



1951 Ft. Worth Hwy, Suite \$104 | Weatherford, TX 76087 | Ph 817-599-4455 | Fax 817-599-4461 |  
www.USTPA.com

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To: 2017 Event Producers  
From: United States Team Penning Association  
**Subject: 2017 Event Producer's Sanctioning Application and Contract**

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Enclosed is the 2017 Event Producer's Application & Contract for a USTPA-sanctioned event. This has been updated from the 2016 packet. **PLEASE READ THROUGH THIS PACKET.**

All information on this Application & Contract form is necessary for the Sanctioning Committee to approve your event. **When completed, mail, email or fax the document back to the USTPA office.**

***Please note that Sanctioning must be approved no later than 30 days prior to your proposed event.***

USTPA rules have been designed to improve the images of Team Penning and Ranch Sorting, provide increased standardized flexibility to independent Event Producers as appropriate and increase participation overall. You may call on your Regional Directors or the National Office for suggestions to help you produce the most successful event possible. USTPA now offers numbered classes only, but Special Sanctioning may be requested.

The following are standard USTPA Team Penning classes:

Quick Draw | Open Handicap | #13 | #11 | #11 Masters | #9 | #7 (w/5 cap) | #5 (w/3 cap) | Pro/"N" | Jr. Youth | Sr. Youth

The following are standard USTPA Ranch Sorting classes:

Open Handicap | #9 | #6 | #3 | Jr. Youth | Sr. Youth

USTPA Rules are contained in the most recent Member Handbook, and can be found updated on [www.USTPA.com](http://www.USTPA.com).

**You've Made a Good Choice Sanctioning Your Event with USTPA and we APPRECIATE your support!**

- With USTPA, your event is governed by the most respected and proven rules in the sports of Team Penning and Ranch Sorting.
- With USTPA, ratings are assigned according to the rider's ability and effectiveness with their mount.
- You are provided a list of suspended persons from USTPA in order to keep you fully informed of individuals who have received a disciplinary action from the association or have a history of fiscal difficulty.

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- USTPA rules provide you with an assigned Director-In-Charge. The Director-In-Charge takes the burden of interpreting the rules and handling competition disputes off the shoulders of the Event Producers, allowing them to focus on their productions.
- Show results are published free-of-charge in *Flag'sUp!*, the international voice of Team Penning and Ranch Sorting and are also published free-of-charge on [www.USTPA.com](http://www.USTPA.com).
- Get the most current and accurate information about your show to USTPA members through a variety of USTPA communications materials including free show calendars at [www.USTPA.com](http://www.USTPA.com) and in *Flag'sUp!* magazine.
- Low-cost, efficient advertising in either *Flag'sUp!* or [www.USTPA.com](http://www.USTPA.com) has been proven more cost-effective than direct mail distribution of flyers. USTPA materials also get read. Show flyers posted to the USTPA web site have been downloaded more than 300 times each. With the addition of just one new rider to your event, you should recover the cost of the most expensive ad in *Flag'sUp!*.
- \$150 credit towards your first show advertisement in *Flag'sUp!* each show year.

Your first step should be to contact one of your Regional Directors. If you have any other questions, please contact the USTPA Administrative Office at 817-599-4455.

Please mail this completed contract to the USTPA National Office at 1951 Ft. Worth Hwy, #104, Weatherford, TX 76086. Thank you for working with USTPA!

Sincerely,

United States Team Penning Association

# 2017 Event Producers Sanctioning Application and Contract



Date of Application: \_\_\_\_\_ Date Received by USTPA: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## Section A. Event Application

1. **Event Date(s) Requested:** \_\_\_\_\_

2. **Event Name:** \_\_\_\_\_

3. **Total Added Money:** \$ \_\_\_\_\_ (circle one): Confirmed Estimated

4. **Event Facility** (e.g. Arena name) \_\_\_\_\_

5. **Event Location** (City, State) \_\_\_\_\_

6. **USTPA Region** (circle one) 1 2 3 4 5 6 7 8 9

7. **Co-Sanctioning:** Is this event or any part of this event to be co-sanctioned by any other association?  
(circle one) Yes No a. If yes, which Association? \_\_\_\_\_

**7a. Advertising: Any event involving the USTPA must include the USTPA logo or information on their event flyer. Failure to include the USTPA on a flyer will prevent the flyer from being placed on our site.**

8. **Sanctioning Type:** This application is for the following sanctioning (check all that apply):

- Team Penning-only sanctioning
- Ranch Sorting-only sanctioning
- Team Penning & Sorting combined sanctioning
- Special Sanctioning Request

9. **Event History:** A. Number of Years Event Held: (check one)  1  2  3  4 or more

B. If held previously,

1. What was last year's actual purse from all classes? \$ \_\_\_\_\_
2. Please attach a flyer, other promotional information from last year's event.
3. Was the event previously sanctioned by USTPA?  Yes  No

10. **Producer & Officials Information:**

Producer Name\* \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

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Show Secretary\* \_\_\_\_\_ Phone(\_\_\_\_\_)\_\_\_\_\_

**\*The USTPA office will provide the show database to the Secretary when requested. The Secretary is responsible for entering all of the show Classes. The office will make sure all the additional information is provided in the database.**

Address \_\_\_\_\_

Judges\* Pen \_\_\_\_\_ Line \_\_\_\_\_

Announcer\* \_\_\_\_\_

Head Timer\* \_\_\_\_\_ Backup Timer\* \_\_\_\_\_

Proposed Director in Charge \_\_\_\_\_

**\* All Officials and Producers must be in good standings and current members of the USTPA. All USTPA Officials must have passed the USTPA Officials Test within 2 years of the event.**

**11. Show Details:**

Team Penning Arena Size: Length \_\_\_\_\_ Width \_\_\_\_\_

Ranch Sorting Arena Size: Length \_\_\_\_\_ Width \_\_\_\_\_

**12. Entry Fees and Event Structure Per Team:**

Standard Classes will be formatted as follows:

Team Penning Classes: Quick Draw | Open Handicap | #13 | #11 | #11 Masters | #9 | #7 | #5 | #3 Draw | Junior Youth | Senior Youth

Ranch Sorting Classes: Open Handicap | #9 | #6 | #3 | Junior Youth | Senior Youth

Team Penning Classes

| <b>Classes</b> | <b>Entry Fee</b> | <b>Added Money</b> | <b>Payback</b> | <b>Time Limit</b> | <b>Foul Line</b> |
|----------------|------------------|--------------------|----------------|-------------------|------------------|
| Quick Draw     | \$_____          | \$_____            | _____%         | _____             | _____%           |
| Open Handicap  | \$_____          | \$_____            | _____%         | _____             | _____%           |
| #13            | \$_____          | \$_____            | _____%         | _____             | _____%           |
| #11            | \$_____          | \$_____            | _____%         | _____             | _____%           |
| #11 Masters    | \$_____          | \$_____            | _____%         | _____             | _____%           |
| #9             | \$_____          | \$_____            | _____%         | _____             | _____%           |
| #7             | \$_____          | \$_____            | _____%         | _____             | _____%           |
| #5             | \$_____          | \$_____            | _____%         | _____             | _____%           |
| Pro/Novice     | \$_____          | \$_____            | _____%         | _____             | _____%           |
| Jr Youth       | \$_____          | \$_____            | _____%         | _____             | _____%           |
| Sr Youth       | \$_____          | \$_____            | _____%         | _____             | _____%           |
| Other* _____   | \$_____          | \$_____            | _____%         | _____             | _____%           |
| _____          | \$_____          | \$_____            | _____%         | _____             | _____%           |
| _____          | \$_____          | \$_____            | _____%         | _____             | _____%           |

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*\*Requires Special Sanctioning. Incentive classes and rating caps are allowed but must be listed and approved under Special Sanctioning*

Ranch Sorting Classes

| <b>Classes</b> | <b>Entry Fee</b> | <b>Added Money</b> | <b>Payback</b> | <b>Time Limit</b> |
|----------------|------------------|--------------------|----------------|-------------------|
| Open Handicap  | \$ _____         | \$ _____           | _____ %        | _____             |
| #9             | \$ _____         | \$ _____           | _____ %        | _____             |
| #6             | \$ _____         | \$ _____           | _____ %        | _____             |
| #3             | \$ _____         | \$ _____           | _____ %        | _____             |
| Jr Youth       | \$ _____         | \$ _____           | _____ %        | _____             |
| Sr Youth       | \$ _____         | \$ _____           | _____ %        | _____             |
| Other* _____   | \$ _____         | \$ _____           | _____ %        | _____             |
| _____          | \$ _____         | \$ _____           | _____ %        | _____             |
| _____          | \$ _____         | \$ _____           | _____ %        | _____             |

*\*Requires Special Sanctioning*

USTPA Sanctioned Events are required to have an Open Class in Team Penning and Ranch Sorting. Team Penning consists of 1 full go, 50% back to the second go and a top 10 to the finals. Ranch Sorting consists of a minimum of one full go, a second go determined by the number of Teams in the class (see page 18 of Member Handbook) and a top 10 to the finals. These requirements apply to all Sanctioned shows.

**13. Cattle** (No Cows or Bulls allowed)

a. **Breed:** check all that apply:

English       Holstein       Brahman       Cross       Other: \_\_\_\_\_

b. Steer # \_\_\_\_\_ or \_\_\_\_\_ %      Heifer # \_\_\_\_\_ or \_\_\_\_\_ %

c. Number of Cattle available for Open Team Penning Class: \_\_\_\_\_

d. Number of Extra Cattle \_\_\_\_\_

**14. Additional Event & Facility Information**

a. Food on site?     Yes     No

b. RV hookups available?  Yes     No

c. Directions to show facility from major highway:

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d. Other activities or competition to be offered in conjunction with USTPA-sanctioned event:

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**15. Stalls:** Are there stalls on site?  Yes  No

a. Barn / Covered Stalls: Per Night \$\_\_\_\_ Per Entire Event \$\_\_\_\_ Mandatory? Yes No

b. Outside Pens: Per Night \$\_\_\_\_ Per Entire Event \$\_\_\_\_ Mandatory? Yes No

c. Shavings: Included? Yes No Extra Shavings Cost: \$\_\_\_\_\_

d. Trailer Electric Hookups? Yes No Per Night \$\_\_\_\_\_ On-Site Trailer Hookup Capacity: \_\_\_\_\_

**16. Proposed Schedule**

Please include sanctioned and non-sanctioned classes proposed in schedule order (including order of finals). Include the first event starting time and approximated times of subsequent events:

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**16. Special Sanctioning Request:**

For any Special Sanctioning request, please explain what modification your request is for, and explain your reasons for requesting Special Sanctioning:

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**Section B. Contract**

This contract is by and between the United States Team Penning Association (USTPA) and

\_\_\_\_\_ (the "Event Producer"),

hereinafter defined as the "Parties". The Parties hereby agree as follows:

1. USTPA rules and by-laws govern all sanctioned events.
2. USTPA will be provided a full list of all members including contact information if event producer is an association.

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3. USTPA will be provided a full list of competitors including contact information if event producer is not an association.
4. All sanctioned events must be approved by USTPA no less than Forty (40) days in advance of the show.
5. All Event Producers and Officials must be current USTPA members.
6. All Event Producers must use the USTPA Arena Manager system to track and report show results.
7. All USTPA Arena Manager show result databases must be returned to the USTPA Administrative Office within 7 days of end of the show by the Event Producer or Secretary.
8. USTPA Sanctioning Fees: The Event Producer shall complete and return the USTPA Producers Fee Report and remit to USTPA a Sanctioning Fee for Team Penning of \$4.50 per Team (with the exception of Jr. Youth at \$3.00 per Team). For Ranch Sorting, the Event Producer must remit to USTPA a Sanctioning Fee of \$3.00 per Team. Payment to be made in U.S. funds within 7 days of the end of the show by Event Producer.
9. Regional and National Finals Fees: The Event Producer must collect from riders and remit to USTPA for Team Penning a Regional/National Finals fee of \$6 per Team (with the exception of Jr. Youth at \$4.00 per Team). For Ranch Sorting, the event producer must collect from rider and remit to USTPA a Regional/National Finals fee of \$4.00 per Team. Payment to be made in U.S. funds within 7 days of the end of the show by Event Producer.
10. The Event Producer shall remit all fees and dues along with copies of excel spreadsheets of all participants to the USTPA Administrative Office within seven (7) working days from the last day of the event. Failure to comply will result in a fine of \$25 per day for results not received within 7 days after the last day of this show, and affect future show approvals. Producer/Secretary must follow the One Day Permit Per Person rule or be fined. A Member or non-member can only use one (1) Day Permit per year at a Regional show.
11. All sanctioned events must have a designated Director-In-Charge. This may or may not be a Regional Director of USTPA, but will be a Director-In-Charge that is approved by USTPA and/or a Regional Director, and may be assigned by USTPA after sanctioning is granted to the Event Producer.
12. **All Judges, Timers, Secretaries, Director-In-Charge and Announcers must be (1) a current USTPA member, and (2) a USTPA certified official having passed the USTPA Officials Test within 2 years of the event. Compensation of said judges, timers and announcers is the responsibility of the Event Producer.**
13. The Event Producer must use numbers approved by the Association for cattle. The numbers can be single sheet or "over-the-shoulder" (one piece). The actual height of the number itself should be minimum 7-1/4 inches high. The material must be of a Tyvek type or better material.
14. All pay-outs will either follow USTPA suggested guidelines, or a complete proposed payback schedule must be outlined in the application.
15. The following items will be supplied by USTPA:
  - Free, listing of USTPA Sanctioned Shows in the show calendar section of the official USTPA publication and online at [www.USTPA.com](http://www.USTPA.com);
  - List of suspended persons and persons on a "cash only" basis;
  - Rules, Regulations and By-Laws;
  - List of paid members for your Region and adjacent Regions, including their riding classification. An Event Producer's Application & Contract must be filled out for each individual show; **multiple shows will not be accepted on one request form.**
  - An initial 8 hours of training/support for the Arena Management Software for your staff (a \$400 value) at no charge. Additional training and support is available at \$50/hour.
14. Show Secretaries must provide a receipt to new Competitor Members for membership fees received at their USTPA sanctioned show.
15. Event Producer must be able to accept checks for entry fees, unless Competitor Member is not in good standing.
16. Event Producers are responsible for maintaining their own records of competitor earnings and should be prepared to issue any necessary tax reporting forms to competitors by maintaining competitor information regarding Social Security numbers and mailing addresses. All winnings are subject to Internal Revenue Service rules and regulations pertaining to withholding of tax and the reporting of earnings is the responsibility of the Event Producer.

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17. The undersigned Event Producer operating a show under the Association's sanctioning shall be solely responsible for any and all liability and shall hold USTPA and its officers and directors harmless from any liability.

This contract in no way implies that USTPA, its employees, Officers, Director, or members can be held liable for any accidents and/or injuries. The USTPA is involved only to supply rules and regulations to the promoter. It is not entering into any joint venture or partnership with this or any other promoter.

This is to certify that the undersigned Event Producer agrees to abide by all guidelines, rules, and by-laws of the United States Team Penning Association.

Event Producer (print): \_\_\_\_\_

Contact Name (print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



**To be Completed by USTPA:**

Sanctioning Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

Director-In-Charge assigned: \_\_\_\_\_

Date Producer Notified: \_\_\_\_\_ Approved Contract Mailed: \_\_\_\_\_