

# **Kansas City Barbeque Society**

## **Sanctioning Information and Application Agreement (For use by new contest)**

### **Your First Question!**

When inquiring about hosting a barbecue contest, the first question is always "Why do you want to have a contest?" If it is to make buckets of money the first year, you may be doomed to failure. Chances are much better for a successful contest, if it is to promote community awareness, or for a charity. This is not a one-shot or a one-person deal. Start slowly, keep it simple, and give yourself plenty of lead time. Think of it as a growing process, and you'll be on the right track. Surround yourself with capable and dedicated volunteers that share your passion for the event, delegate, and let them do their job. Is the contest in conjunction with an existing event? It is an attractive addition to a community/charitable festival with other activities. It is also a great main attraction with supporting activities (such as music, arts/crafts, car shows, and/or children's activities). Food, family, friends, and fun make a great combination. Giving the public a chance to sample world-class barbecue via competitor/vendors or tasting kits can be a great draw. (Be sure to co-ordinate with your local health department.)

### **To sanction or not to sanction?**

The benefits of having a sanctioned BBQ contest are numerous. The Kansas City Barbeque Society (KCBS) is the world's largest organization of barbecue and grilling enthusiasts. KCBS sanction more than 200 contests across the U.S. annually.

A sanctioned contest offers the organizer:

- (1) Integrity,
- (2) Experience,
- (3) A built in base of cooks and judges, and
- (4) A support system of other organizers and members.

For the teams, it offers the assurance that a contest will be conducted in a professional manner, the prize monies will be awarded as advertised, and that the rules will be followed. Some events start off non-sanctioned and work toward sanction. Generally, if you start off as a KCBS sanctioned event your contest will run smoother, have more trust from the teams, and have a higher success rate. A non-sanctioned event is not highly regarded, nor supported by teams if they are not aligned with a proven entity. However sanctioning alone cannot guaranty the number of teams competing or the success of your event.

### **Starting the process of having KCBS sanction your contest:**

Starting the process of having KCBS sanction your contest:

1. Select three or four dates (if possible).
2. Call the KCBS office. 1-800-963-KCBS (5227)
3. READ this Sanctioning Packet CAREFULLY!
4. Call or e-mail the KCBS office with questions or for clarification.
5. Inquire with if there is a conflicting contest on the weekend you have chosen.
6. Complete this Sanctioning Packet and mail it along with the minimum sanction fee of \$300 to KCBS

7. The application form along with a minimum of \$300 must be the KCBS office **no less than 90 days prior to the contest date.**

### **How KCBS Sanctions a Contest:**

The KCBS Board of Directors (BOD) meets each month. All completed applications received the past month in the KCBS office with the minimum fee are reviewed and considered for sanctioning. Before sanctioning is granted, the BOD reviews the application. Many things are reviewed and checked, such as conflicting dates the availability to provide "KCBS Contest Representatives" and others. After a vote of approval you will receive, by mail and/or fax, a copy of the last page of this package with the date approved and a signature from KCBS. Your event will be listed in the official newspaper of the KCBS (The Kansas City Bullsheet), and on our web site: [www.KCBS.US](http://www.KCBS.US), free of charge. KCBS will only advertise the contest as a "State Championship" after Governor's Proclamation is received in the KCBS office. Additional advertising in the Bullsheet or on the KCBS web site may be purchased to promote your contest. If for some reason your application is not approved you will receive a call and written notice as to why.

The staff at KCBS is available to answer your questions, provide support and share their knowledge of conducting a successful contest. It's often more about what not to do, than what to do. Once Contest Representatives (Reps) are assigned, they are also available for guiding you on the path for a successful contest.

All first time contest organizers are required to attend and observe all aspects of a KCBS contest a minimum of 30 days prior to their event, and submit proof of attendance to the KCBS Office, or in the alternative s write a detail contest plan to be submitted to and approved by the KCBS Board of Directors.

### **How much does KCBS Sanctioning cost?**

Sanction fees are graduated based on the number of entries:

The Base Fee is:

- 1 - 49 teams = \$300 plus \$12 per team
- 50 + teams = \$450 plus \$12 per team

Extra Fees:

- Extra categories in addition to the KCBS basic four are \$25 per category. Examples of extra categories are sauce, dessert, etc ....
- Ancillary Contests are ones that require additional contest set up. Each Ancillary Contest is \$100 per Event + \$25 per Category + \$5 per team. Examples of an Ancillary Contest is "Backyard Contest" or a contest held on a day different from the primary contest.
- Kid's Q = \$50

***A minimum Sanction fee of \$300 is required with each sanctioning package. This fee is non-refundable unless your contest is not approved for sanction. After approval and sanctioning, the fee is non-refundable for any cause, including breach by organizer of any terms of sanctioning.***

***The sanctioning cost are subject to change every calendar year, as posted on or before January 1st of that calendar year, regardless of the date you may send in a sanctioning request or confirmation for re-sanctioning of your contest.***

The KCBS Representatives' Expenses (for out-of-town travel)

These expenses include:

Air fare plus ground transportation, and/or personal auto mileage at the IRS standard mileage rate on the day of the contest and/or cost of lodging and meals. Receipts from Representative's will be submitted with the Representatives' invoice.

(Example of mileage rates: 2008's rate is \$.58.5 per mile)

Beginning July. 1, 2008, the standard mileage rates for the use of a car (including vans, pickups or panel trucks) will be: 58.5 cents per mile for business miles driven;  
<http://www.irs.gov/newsroom/article/0,,id=163828,00.html>

Balance of KCBS fees and KCBS Contest Representative's reimbursements are due at the end of the contest day. KCBS fees due will be accepted by check by the KCBS Contest Representative. Any reimbursements due to the Contest Representatives should be paid directly to them.

In the event of cancellation either by the contest organizer or by KCBS, all previously paid expenses shall be non-refundable. The contest organizer will also reimburse to the KCBS Representative(s) any prepaid expense incurred by them which cannot be recouped.

### **What does KCBS provide a Sanctioned Contest?**

1. Your event will be listed in the official newspaper of the KCBS (The Kansas City Bullsheet), and on our web site: [www.KCBS.US](http://www.KCBS.US), free of charge.
2. Two Contest Representatives will be provided for contest of 49 contestants or less  
Three Contest Representatives will be provided for contest of 50 contestants or more  
Additional Contest Representatives will be provided as needed.
3. All judge's plates and judge's slips will be provided.
4. Computer(s) and proprietary program for tallying scores will be provided.
5. Proprietary uniform rules for the competition

### **What do the Contest Reps do?**

Contest Representatives:

- Visit and greet teams
- Supervise and coordinate the numbering & dispensing of presentation containers to contestants
- Conduct Cooks Meeting
- Conduct Judge Meeting
- Conduct Table Captain's Meeting
- Supervise the Judging process to ensure rules & regulations are followed
- Supervise the Tabulation process
- Attend to the required paperwork:  
Individual scores, reporting to KCBS, contest settlement
- Enforce all KCBS rules and regulations throughout the contest

In short, Contest Representatives ensure the integrity of your event. They are your mentor, sharing positive contest experiences. They can be your lifeline in mapping a successful event. If there is a scoring problem, rule interpretation dispute, or question about judging, your KCBS Representatives assumes responsibility.

### **Obligations of Contest Organizer:**

In addition to the requirements contained in the sanctioning agreement below, the organizer agrees that it will:

- Abide by all rules of KCBS
- Guarantee the payment of all fees due KCBS.
- Guarantee the payment of all fees due to the Contest Representatives
- Prior to 90 days of the date of the contest, Organizer will send a letter guaranteeing the payment of all prize money and recognition to 5 places along with a schedule of prize payments. Organizer understands that said prize money may not be reduced to an amount less than stated in said letter or advertised.
- Prior to 90 days of the date of the contest provide a certificate of all risk liability insurance with a minimum coverage of \$1,000,000.00/\$2,000,000.00.
- Insure there is adequate water, trash, gray water disposal, grease disposal, toilets, safety equipment, and security, to meet the needs of the contest, contestants and public. (Including providing all teams emergency telephone numbers for Security, Organizer and Contest Reps.)
- The Organizer will participate and observe a contest at least 30 days prior to its contest or write up a strategic plan for the contest and submit the same to KCBS for approval.
- Contest will publish the KCBS logo on all printed materials, banners, t-shirts, promotional items.

### **KCBS right to merchandise and promote sponsors:**

KCBS reserves the right to display, promote and sell, KCBS products and services and that of its national sponsors at KCBS sanctioned contests. While it is impossible for KCBS to be at every contest, many contests will be asked to provide space for KCBS to display, promote and sell KCBS product and services and that of its national sponsors. KCBS will not be able to take its marketing promotion to every contest, and it is the exclusive right of KCBS to determine the location of such marketing activities. Organizer agrees to provide a space in a highly accessible area, either in the cook area or the near the judging area, where KCBS may place its official merchandizing trailer and promote, display and sell KCBS products and that of its national sponsors. The Organizer agrees to provide free of charge a space up to 40' x 30' for this purpose.

It is impossible for KCBS to market at nearly 300 contests per year. KCBS reserves the exclusive right to determine the location of KCBS marketing activities. KCBS and its sponsors/partners will be sensitive to any local sponsorship that an event already has secured, and will strive not to create any conflict or situation that jeopardizes that local sponsorship.

### **KCBS Policy on Guaranteed Dates for existing contests:**

Existing contest: KCBS will presume that all existing contest will sanction the same weekend again next year, as the date they held this year. KCBS will hold this date as a protected date until December 1st of each year. It shall be the obligation of the organizer to send in an application for sanctioning with the appropriate fee by December 1st, in order to hold these dates, for the next season.

Should an organizer not send in sanctioning by December 1st, then when the sanctioning is received, the contest will be reviewed as any other contest, new or old as to the date selected, which may or may not be approved, based upon the contest sanctioning policy of KCBS.

New Contest: New contest may apply for sanctioning for the next year, at any time. KCBS will consider the request presuming all existing contest will be sanctioned next year. If the contest would be approved with the presumption all existing contest will return, then sanctioning may be granted.

Should the date requested be in conflict with the "presumed returning contest" then sanctioning shall not be granted until after December 1<sup>st</sup> and appropriate consideration.

This policy is not intended to change any of the policy concerning, saturation and density of cooks when considering contest in a geographical area.

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**THE KANSAS CITY BARBECUE SOCIETY  
SANCTION REQUEST FORM and SANCTIONING AGREEMENT  
(For New Contest)**

Official Contest Name \_\_\_\_\_  
Contest Location City/State) \_\_\_\_\_  
Contest dates (Set up day/Turn in day) \_\_\_\_\_  
Event held in conjunction with \_\_\_\_\_  
  
Contest Organizer/Responsible Entity \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_  
Fax \_\_\_\_\_ Mobile \_\_\_\_\_  
Email address \_\_\_\_\_ Web site \_\_\_\_\_  
Contest Promoter, (if any) \_\_\_\_\_  
Telephone: \_\_\_\_\_, E-mail \_\_\_\_\_  
How did you hear about KCBS? \_\_\_\_\_

With this application, I/we hereby apply to be a Kansas City Barbeque Society (KCBS) sanctioned contest. I/we acknowledge that we have reviewed the Sanctioning Information and Application Agreement (current version) & the KCBS Suggestions for a Successful Contest and agree to abide by the contents. The Contest Organizer, its officers, and directors agree to the following conditions in order to obtain sanctioning from KCBS, to wit:

1. I understand and agree to the terms and conditions as outlined in this application for sanctioning of my contest.
2. I understand that this sanction request must be in the KCBS office a minimum of 90 days prior to the contest date.
3. I have included the minimum fee of \$300 with the sanction request form.
4. Prior to 90 days of the contest date, I agree to submit to KCBS a list of the total of all prize monies (including a break down by category (minimum of 5 places) and overall, and a list of trophies or recognition (minimum of 5 places) and a letter guaranteeing payment of said money.
5. Guarantee and pay prize monies as published/advertised to at least 5 places plus a Reserve Grand Champion and Grand Champion. This amount may not be reduced after sanctioning and advertising.
6. I agree to pay the balance due of all KCBS fees at the end of contest day.
7. I agree to pay representative's reimbursements at the end of contest day.
8. I agree to follow and abide by KCBS Rules & Regulations and Judging Procedures.
9. I agree to provide a Certificate of Insurance, a minimum of 90 days prior to the contest, with KCBS named on a certificate of insurance with a minimum of \$1,000,000.00/2,000,000.00.

**THE KANSAS CITY BARBQUE SOCIETY  
SANCTION REQUEST FORM and SANCTIONING AGREEMENT**

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10. I agree to send prize monies and contest results to teams within 10 days after contest day, although it is preferred that all prizes be awarded at the contest. If monies will not be awarded on contest day, teams should be notified in advance – either by advertising or by individual notification.

11. I agree to provide to KCBS free of charge, a space accessible to the public in the cook area or near the judging area (up to a 40' X 30') for the KCBS trailer and for KCBS and its national sponsors/partners to advertise, promote, and sell its products and services, if requested by KCBS.

12. I agree to provide the necessary materials and supplies requested by KCBS to run the contest. In addition I agree to provide all support personnel required by the KCBS Contest Rep, including meat inspectors and volunteers to work in the Judging area.

13. I understand that Organizers are encouraged to donate to KCBS one “free” entry to a team, which will be used to promote our contest at the annual banquet.

14. If this is the first time the contest is to be sanctioned by KCBS, I agree to attend and work a contest prior to the contest listed below, and to provide KCBS with a certificate of attendance signed by the Contest Organizer or KCBS Rep a minimum of 30 days prior to our contest and/or write a detailed contest plan to be submitted to and approved by the KCBS Board of Directors.

15. It is understood, that this agreement does not create a partnership. The Contest Organizer may not bind or contract on behalf of KCBS. KCBS agrees to provide the Organizer with its proprietary materials including KCBS contest rules, procedures, forms, materials, supplies and the Contest Officials to conduct the judging portion of the contest. Organizer acknowledges that such materials are proprietary to KCBS and cannot be used unless sanctioned and authorized by KCBS. Said proprietary materials shall remain the sole property of KCBS. The Organizer is responsible for all other issues concerning their event.

16. KCBS does not make any representation to Organizer, nor guaranty the profitability of any contest, by agreeing to provide sanctioning. Sanctioning does not guaranty the number of participants who will participate, and no representation has been made to Organizer.

17. Sanction requests are reviewed at monthly Board of Directors Meeting. Sanction approval is at the discretion of the Board of Directors based on date availability, lead time, strength of application and supporting materials, availability of Contest Representatives, and other factors.

18. The minimum sanction fee of \$300 must accompany this application before sanction request is presented to the Board. If the application is not approved, the fee will be refunded. The sanctioning fee is otherwise nonrefundable.

19. It is further understood that any violation of the above conditions contained in this agreement, will at the sole option of KCBS cause this agreement to be null and void. In that event, KCBS shall withdraw sanctioning and will not provide services to the Organizer. The Organizer will forfeit all monies and fees previously paid to KCBS.

**THE KANSAS CITY BARBQUE SOCIETY  
SANCTION REQUEST FORM and SANCTIONING AGREEMENT  
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20. Organizer understand that if this sanctioning agreement along with sanctioning fee is not received prior to December 1, of the current year, the existing date will be considered an open date and this application for sanctioning received after December 1, shall be considered in the same fashion as a new contest, and require approval of the Board of Directors.

21. In consideration of the above covenants, the undersigned, officially representing the organization herein named, its officers and directors, agrees to hold Kansas City Barbeque Society (KCBS), its Board of Directors, officers, volunteers, and their assigns harmless from any and all claims, suits or proceedings of any nature which may be brought against them on account of any action, non action on the part of the organizer, its officers, employees or volunteers including any injuries to the person or property received during or related to the above described event. The undersigned agrees to abide by all requirements and responsibilities for KCBS sanctioned events as stated in the sanctioning requirements. The undersigned agrees to execute the contest in accordance with KCBS Rules & Regulations, and pay all fees (sanction and advertising) as set forth.

22. Settlement of any disputes will be governed under the laws of the State of Missouri.

I/we have read this nine (9) page “Kansas City Barbeque Society Sanctioning Information and Application Agreement” document and understand my/our requirements to apply for and maintain sanctioning with KCBS.

Date: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Organization Official \_\_\_\_\_  
Title: \_\_\_\_\_  
Contest Chairman (if different) \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Notary** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notary Signature**

**My Comm Expires:** \_\_\_\_\_  
**Comm #** \_\_\_\_\_

**Mail form with \$300 sanctioning deposit to:**  
KCBS  
11514 Hickman Mills Drive  
Kansas City, MO 64134

**Questions:**  
Call 1-800-963-KCBS (5227) Kansas City: 816-765-5891  
or email: Carolyn Wells, Director of Public Relations at “[cwells@kcbs.us](mailto:cwells@kcbs.us)”

For KCBS use:

Approved for Sanctioning by: \_\_\_\_\_  
Date: \_\_\_\_\_

Dear Organizer,

Every year the Kansas City Barbeque Society holds its Annual Awards Banquet to honor the achievements of the competition cooking teams. In past years, Many Contest Organizers have been gracious enough to approve a donation of *one free entry to their contest*.

We hope you will consider giving your support to the KCBS and its cooks by advertising your event and donating an entry! If you would like to contribute an entry to your contest for the Awards Banquet in 2009 you may do so at this time and send it back with your 2009 Sanctioning Application!

Thank you for your continued support,

Kansas City BBQ Society

**YES!** \_\_\_\_\_ I would like to donate an entry for our 2009 contest and I understand this donation will be in the form of a certificate, produced by KCBS, to be presented at the 2009 Awards Banquet.

(CONTEST NAME) \_\_\_\_\_

(Please Print Name of Contest Organizer) \_\_\_\_\_

(Signature of Contest Organizer) \_\_\_\_\_

No, I'm sorry \_\_\_\_\_ We will not be able to donate an entry for 2009 to be given away at the Awards ceremony.

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**Contest Representative Request**

As part of our sanctioning, KCBS will provide you with the Contest Representatives to officiate your event. If you wish, you may request specific Contest Representatives. Within the rules and guidelines of KCBS, we will attempt to honor your request for a specific Contest Representative, however this request is not guaranteed.

*Rep. Name(s):* \_\_\_\_\_

**Certified Barbeque Judges Class**

KCBS has developed a specialized curriculum to train KCBS Certified Barbeque Judges. The Class is conducted during a 4-hour session, which can be held weeks or months prior to your contest or in conjunction with your contest.

***Would you like to host a Certified Barbeque Judging Class the Thursday (or other date) before your contest?*** \_\_\_\_ Yes \_\_\_\_ No