]
 Format (5D or 4D): [Text Field] Option Format [Text Field]
 Prime Approval: -- Select -- [Dropdown] Co-Sanctions [Text Field]
 Contact: [Text Field]
 Pre-Entries: [Text Field]
 Signup: [Text Field]
 Office Fee: [Text Field]
 Late Fee: [Text Field]
 Race Time: [Text Field]
 Stalls & RV Hookups: [Text Field]
 Awards: [Text Field]
 Dress Code: [Text Field]
 Notes: [Rich Text Editor]
 Time Onlys: [Text Field]
 Open: [Text Field]
 Senior: [Text Field]
 Youth: [Text Field]
 Novice: [Text Field]
 Pee Wee: [Text Field]
 Futurity: [Text Field]
 Derby: [Text Field]
 Draw Posted: [Text Field]

IMPORTANT!
 Flyer and Entry Form uploads need to be in PDF format.
 A Word doc will not display in the browser.
 Word docs can be "saved as" PDF.
 Contact Lisa if you need help combining forms.

Flyer Upload: [Choose File] [No file chosen]
 Flyer 2 Upload: [Choose File] [No file chosen]
 Flyer 3 Upload: [Choose File] [No file chosen]
 Entry Form Upload: [Choose File] [No file chosen]
 Entry Form 2 Upload: [Choose File] [No file chosen]
 Entry Form 3 Upload: [Choose File] [No file chosen]
 Directions: [Text Area]

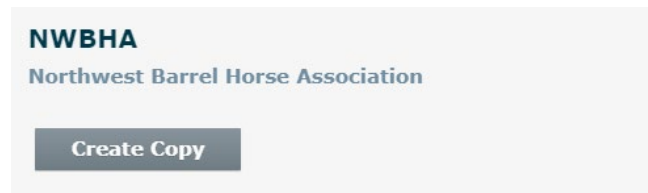
Request Approval Check to submit for approval

Copy a Previous Race

You can also choose to duplicate a previous race by using the *Copy Race* function from the *Scheduled Events Directory*. Navigate to the *Scheduled Events Directory* via Menu → Producer. Click on the appropriate submenu item, and click **Copy Race**.

District	Add'l Districts	Event Date ▲	Event Title	Event Location	Approved	Copy Race		
03	3	7/17/2022	NWBHA 03 Double Header	Lewiston, ID	Yes	Copy Race		
03	3	8/7/2022	NWBHA 03 Double Header	Winchester, ID	Yes	Copy Race		
03	3	9/11/2022	NWBHA 03 Double Header	Clarkston, WA	Yes	Copy Race		
FINALS		10/1/2022	LC Saddle Club's Bleacher Fun Run - CANCELLED	Clarkston, WA	Yes	Copy Race		
03		6/4/2023	District 03 Double Header		Yes	Copy Race		
03		7/9/2023	District 03 Double Header		Yes	Copy Race		
03		8/6/2023	District 03 Double Header	Colfax, WA	Yes	Copy Race		















Click the **Create Copy** button.



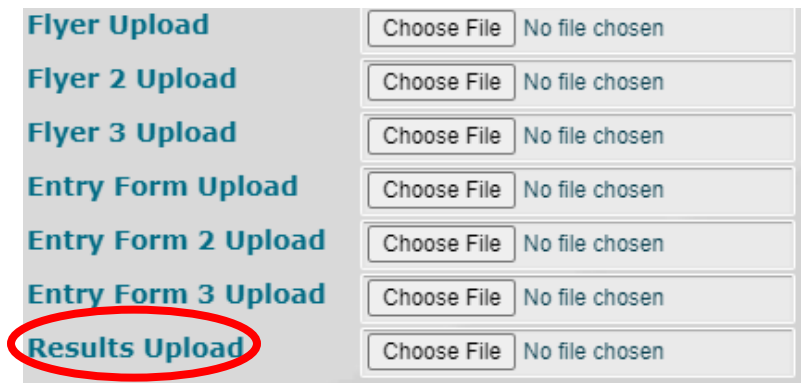
Be sure to edit the **Event Title and Event Date**. The **co-sanctions, Flyer, and Entry Form** will not copy and need to be updated. At the bottom of the form, be sure to check the **Submit for Approval** box.

Edit an Existing Race & Upload Results

Navigate to the *Scheduled Events Directory* via Menu → Producer. Click on *Scheduled Events Directory* and click the **Details** button.

District	Add'l Districts	Event Date ▲	Event Title	Event Location	Approved	Copy Race		
03	3	7/17/2022	NWBHA 03 Double Header	Lewiston, ID	Yes	Copy Race	 Details	 Delete
03	3	8/7/2022	NWBHA 03 Double Header	Winchester, ID	Yes	Copy Race	 Details	 Delete
03	3	9/11/2022	NWBHA 03 Double Header	Clarkston, WA	Yes	Copy Race	 Details	 Delete
FINALS		10/1/2022	LC Saddle Club's Bleacher Fun Run - CANCELLED	Clarkston, WA	Yes	Copy Race	 Details	 Delete
03		6/4/2023	District 03 Double Header		Yes	Copy Race	 Details	 Delete
03		7/9/2023	District 03 Double Header		Yes	Copy Race	 Details	 Delete
03		8/6/2023	District 03 Double Header	Colfax, WA	Yes	Copy Race	 Details	 Delete

If editing an existing race: Update the necessary fields and uncheck the *Request Approval* box and click the gray *Update* button at the bottom of the page.



If uploading results, navigate toward the bottom of the Event Form and locate the Results Upload field. Please use a single PDF or JPG file and upload all results for that race at one time.

Once your results are uploaded, uncheck the *Request Approval* box and click the gray *Update* button at the bottom of the page.

Questions

If you have any questions or concerns regarding your event submission, please contact us via email at info@nwbha.org or via Facebook Messenger to the NWBHA page (quickest option).



NWBHA Prime Sanction

Recap Worksheet

Date of Race: _____

Location of Race: _____ Arena Name: _____

Producer Name: _____ Producer Phone #: _____

Mailing Address: _____

CLASSES

Open Runs _____ x \$1.00 = _____

Youth Runs _____ x \$1.00 = _____

Senior Runs _____ x \$1.00 = _____

Total Fees _____

Total number of NWBHA membership applications enclosed _____

Signature

Date

Please make check payable to the sanctioning **NWBHA District** (if applicable). Mail to **the sanctioning NWBHA District**. Contact information for NWBHA Districts can be found [here](#) or on the NWBHA website. Races outside of an active NWBHA district that are prime sanctioned will mail fees (payable to NWBHA) to: Amber Gray, 5275 Lenville Rd Moscow ID 83843.



NWBHA Co-Sanction

Recap Worksheet

Date of Race: _____

Location of Race: _____ Arena Name: _____

Producer Name: _____ Producer Phone #: _____

Mailing Address: _____

CLASSES

Open Runs _____ x \$3.00 = _____

Youth Runs _____ x \$3.00 = _____

Senior Runs _____ x \$3.00 = _____

Total Fees _____

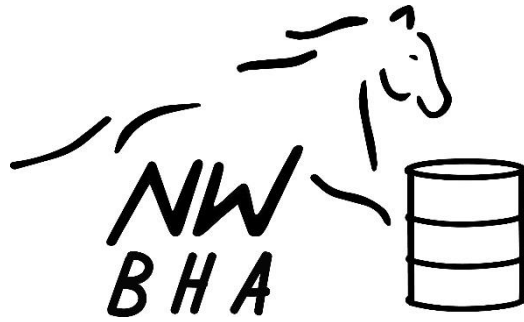
Producers: Please be sure to include a list of names of those who paid points fees for each class, or a set of results with the names of those who paid fees for each class highlighted.

Total number of NWBHA membership applications enclosed _____

Signature

Date

Please make check payable to the sanctioning **NWBHA District** (if applicable). Mail to **the sanctioning NWBHA District**. Contact information for NWBHA Districts can be found [here](#) or on the NWBHA website. Races outside of an active NWBHA district that are prime sanctioned will mail fees (payable to NWBHA) to: Amber Gray, 5275 Lenville Rd Moscow ID 83843.



NORTHWEST BARREL HORSE ASSOCIATION (NWBHA)
MEMBERSHIP APPLICATION

<input type="checkbox"/> New Membership	<input type="checkbox"/> 1 year \$55.00
<input type="checkbox"/> Renew Membership	<input type="checkbox"/> 3 years \$150.00

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____ Phone: _____ Email: _____

Birthdate: _____ District #: _____

RELEASE: I agree to release and hold harmless Northwest Barrel Horse Association (NWBHA), all members, arena operators, producers, and any or all persons connected with all NWBHA approved events from losses, damages, or injury to me, my equipment and/or any animals resulting from attending and/or participating in any NWBHA sanctioned events. I, as a member of NWBHA, will allow NWBHA to use my name, photo and/or video for promotional purposes. Submission of this application along with proper payment is evidence of NWBHA membership. Membership is valid October 1 – September 30.

It is the responsibility of all contestants and members to read and understand the rules of NWBHA.

MEMBER SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

GUARDIAN SIGNATURE: _____ DATE: ____/____/____

(If applicant is a minor, parent/guardian must sign here)

Make checks payable to NWBHA and mail application and payment to:

**NWBHA
c/o Sue Ruzicka
PO Box 10
Dixie WA 99329**

Membership forms can also be given to your District Director if present at an event, to the race producer, or be sent to the address above.