

National Bull Riding Association
1113 Jordan Rd
Lyman, SC 29365
(877) 627-2855, (864) 313-0973 Kathy's cell
Kathy@PBBAnow.com

Dear Secretary,

We know first hand that all secretaries carry a very vital role in a bull riding production. We also understand how hard you work at your event. We are honored this event is sanctioned by NBRA. By sanctioning the event there are a few things we ask from you. You will need to send a copy of the judge sheets, secretary sheets, pay off sheets, all applications and the total money you collect at the event to the NBRA office immediately following the event. This information and money collected must be postmarked within three days of the last performance. A \$25 fine will be charged for each additional day if not received within 7 days of the last performance date. All of the required forms can be found on the NBRA website www,NBRbull.com or call the office to have them faxed or emailed. Please follow the payoff procedures and do not hesitate to call if you are not sure. Please call the NBR office to get a current members' list. If you are working a weekly, bi-weekly or monthly event please call for the series payout schedule. You will need to take \$10.00 for finals fees & \$5.00 for NBRA office fee from each Cowboy's entry fee except for a regular series, please call about them. You may mail a personal check or money order in the amount due for all that is collected (Finals fees, permit fees, secretary office fee, membership fees, turnout fines, etc). A \$25.00 service fee will be charged for all returned checks and they may be sent to our collection agency. All your work is greatly appreciated.

For the call in, you will need to take all members first then any permit Cowboys may fill available spots. Mark any alternates as ALT. Only four entries are allowed per call, if they have more than four they must call back. Please ask the name of the person who is calling when you take the entries and keep this information to send to the office. I need this information for the cowboys who are turnouts or no shows for the suspended list. Permit Cowboys will need to fill out a permit application at the event & pay an extra \$10.00 when they pay their entry fee. If any Cowboy would like to purchase a membership card they may do so at the event. If they purchase a card prior to the event they do not have to pay the \$10.00 permit fee. They can pay with cash, money order or personal check made out to NBRA.

Membership cards are \$120.00 for Contestants, Judges, Secretaries, Bullfighters, Announcers, Producers, Stock Contractors and Specialty Act / Clowns. For 2009 memberships for current SEBRA card holders is \$25. They MUST either buy a membership card or pay a \$10.00 permit per performance they compete.