



NPBA State Directors Roles

Revised 1/1/2019

1. Sanctioning NPBA Local Shows

- a. Show producer completes a NPBA Local show application.
 - i. Show producer shall send by U.S. Postal Mail or e-mail the NPBA State Director the NPBA Local show application along with a show bill or tentative show bill.
- b. NPBA State Director makes sure the arena is of adequate size.
- c. NPBA State Director checks the show producer's show bill and NPBA local show application for the following:
 - i. Pole classes being sanctioned is 3D with a 1 second split.
(Example: NPBA 3D Open pole class)
 - ii. NPBA logo is located on the show bill.
 - iii. That NPBA Local show application is filled out completely.
 1. The NPBA National Office shall send a NPBA Show packet to the contact on a NPBA Local Show Application
- d. NPBA State Director asks show producer if they want to co-sanction with any other states
- e. **NPBA STATE DIRECTOR REPLIES BACK TO THE SHOW PRODUCERS CONFIRMING THAT SHOW HAS BEEN APPROVED OR DENIED AND WHICH STATE(S) HAVE APPROVED THE CO-SANCTIONING OF SHOW.**
- f. NPBA State Director completes the bottom part of the NPBA Local show application indicating which state(s) are sanctioning the show.
- g. NPBA State Director shall send a completed NPBA Local show application with a show bill to the NPBA National Office via e-mail or U.S Postal Mail.
- h. **After 7 days, the NPBA State Director** checks website to see that show was posted and all information is correct. Report any correction to be made to coordinator.npba@gmail.com.

THE NPBA NATIONAL OFFICE WILL BE SENDING EACH SHOW PRODUCER A SHOW PACKET including the following: NPBA Local Show Application, NPBA Show Result Sheet, contact information of NPBA State Directors, Rules and Requirements for sanctioning an NPBA Local Show, a suggested payout formula and stress that shows be a 3D format with a 1 second split and that knocks are a NO TIME with no payback.

2. Show Results and \$2 sanction fee and. (Change 1/1/2019)

- a. Show producer shall send the show results and \$2 sanction fee to the NPBA State office within 14 days after the show date. If not received after 21 days the hosting NPBA State Director will be contacted to send show producer a reminder notice. If the NPBA State Director is attending the show, the NPBA State Director may collect the results with payment and submit to the NPBA State Office.
- b. Upon receiving the results and \$2 sanctioning fee, the NPBA office will e-mail a copy of the results along with a copy of the payment to the respective NPBA State Director.

- c. **The NPBA office will e-mail a quarterly report of membership, show sanctioned and \$2 sanction fee to the respective NPBA State Director. A NPBA State Director may request their respective state's spreadsheet at any time.**

3. NPBA \$.50 cent incentive program and State Award Money. (Change as 1/1/2019)

- a. **After the NPBA National Office receives any NPBA State Local Show results and \$2 award money, results will be entered to each NPBA States respective spreadsheet calculating the \$.50 cent and state award money.**
- b. **All NPBA State Director's state award money will be maintained by the NPBA office. Any existing NPBA State Director of 2017 or before, may keep NPBA State money in their NPBA state bank account or request the NPBA office maintain a balance for their state.**
- c. **NPBA State award money collected by the NPBA office for existing NPBA State Director will sent to each respective NPBA State Director on a quarterly basis.**
- d. **NPBA State money maintained for NPBA State Directors may be requested at the end of each year after all \$2 award money has been collected to purchase awards.**

3. Points – (Changed 1/1/2019)

- a. **NPBA state points will be calculated and posted by the NPBA office.**
- b. **Upon receiving the results, it is suggested that each NPBA State Director create a points spreadsheet as a back up of any points clarification.**
 - i. **Highlight you state NPBA members**
 - ii. **Enter names and times on a NPBA Points Worksheet**
- c. **Check the NPBA points on the NPBA points website**
 - i. **Go to polebending.org and click on NPBA points**
 - ii. **Check each member's points**
 - iii. **To confirm of how points awarded for any shows**
 - 1. **Log on to the NPBA website and go to NPBA points.**
 - 2. **Under SHOW RESULTS – (Select a state) Type in the state.**
 - 3. **Hit the enter button (Can see all shows posted for that state).**
 - 4. **Click on Details out the show date you would like to see (Can see how the points was posted).**
 - 5. **Click on the left arrow in the upper left corner to return.**
 - 6. **If corrections need to be made, contact the NPBA office, ASAP**
- d. **NPBA points will become final after 21 days of posting.**
- e. **RESPECTIVE NPBA STATE POINTS MAY NOW BE POSTED ON SOCIAL MEDIA.**

5. Membership

- a. **NPBA membership applications with payment need to be sent to the NPBA National Office immediately upon receiving. (Membership reflect the outcome of points therefore if not received until a month or so later, points will need to be recalculated according to the date of membership).**
- b. **Payment must be received by the NPBA National office, 1 week of receiving a NPBA Membership to be eligible for receiving points. After 1 week, the NPBA membership will be pending for 2 weeks with no points being awarded during the 2 weeks unless payment is received by the NPBA National Office. After the 2 weeks of non-payment the membership will be denied and a new membership with payment must be submitted to the NPBA National office.**

6. Fundraiser and Advertising

- a. Any fundraiser being held by NPBA State Director shall be reported by submitting a fundraiser form to the NPBA National Office.**
- b. After a fund raiser is over an income and expense report of the events shall be submitted to the NPBA National office.**
- c. If an advertising flyer/etc. is used promoting NPBA, all shall be submitted to the NPBA Board of Director for approval.**

7. Year End Reports

- a. NPBA State Director shall keep records of all money collected within your state and of expenditures of the same throughout the year.**
- b. NPBA State Director shall submit an income and expense report to the NPBA National Office no later than Jan 31 of the following year.**
- c. NPBA State Director shall implement an award program with or without a banquet and submit a plan along with a list of NPBA winners in each division to the NPBA office. Awards shall be distributed to NPBA Members no later than March 31 of the following year. Exception: May be presented at the NPBA National Championship Show.**

8. State Directors are encouraged to attend several shows within their state throughout the show season.

In return for your services, each NPBA State Director will be given a free membership and a free NPBA long sleeve shirt. Also, a NPBA State Director will receive 10% of the yearly membership of the state of NPBA Directorship after all results and \$2 sanction fee are submitted to the NPBA office for their respective NPBA state.

PLEASE DIRECT ANY QUESTIONS TO THE NATIONAL OFFICE (coordinator.npba@gmail.com)

******NPBA IS GROWING AND GROWTH INCLUDES CHANGES TO MOVE WITH THE GROWTH. IF ALL NPBA STATE DIRECTORS FULFILL THE ABOVE STATED DUTIES IT MAKES EVERYONE VOLUNTEERING JOBS EASIER. NPBA BOARD OF DIRECTORS APPRECIATE ALL THE TIME YOU PUT IN AS A STATE DIRECTOR AND WANT THIS PROCESS TO RUN SMOOTHLY FOR YOU! ******