

# TERMS & CONDITIONS

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## TABLE OF CONTENTS:

- Section 1. INTRODUCTION
- Section 2. APPLICATION FOR SANCTIONING
- Section 3. SANCTIONING REQUIREMENTS AND RESPONSIBILITIES OF THE CONTEST ORGANIZER
- Section 4. BACKYARD STAND ALONE CONTEST
- Section 5. RESPONSIBILITIES OF FBA TO THE SANCTIONED CONTEST
- Section 6. SANCTIONING FEES AND REP FEES/EXPENSES
- Section 7. REQUIRED MATERIALS PROVIDED BY THE SANCTIONED CONTEST ORGANIZER(S)
- Section 8. FBA CONTEST AND RULES
- Section 9. JUDGES SEMINAR
- Section 10. FBA STATE CHAMPIONSHIP

## SECTION 1 - INTRODUCTION

The following steps must be followed for successful FBA sanctioning of your contest.

1. Request for Sanctioning Form. All contests, new and repeat, MUST submit this form, signed and dated where indicated with complete payment of sanctioning fee. The FBA Board of Directors will not approve sanctioning without a signed and dated copy of this form or payment of fees. The form is located here: [Event Sanctioning Request](#).
2. First year contests must have a site inspection by an FBA representative. Please make certain the physical contest location on the form is accurate.
3. The Contest Organizer(s), by requesting FBA sanctioning and paying the sanctioning fee as specified herein, agrees to be bound by these guidelines and all FBA rules and regulations. For the purposes of this agreement, a cook team is defined as either a Professional team or a Backyard team.

**SECTION 2 - APPLICATION FOR SANCTIONING.** These regulations MUST be followed when making an application for FBA sanctioning.

1. The Contest Organizer(s) must apply to the FBA Board of Directors a minimum of six (6) months prior to proposed date of contest. Board approval will be required for any application that does not meet the six-month minimum. Application fees will be paid by PayPal when submitting the Request for Sanctioning Form.

2. A \$75.00 non-refundable application fee (\$77.50 with PayPal fees) must be included with the application for Professional contests. A \$50.00 non-refundable application fee (\$51.80 with PayPal fees) must be included with the application for Backyard only contests.
3. 3-year option (not available for Backyard only contests): A \$150.00 non-refundable application fee (\$154.79 with PayPal fees) will guarantee three (3) FBA sanctioned contests and their dates in three consecutive years. It, also, locks the total sanctioning fee for each year at the current price, subject only to an increase in the number of FBA Reps needed (**see Section 6**).  
Contest Organizer(s) must submit the exact dates of the contest on the application. For purposes of this option, the date of a contest is the date of the actual event to include team load in, meat turn-in and FBA judging. Dates of the contest MUST include Friday and Saturday. Contest Organizer(s) wishing to have their event on the "first weekend" of a particular month must define the actual dates
4. Contest Organizer(s) who wish to re-sanction for the same dates in a following year should do so within sixty (60) days after their event. Contests on a 3-Year option have sixty (60) days from the date of their third event
5. Upon approval, the Contest Organizer(s) agrees to follow all FBA sanctioning requirements, including payment of all fees/expenses and prize money as outlined in **Section 6**.
6. The date of any FBA State Championship will not be used for any other contest in that state other than for the championship event.
7. First year contests and renewing contests that are moving to a new location require a site inspection from an FBA rep.
8. In the case of multiple requests for the same contest date, a "Right of First Refusal" for previously sanctioned FBA contests shall apply. Courtesy calls shall be made for competing contest dates that fall within the Association's 200-mile rule (**see Section 5.5**).
9. First year Contest Organizers are required to attend an FBA Sanctioned contest no less than 90 days prior to their contest. Organizers who have previously held an FBA sanctioned barbecue contest are exempt from this requirement. The first year Contest Organizer must coordinate ahead of time with the Lead Rep of the contest he/she will be attending and physically check in/out with the Leap Rep to get acknowledgement of their attendance at the contest.

### **SECTION 3 - SANCTIONING REQUIREMENTS AND RESPONSIBILITIES OF THE CONTEST**

**ORGANIZER.** The following requirements and responsibilities must be adhered to by the Contest Organizer(s) in order to be sanctioned by the FBA once the contest receives sanctioning approval.

1. Contest sanctioning fees will be invoiced to the organizer(s) 120 days prior to the contest and must be received by the FBA at least 60 days prior to the contest date. Failure to make payment for the sanctioning fees 60 days prior to the event will result in FBA sanctioning being rescinded not later than 45 days prior to the contest. All fees

paid by the contest organizer(s) will be forfeited. There are times where a contest is sanctioned at short notice and, with Board approval, the 60-day rule can be waived.

2. Contest Organizer(s) must submit proof of liability insurance of not less than \$1,000,000. This proof of insurance must come directly from the insurance carrier and shall name the FBA as an Additional Insured. A copy of the policy must be received by the Lead Rep no later than 30 days prior to the contest. Failure to provide proof of liability insurance will result in FBA sanctioning being rescinded. There are times where a contest is sanctioned at short notice and, with Board approval, the 30-day rule can be waived. *This requirement is automatically waived for events sponsored by governmental entities, i.e., cities and counties.*
3. Any checks awarded must be made payable to either the head cook of the team, cash, or with the payee left blank and must be negotiable at time of presentation.
4. Contest Organizer(s) agrees to pay any and all applicable federal, state, and local taxes, fees, licenses, regulations, and permits arising from execution of contest.
5. Contest Organizer(s) agrees that the official FBA logo will be used on any and all promotional and advertising material including, but not limited to, contest application, posters, banners, T-shirts, hats and flyers. The FBA will be announced as the official sanctioning body in any and all television, radio, Internet or print reports. All cook team application forms for FBA sanctioned BBQ contests must be reviewed and approved by the FBA Lead Representative prior to printing or mailing. The cook team application MUST state the prizes and payouts for the contest
6. All applications specified in paragraph 5 (above) shall contain the following text: *"A quiet time is in effect from 11:00 pm of the first night of team arrival until 6:00 am of the morning of judging. Failure to observe this quiet time may subject the offender(s) to removal from the contest site".*
7. Contest Organizer(s) agrees to pay all contest fees as well as specified expenses for official FBA representatives present at the contest (**see Section 6, REP AND FEE SCHEDULE**).
8. Contest Organizer(s) assumes the responsibility of recruiting cook teams for the contest and agrees to provide the FBA with a list of all cook teams that includes the head cook's name, FBA member number, phone and e-mail for inclusion in the FBA database. All cook teams' head cooks are required to be members of the FBA to compete in an FBA sanctioned contest.

All team applications must include the following verbiage - "FBA rules require all competing teams' head cook to be a member of the Florida BBQ Association. The head cook's member number will be entered next to the head cook's name. Any head cook not currently a member must go to fbabbq.com and sign up for membership in order for the application to be processed."

This cook team information will be used to make contact with all parties, including the FBA, in the event of a problem. The cook team count is critical for the selection of the correct number of judges to properly support your contest. This information will be submitted to the Lead Rep each Monday by 5:00 pm after the sign up of the first cook team, and on request by the Lead Rep.

Upon receipt of the cook team information by the Lead Rep, it will be forwarded to the FBA Secretary for verification of the head cook member number and current membership status. Non-members and those teams whose head cook's membership will lapse prior to the contest will be identified to the Organizer for follow up. As the team information and lists are updated, they shall be forwarded to the Lead Rep. In the event that a designated head cook has to drop out for a valid reason, the cook team may still participate under the head cook's member number and is still considered current in membership for payment, awards and TOTY points. The Lead Rep will have the final decision regarding the standing of the team.

Additionally, A cook team may designate, with the Secretary of the FBA, two different individuals to be "head cooks". Such designation must be made prior to the beginning of a new cook season, which shall be designated as the first sanctioned contest following the first day of January in the given year. Once two cooks have been designated as "head cooks" for that team, they may not be named "head cooks" for any other team. Each of the two head cooks must have individual membership numbers.

9. Contest Organizer(s) agrees to provide all specified materials designated by the FBA (**see Section 7**)
10. Contest Organizer(s) may not cook as part of a cook team, nor judge at their contest.
11. In the event of cancellation of the contest, the Contest Organizer(s) shall immediately notify the FBA representatives, by telephone or e-mail, that the contest has been canceled. The Contest Organizer shall then make contact with all the cook teams and judges and notify them of the cancellation. All entry fees paid by the cook teams shall be reimbursed to the cook teams by the Contest Organizer within 15 days of the cancellation. The Contest Organizer shall submit a written document to the FBA indicating the reason for the cancellation and stating that all entry fees paid by the cook teams have been refunded in full. The Organizer will forfeit all sanctioning fees paid to the FBA.
12. Contest Organizer(s) agrees to provide, free of charge, a space in a highly accessible area, either in the cook area or the near the judging area, where the FBA may sell FBA logo merchandise. The Contest Organizer(s) further agrees that all profits of such sales are to the sole benefit of the FBA. Contest Organizer(s) agrees to allow FBA sponsors to market their products free of charge and to provide such space as necessary for FBA sponsors to that end. FBA sponsors agree to avoid any conflict with those already secured by the Contest Organizer(s).
13. The FBA reserves the right to waive any requirement or responsibility.

**SECTION 4 - BACKYARD STAND ALONE CONTESTS.** The FBA wants to encourage new Organizer(s) to host events that do not require large monetary outlays and to encourage new cook teams to compete in an entry level capacity without having to compete at a level beyond their capabilities.

1. For Professional competitions, any cook team may enter. There is no experience factor required or considered. For Professional competitions with a Backyard contest, teams

cooking in the Backyard contest are usually teams that have not won on a Professional level with regularity.

2. For sanctioned Backyard contests, the Organizer may opt to have cook teams cook all of the meat categories, or choose any number of the listed categories for their contest. For example, an organizer may opt to have only one category, Ribs, or any combination of the four approved categories (i.e., Chicken, Ribs, Pork, and Brisket).
3. Prize money for a backyard contest may not exceed \$2,500 00 and the event will be limited to a maximum of 24 teams.

**SECTION 5 - RESPONSIBILITIES OF THE FBA TO THE SANCTIONED CONTEST.** The following will be provided by the FBA to the Contest Organizer(s) after sanctioning approval.

1. FBA will provide the appropriate number of contest Representatives as outlined in **Section 6, REP AND FEE SCHEDULE.**
2. The FBA will provide Contest Organizer(s) with official FBA rules and regulations.
3. The FBA will provide the Contest Organizer(s) with camera and print ready FBA logos for use as specified in **Section 5.**
4. The FBA will provide the Contest Organizer(s) with one email broadcast to the entire FBA membership (judges & teams) advertising the contest.
5. The FBA will provide judging slips and all necessary computer hardware and software.
6. The FBA agrees to sanction no contest within 200 miles of any other FBA sanctioned contest on the same dates.
7. FBA will provide the recruitment and selection of FBA certified judges. At the request of the Contest Organizer(s), the FBA will transfer the responsibility to recruit and select FBA certified judges to the contest organizer(s).
8. The FBA shall conduct meat inspections beginning no earlier than 10:00 am and no later than noon on the day prior to the contest until 30 minutes past the end of the cook team meeting, unless prior arrangements have been made with the FBA Lead Rep.

**SECTION 6 - SANCTIONING AND REP FEES/EXPENSES.** In addition to the application fees stipulated in **Section 2**, the Contest Organizer(s) agrees to pay the following Rep fees and expenses:

1. The Organizer shall pay the FBA an amount, per sanctioned event, according to the following fee schedule for Rep fees, expenses and administration fees. Additional expenses for Rep lodging, travel mileage and daily per diem will be paid directly to the Reps by the organizer.
2. Hotel room reservations shall be made in the name of the individual Reps and shall be paid directly by the Organizer. Mileage paid to the Reps shall be at the current IRS rate and each Rep shall also be paid a \$25.00 per diem. The Contest Organizer is responsible for payment of the FBA contest Representatives expenses by the end of the contest. If payment is not possible at that time and approved by the Lead Rep, it must be made within 10 days of the contest. Failure to remit timely payment may prevent further FBA sanctioning of the event.

3. Adding a Backyard contest to a Professional contest will require an additional contest Rep at \$150 plus expenses for up to 24 teams. If adding a Backyard contest with more than 24 teams to a Professional contest, additional contest Reps will be required at \$75-\$150 per Rep plus expenses, dependent on the number of backyard teams over 24.
4. In the event a scheduled Rep is unavailable and a substitute Rep is required, the FBA shall pay any difference in the mileage for the substitute Rep and an extra hotel night if it is needed.
5. In the event of contest cancellation by the Contest Organizer(s), all previously paid expenses shall be non-refundable. Should sanctioning be canceled by the FBA, previously paid expenses shall be refundable.

**REP AND FEE SCHEDULE:**

Reps and Fees for each competition are based on the specific requirements of that competition. This is determined by the number of teams attending and the combination of Pro and Backyard teams included.

**PRO CONTEST, NO BACKYARD (UP TO 48 TEAMS)**

Lead Rep	\$200.00
Rep (Friday & Saturday)	\$150.00
Rep (Saturday Only)	\$ 75.00
Administration Fee	\$125.00
<b>Total</b>	<b>\$550.00</b>

**PRO CONTEST, NO BACKYARD (UP TO 60 TEAMS)**

Lead Rep	\$200.00
Rep (Friday & Saturday)	\$150.00
2 Reps (Saturday Only)	\$150.00
Administration Fee	\$125.00
<b>Total</b>	<b>\$625.00</b>

**PRO CONTEST, NO BACKYARD (UP TO 72 TEAMS)**

Lead Rep	\$200.00
2 Reps (Friday & Saturday)	\$300.00
2 Reps (Saturday Only)	\$150.00
Administration Fee	\$125.00
<b>Total</b>	<b>\$775.00</b>

**PRO CONTEST, NO BACKYARD (IN EXCESS OF 72 TEAMS)**

Lead Rep	\$200.00
2 Reps (Friday & Saturday)	\$300.00
2 Reps (Saturday Only)	\$150.00
Each Additional Rep per 15 Teams*	\$ 75.00
Administration Fee	\$125.00

**Estimated Total** \$850.00

**BACKYARD ONLY CONTEST (24 TEAM MAXIMUM)**

Lead Rep	\$200.00
Rep (Friday & Saturday)	\$150.00
Administration Fee	\$ 75.00
<b>Total</b>	<b>\$425.00</b>

**SECTION 7 - REQUIRED MATERIALS PROVIDED BY THE CONTEST ORGANIZER(S).** The following materials will be provided by the Contest Organizer(s).

**For the Cook Teams:**

Clamshell style Styrofoam containers - 9" x 9", one-compartment with a lid. The containers must not have any type of sectional divider. Minimum of 1 container per team per each meat category as well a backup supply of at least 20 containers. .

**For the Turn-In Area:**

Two large tables and six additional large tables (3 per side) set end to end away from those two.

**For the Judging Area:**

1. Sufficient tables for the judges with 7 chairs per table. The total number of tables will be based on the number of judges as well as current city/state health requirements. Table cloths shall be on the tables.
2. Bottled water of a minimum of two bottles per judge and extras on hand.
3. Cooler(s) with ice for bottled water.
4. Paper towels shall be provided as a minimum of two (2) rolls of paper towel per table and extras on hand.
5. Disposable plates shall be provided as a minimum of 24 per table and extras on hand.
6. Four (4) sleeves of saltine crackers per table or enough individually wrapped crackers for each table.
7. Sharpened pencils without erasers (i.e., golf scoring pencils). One dozen pencils per table. Pencils must be sharpened before the contest and a pencil sharpener must be available.

**For the FBA Reps:**

1. RV or dedicated office space for the scoring computer. This space MUST include a dedicated power supply for the computer and printer.
2. Access to a high-speed collating copier.
3. A site layout showing the locations of the cook teams.
4. Updated team entry list showing the categories each team has entered.
5. Updated team list showing team name, head cook, address and phone number.
6. Provide a dedicated golf cart for use by the Reps for the duration of the event.

7. In addition to the above, the turn in area and judging areas must be protected from the weather and sun. If tent(s) are to be used for the judging area, the tent(s) must have sides of side flaps.

**SECTION 8 - CONTEST RULES AND REGULATIONS.** The Florida Bar-B-Que Association cook team Rules and Regulations will govern this contest. [Click here](#) for the current rules that will be applied to this contest.

**SECTION 9 - JUDGE'S SEMINAR.** The FBA will present a Judge's Seminar to train and certify judges at any sanctioned FBA contest, if requested by the contest organizer(s), along the following guidelines. All Judge's Seminars require approval of the FBA Board of Directors.

**Responsibilities of the Contest Organizer(s):**

Provide a facility, preferably an indoor conference room or similar, with enough tables and chairs for the judge trainees and all judging supplies. (Refer to **Section 7** for details)

**Responsibilities of the FBA:**

1. Provide for the trainer.
2. Provide the judging scorecards.
3. Reimburse the appropriate cook team(s) for the cost of the meat unless other arrangements have been made such as the meat has been donated.
4. Handle all registrations for the class.

**SECTION 10 - FBA STATE CHAMPIONSHIPS.** Annually, the FBA Board of Directors shall designate an FBA State Championship in each state where we sanction contests. In order to be considered as an FBA State Championship, a contest must have been sanctioned for a minimum of three (3) consecutive years, accommodate a minimum of forty (40) teams, and have a favorable Rep review for each of those years. No contest can be an FBA State Championship in successive years unless it is the only contest in that state. Contests wishing to be considered for FBA State Championship must make desires known in writing at a time announced by the Board.