



Request for Sanctioning (Pro-Series)

Please Type or Print

Contest Name: _____

Contest Location
(Street Address): _____

Requested
Contest Date(s) _____

Sponsoring Organization
(Street Address) _____

Estimated
Number of Teams _____

Team Contact Information

Contest
Organizer _____

Mailing
Address _____

Telephone
Number _____

Mobile
Number _____

Fax
Number _____

Email
Address _____

What foods will be judged at this contest?

Do you want the eligible categories to count towards Team of the Year (TOY) *(extra fees will apply)*
Yes/NO

Will there be any additional food contests at this event? If so, please list the food categories and the group or organization that will be judging the entries.

To fully execute the sanctioning application, please complete the information above and review the sanctioning packet. Return the top two pages with the application fee to the address listed at the bottom of this page. By requesting SLBS sanctioning and paying the application fee as specified herein, the contest sponsor and contest organizer agree to be bound by the guidelines in this packet and all SLBS rules and regulations.

The undersigned, officially representing the sponsoring organization, agrees to hold the St Louis BBQ Society, 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 undersigned agrees to abide by all requirements and responsibilities for the St Louis BBQ Society sanctioned events as stated in these sanctioning requirements. The undersigned agrees to conduct the contest in accordance with St Louis BBQ Society rules and regulations. Enclosed is the \$50.00 non-refundable application fee.

Organization Official
Name (Please Print): _____

Signature: _____ Date: _____

SLBS Board of Directors Approval

Name and Title: _____

Signature: _____ Date: _____

St. Louis BBQ Society
15009 Manchester Road
Suite 159
Ballwin, MO 63011

636-256-6564
sanctioning@stlouisbbqsociety.com



APPLICATION FOR SANCTIONING

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

1. The contest organizer must read and return the first two pages of the sanctioning packet, thereby acknowledging that they have read, understand and agree to all of the commitments they are making by applying with the SLBS for their contest to be sanctioned. If no contest organizer is designated at the time the application is submitted, the contest sponsor will be the contest organizer.
2. The contest sponsor and/or contest organizer must apply for sanctioning to the SLBS a minimum of 90 days prior to the proposed date of the contest.
3. When submitting an application for sanctioning, the contest sponsor and contest organizer agree to follow all SLBS rules, regulations and judging procedures.
4. Upon approval, the contest sponsor and contest organizer agree to follow all SLBS sanctioning requirements; including payment of all fees/expenses and prize money as outlined in Section III.
5. First year contests and returning contests that have moved to a new location may be subject to have the contest area inspected by up to two (2) SLBS officials prior to the contest.
6. The SLBS will make every effort to accommodate the contest date requested by contest sponsor and/or contest organizer. When sanctioning contest dates, the SLBS will consider a variety of factors to assure that the Contest and the cook teams both have a positive experience. Those factors will include, but not be limited to; locations of other cook-offs (SLBS and Non-SLBS) on the same date and how the requested contest date fits into the SLBS calendar

REQUIREMENTS AND RESPONSIBILITIES OF THE CONTEST ORGANIZER

UPON SANCTIONING

Once the SLBS agrees to sanction an event, the following requirements and responsibilities must be adhered to by the contest organizer and contest sponsor.

1. All sanctioning fees must be received by the SLBS (sent to the address at the top of the sanctioning packet) at least 30 days prior to the contest date. If a contest grows beyond the original expectation, any additional fees will be due to the SLBS on the day before the contest.
2. Contest sponsor and/or contest 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 SLBS as an Additional Insured and
 - c. Be received by the SLBS no later than **30 days prior to the contest** (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 contest site through the day and time the last team leaves the contest site
3. Contest sponsor and/or contest organizer must submit a Letter of Guarantee to the SLBS (sent to the address at the top of the sanctioning packet) from the contest sponsor or underwriter guaranteeing that that all prize money presented on contest application (developed for cook teams to use to enter the contest) and advertising will be available and distributed at time of awards. This letter must be received by the SLBS no later than **30 days prior to the contest**.
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 SLBS sanctioning being rescinded along with forfeiture of all fees paid to the SLBS.
5. Any checks awarded must be made payable to either the head cook of the team as written on the team application, with the payee left blank, or to an alternate entity as indicated on the team application. The checks **must** be negotiable at time of presentation.
6. The SLBS recognizes teams finishing in the top 10 in each category. Cash awards are required for the top 5 in each category, but are encouraged for as many places as possible and physical awards (ribbons, trophies, etc.) are suggested for the top 10 places.
7. The contest sponsor and/or contest organizer agree to pay any and all applicable federal, state, and local taxes, fees, licenses, regulations, and permits arising from execution of the contest.

8. All team application forms for SLBS sanctioned BBQ contests must be reviewed and approved by the SLBS lead contest ambassador prior to printing, publishing, or mailing.
9. Mandatory elements of the Team Contest Application form include:
 - a. The SLBS logo and a clear and noticeable statement that the event is sanctioned by the SLBS
 - b. Information and the expectation that at least the Team Captain/Pitmaster of the team must be a current member of the SLBS. Please provide information directing them to the SLBS website to join and obtain a SLBS Member Number.
 - c. A blank for the Team Captain/Pitmaster to fill in their SLBS Team Number or their SLBS Member Number if they are a new team or do not know their team number.
 - d. A statement of turn in times will be included on the application.
 - e. The dollar amount (to be determined by the Contest Organizer) that must be paid by the cook teams to enter the Contest, regardless of the number of categories the team plans to cook.
 - f. *Note: Contest Organizers may offer a discount for early registration if they choose to. Some teams prefer to pay or register electronically if that option is available.*
 - g. Detailed listing of payout for Grand, Reserve Grand and for five(5) places in each category.
 - h. Contest organizer shall make available to the SLBS, at no cost, a 10X10 space to have our booth setup to sell memberships, cookbooks and other items.
10. The contest organizer and the contest sponsor agree that the official SLBS logo will be used on any and all promotional and advertising material including but not limited to, contest application, posters, banners, and flyers. The SLBS will be announced as the official sanctioning body in any and all television, radio, and internet, Social Media outlets or print reports.
11. The contest organizer agrees to pay all contest sanctioning expenses, as well as specified expenses for official SLBS representatives present at the contest (see Section IV).
12. The contest organizer assumes responsibility for recruiting cook teams for the contest.
13. The contest organizer agrees to provide the SLBS with a list of all teams that includes the name, member number, team name and number (if available), phone number, e-mail address and any other pertinent data for inclusion in the SLBS scoring database. This is to be provided the day after registration closes (1 week prior to the event).
14. The contest organizer agrees to close registration 1 week prior to the event to ensure adequate resources are scheduled for the event.
15. In the event of a serious problem before or during the contest, except in matters of public safety, the contest organizer shall first contact the SLBS designated lead ambassador to develop a plan to resolve the problem and a specific communication strategy. It will be the

contest organizer's responsibility to relay information regarding the problem to the cook teams and other impacted parties.

16. The contest organizer agrees to provide all specified materials designated by the SLBS (see Appendix A).
17. The contest organizer may not cook as part of a cook team or judge SLBS categories at their contest.
18. In the event of cancellation of the contest:
 - a. The contest sponsor and contest organizer shall immediately notify the SLBS representatives by telephone, or email that the contest has been canceled.
 - b. The contest sponsor and contest organizer shall then make contact with all of the cook teams and judges and notify them of the cancellation.
 - c. All entry fees paid by the cook teams shall be reimbursed to the cook teams by the contest sponsor and contest organizer within 15 days of the cancellation.
 - d. The contest organizer shall submit a written statement to the SLBS within 15 days of the cancellation indicating the reason for the cancellation and stating that all entry fees paid by the cook teams have been refunded in full. The organizer(s) will forfeit all sanctioning fees paid to the SLBS.
19. Contest organizers are free to add additional ancillary categories to their contests. Additional guidance regarding ancillary categories includes:
 - a. The SLBS has the expertise and resources that may be available to assist with ancillary categories. Access to SLBS expertise and resources for ancillary categories **must** be coordinated through the designated lead contest representative.
 - b. Ancillary turn in times must be coordinated with the SLBS lead ambassador to assure that there are no conflicts with the priority entries, previously indicated.
20. The Contest organizer agrees to review the items in Appendix A (Organizer's Check List) and Appendix C (Suggested Contest Schedule), with the lead contest representative a minimum of one week before the contest date and to deliver all of the items that determined to be required by the contest ambassador.
21. The SLBS reserves the right to waive or modify any requirement, responsibility, or guideline. Formal notification of a waiver or modification of any kind will be transmitted in writing (letter or email) by the designated lead representative to the contest organizer.
22. The advertised cash payout for a contest is a significant factor impacting the ability of a contest to attract cook team participation. It is **never** acceptable for a contest to pay out less than the advertised purse. The purse must be advertised on the flyer and/or application a minimum of 60 days prior to the contest date.

*Note – Provided that the funds are on hand, it is acceptable for a contest to announce as late as at the cook team meeting that the actual payout will be **more** than what was previously advertised.*

23. Attend at least one prior SLBS event as an “Organizer in Training” to be singed off by the ambassador of the event attended.

Open-Series Sanctioning

RESPONSIBILITIES OF THE SLBS TO THE SANCTIONED CONTEST

Within a week of sanctioning an event or an alternative date negotiated with the contest organizer, the SLBS will supply the following to the contest organizer:

1. The name, cell phone number and email address for the SLBS designated lead ambassador for the event. At that time, the SLBS designated lead ambassador for the event will become the official liaison between the SLBS and the contest organizer.
2. A file with the graphic of the SLBS logo.
3. The SLBS will add the Contest to the SLBS Website and to its social media properties, and will include appropriate links to other websites as requested by the Contest Organizer.
4. The SLBS will completely manage the judging applications, registration, and selection process for SLBS Sanctioned Categories.
5. Upon agreement between the designated SLBS Lead ambassador and the Contest Organizer, the SLBS will assist the Contest Organizer with the management of registering and selecting judges for ancillary events.

Open-Series Sanctioning

SANCTIONING FEES AND EXPENSES

The contest sponsor and contest organizer agree to pay the following fees and expenses:

1. Application fee of \$50.00. This application fee due when the application is submitted. The application fee is non-refundable.
2. In addition to the \$50.00 non-refundable application fee, an SLBS sanctioning fee of \$100.00 is due to the SLBS at least 30 days before the event. This is a total of \$150.00.
3. To support the SLBS Team of the Year competition, (TOY), a fee of \$10 per team is due by the end of the contest day payable to the SLBS from the organizer.
4. The standard sanctioning fee and number of designated SLBS representatives for contests are scheduled is set as follows:
 - a Sanctioning Fee, \$100.00 (paid at least 30 days before the contest date)
 - b Team of the Year Fee \$10 per team (payable by the end of the contest day)
 - c Events may have 1 or 2 designated representatives depending on the event size:
5. **Additional Fees** – a fee of \$25 per category applies to all contests having ancillary categories to be judged by the SLBS. Ancillary categories are those outside the standard four meats, including dessert, sauce, etc.

The SLBS Ambassadors' Expenses for out-of-town travel over 100 miles will be an additional \$200 (unless a lesser amount is negotiated with the Ambassador) to cover travel, meal, and lodging expenses.

The SLBS reserves the right to negotiate payment of additional expenses for contests scheduled outside the immediate St Louis MO area. Payment of any additional fees and expenses may be negotiated in advance by the prospective contest organizer and the president of the SLBS in advance of formally returning this application packet with the non-refundable \$50.00 Application fee.

6. In the event of contest cancellation by the contest organizer(s), all paid fees and expenses shall be non-refundable.
7. In the event that the SLBS withdraws it's sanctioning of the contest, previously paid sanctioning fees will be refunded within ten (10) working days. The \$50.00 application fee is non-refundable.

“Save the Date”

For existing contests to “*Save their Date*” they must have their application and application fee submitted prior to December 1st. The contest will be automatically approved as long as all previous fees are paid in full unless there is previous directive of the board of directors that removed sanctioning of the contest. The contest would be posted with “Save the Date” unless a flyer has been submitted to post.

New contests that do not conflict with an existing contest must submit their application and application fee. The contest will be considered by the board at the next regular meeting of the Board of Directors. Upon approval by the board, “Save the Date” will be posted unless a flyer has been submitted to post.

New contests that do pose a potential conflict with an existing contest date for the next year will be held and not considered until after the December 1st date.

Open-Series Sanctioning

Appendix A (Organizer's Check List) - Open Series

SLBS Organizers Check List Cook Teams

Required:

- Adequate space for cook teams.
- Running water on site
- Trash cans with liners adequate to accommodate all teams
- Ash cans adequate to accommodate all teams
- Sufficient Restrooms. Portable or permanent and sanitation statements. It is recommended to have these available early on the first day of the competition.
- Grease Disposal
- Adequate parking for teams
- Site Security
- Judging area centrally located to the teams (avoid stairs or crossing open streets if possible)
- Adequate volunteers to greet teams, assign spaces and keep up with the team needs.
- Contestant packet with layout, turn-in times, events, exit plan, emergency contact number, emergency shelter information and a current SLBS rules sheet.
- Obtain any required Permits (Health Dept, Fire Dept, City, County, etc.)

Suggested:

- Access on site to reasonably priced ice
- Contest T-Shirts, Gift bags or other tokens of appreciation

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Contest Operation

Required:

- Adequate space for official functions (the same space can serve multiple functions)
- Large room or covered space for the cook team meeting with adequate seating for 3 times as many people as you have cook teams. Have a PA system available.
- Judging room or covered space, well lit, ventilated with fans or air conditioning and large enough to move easily around with space for all required judges. The space should be approximately 16 square feet per judge/96 square feet per table. When social distancing is necessary, the required space should be doubled.
- Turn in space that is very near or in a doorway to the judging area. Popup 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.
- Private area with AC power for scoring.
- Adequate trash cans with liners to handle disposal of turn ins after judging
- Large 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
- Tables – In the judging area, one (1) table of 6 judges for every 6 teams Judge tables must have 6 judges). Round up when calculating the number of tables needed. Provide an extra table for each 2 judges tables to put turn in trays on plus 1 table for the scoring team. When social distancing is necessary, the required table and chair count should be doubled.
- Turn in boxes - 9x9 Clamshell Styrofoam containers with no dividers. Minimum number per team depends on number of categories to be judges. Always have extra in case one or more teams requires a new box.
- Saltine Crackers – minimum 3 sleeves per table or preferably oyster crackers (individually packaged)
- Water – minimum 20 bottles per table of 6, iced in advance in coolers if possible. *Note - If the contest is held in hot weather and/or judging is outside water requirements for adequate hydration may suggest 30 bottles per table of 6.*
- Paper towels – minimum two rolls per table
- Disposable food handling gloves for each table

Suggested for Judges:

- Contest T-Shirts, Gift bags or other token of appreciation

Appendix B: Suggested Contest Preparation Time Line - Open Series

Twelve Months Prior to Event

- Petition sanctioning from the SLBS
- Start the promotion of your contest
- Recruit cooking teams
- Recruit sponsors
- Make initial contact with your Contest Ambassador once one is assigned
- Communicate on a regular basis

Six Months Prior to Event

- Order trophies, ribbons, awards, etc.
- Arrange advertising and/or press releases for barbeque publications or local press
- Committee assignments.

Six to Two Months Prior to Event

- Arrange for rooms for Ambassadors (if applicable)
- Re-confirm orders for trophies, ribbons, awards, etc.
- Begin to line up logistical requirements
- Commercial tents
- Judging area supplies
- Electricity for scoring area
- Portable toilets and sanitation areas (these should be serviced Saturday morning)
- Water availability
- Trash
- Ice
- Re-confirm preparation of printed materials.
- Line up PA system(s)
- Recruit cooks and teams

Two Months to Two Weeks Prior to Event

Promote, promote, promote

Re-confirm everything

Three Weeks Prior to Event

Mail/email confirmation of cook's entry to all who entered. Items to be included:

Copy of SLBS Rules

Contest Schedule

Map and Directions to Contest

Location of local grocery stores

Information on any ancillary contests, garnish rules, container requirements, etc.

Information on other local attractions

Emergency phone numbers for organizer and security.

One Week Prior to Event

Assemble contest supplies at a central location.

Assign duties and responsibilities to volunteers

Tie up loose ends

Advise trash and portable toilet vendors on where to locate equipment

Display posters, banners, awards to generate interest.

Wednesday Prior to Event

Lay out and number cooking sites (traffic paint, marking flags, etc)

Map site (for your info, teams info, and ambassadors info)

Assemble cooks/judges goodie bags.

Day of Event

Obtain cash for awards, checks, etc.

Re-check working order of PA system

Greeters on hand to escort teams to assigned spaces (all-day)

Meat inspectors available all day

Greeter or Escort available for media

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Appendix C: Suggested Contest Schedule:

Awards may be scheduled when possible between 3:30 PM and 5:00 PM. The specific time is to be negotiated between the designated lead ambassador and the contest organizer. Considerations include the size of the contests and other activities also occurring at the venue. But must allow adequate time to properly tabulate and cross-check the scores

As stated earlier:

- Any ancillary turn in times are at the discretion of the contest organizer but must be coordinated with the designated lead SLBS ambassador

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Appendix E: Sample Contest Application:

SAMPLE CONTESTANT APPLICATION

BBQ Because We Want To

July 3rd & 4th, 1776

Team Name _____ SLBS Team Number _____
Contact Person _____ SLBS Member Number _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

TEAM FEES: \$200 COMPETITION \$225 COMP/VENDING \$25 CHEFS CHOICE \$75
BACKYARD \$15 KIDS QUE
RV SPACE \$50

Each Team will receive 2 breakfast vouchers which include scrambled eggs, sausage, bacon and biscuit and gravy from Parkview Café. Breakfast will be served from 6:30 to 8:30 under the pavilion anyone else that would like to buy the breakfast it will be \$6.00 a person.

\$7500 Payout

Standard turn-in times of 12:00 (chicken), 12:30 (ribs), 1:00 (pork), 1:30 (brisket)

If you have additional questions please contact Ben Franklin at 202-555-1212 or at info@bbqcause.org or visit www.bbqcause.org



PLEASE MAKE ALL CHECKS PAYABLE TO BBQ BECAUSE WE WANT TO

REGISTRATIONS ARE DUE BY JUNE 26TH, 1776

Please mail entry form and check to:

BBQ Because We Want To
Market Street
Philadelphia, PA 19106

YOU CAN ALSO LIKE US ON FACEBOOK AT "BBQ CUZ WE WANT TO"