**Jackpot Host Information-**

Most of this information is in the rule books and RULE BOOK WILL TAKE PRECEDENT OVER ANY GUIDELINES OR OTHER DOCUMENTATION.

Jackpot Host Requirements:

1. All changes to your jackpot must be sent to district director within 24 hours. Any changes to jackpot may result in a re-evaluation in jackpot approval.
2. All cancellations must be sent to district director immediately.
3. You are required to be a member to host ALBRA Jackpots.
4. You must read and understand the Rules and Regulations. For any questions, please contact your district director directly.
5. Arena MUST be fenced.
6. Director has the right to refuse approval for any reason.
7. All contestants should be using proper equipment (e.g. cowboy boots, saddle, etc.)
8. All results MUST be submitted to the ALBRA via email within 48 hours. You MUST deduct 3$ per entry and get your fees to the ALBRA within 48 hours, unless specific arrangements have been made with your director. Please do not highlight results when sending them into the office*. (Do Not send jpg images of results. - Scan and email the written sheets - If your results are not legible, you may be asked to re-write them - If you can’t do the above, take a photo of the written sheet if you do not have access to a scanner and email them to the director – texting and Facebook photos are NOT acceptable.)*
9. All payouts are left to the hosts discretion. We have attached a suggested payout.
10. Formats must be ALBRA approved format only.
11. You are required to record the membership number on the jackpot results sheet, this is required at all jackpots for all competitors. Any membership discrepancy will be handled by the board of directors.
12. You must offer Novice AND Open Categories. Youth Category is preferred but is optional.
13. Novice requires slower cattle and do not have a barrier. Fast runners can not be used for novice.
14. If you have a member scratch or turn out write “TURN OUT” or “SCRATCH” in the time spot do not cross the names off the sheet. A turn out or scratch will not count toward finals count.
15. If you cross a name out do not write on top of it a different name, by the time the result gets to the - tracking clerk it is very difficult to read, all results must be legible. - If there are no youth or novice in attendance, confirm this when submitting results. This way the office knows there were none and that the results for them are not just missing. In the event after 3 attempts to receive results from a host, future jackpots may be canceled.
16. Results must be complete with payouts, all times, no times and entries.
17. Items suggested for every Jackpot: Rules and Regulation books, Breakaway String, Jackpot payout sheets, a large cash float for change, blank paper and a calculator, rope barrier or electric eyes, box pad, cattle, if you have an amp system that is great if not yell loud. It’s suggested to get a commitment from 3-4 volunteers, more if you can, to help you run the jackpot.

You’ll need help with the stripping chute, announcing, roping chute, cattle pusher, calculating payout, taking entries and an arena groomer.

1. Only 1 or 2 designated contacts per jackpot approvals. You will need to have a contact phone number on the ALBRA website and be prepared to take several phone calls regarding cancelations, directions, and fees. If you cannot take phone calls you need to find someone who is available to take them on your behalf. If this is a series with multiple hosts, 1 or 2 individuals should be the only individuals to make changes to the series with their director.
2. Competitors who want there points to count towards ALBRA standings must carry a valid ALBRA Membership PRIOR to competing. (Please note it could take up to 48 hours to receive your membership after submission)
3. INCIDENT REPORTS:

ALBRA IS NOT TO BE HELD RESPONSIBLE FOR ANY INCIDENTS OR INJURYS! However, If during an ALBRA approved event, there is any type of incident where injury or loss or damage to property has occurred or has or could be claimed, please fill in an incident report and submit it to your director, or the director who has approved the event, immediately following the event. If any such incident occurs, no one affiliated with the ALBRA shall have any communication (verbal or written) with any party outside of the Association and all communication shall be directed to ALBRA Directors/Office.

 I have reviewed the guidelines for being a host as well as the ALBRA rules and agree to uphold them, failure to do so could mean cancelation of my events.

Host Representative Name:

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Host Representative Signature:

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Date:

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Directors Name:

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Directors Signature:

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Date:

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