



Ranch Sorting Team Penning Association

185 Ridge Cup Road, New Ringgold, PA 17960

www.rstpa.org rstpaoffice@yahoo.com

(516) 639-6666 Fax (610) 818-4242

RSTPA PRODUCER SURVEY

Producer Name _____

Phone Number(s) _____

Website Address _____ Email Address _____

Co-Producer Name _____

Phone Number(s) _____ Email Address _____

Arena Address: _____

Please Circle one:

Indoor? Yes No Stalls? Yes No Limited Hookup? Yes No Limited

Name(s) of Judge(s) for your events:

_____ Phone# _____

_____ Phone# _____

Name & Contact information for your designated Show Secretary:

Phone Number (s) _____

Email Address _____



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Event Dates

List all requested show dates:

Name of Arena _____ Address _____

(Please complete a separate page with requested dates for each different Arena location, Producers can have no more than 10 shows per show year, shows can be 1 day, 2 day or 3 day shows, but they will count as one show)

Requested Date _____

Requested Date _____

Requested Date _____

Requested Date _____

Requested Date _____

Requested Date _____

Directions to arena from nearest town/major highway: _____

Do you plan to offer any added money or special awards, example Buckle and or Saddle Series? Please explain:

Do you plan to co-sanction your events? Please explain: _____

Please return this completed Survey Page and signed Producer Agreement Page to the RSTPA office a minimum of 2 weeks prior to your event date.

Producer Signature _____ Date: _____

APPROVED BY _____ Date: _____



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RSTPA SANCTIONING AGREEMENT

RSTPA agrees to provide the following services:

1. RSTPA will provide the producer with information and criteria concerning event production including regulations, class divisions, contestant ratings, class handicaps, and payouts.
2. RSTPA will track RSTPA member points & # of shows according to the event results provided by the producer.
3. RSTPA recommends the use of Sort and Pen America Software by its show producers, not required but highly recommended. This can be obtained by contacting the RSTPA office.
4. RSTPA will publish a list of all event dates & approved show flyers on the RSTPA Website www.rstpa.org. RSTPA will not approve any event within 250 miles of another approved event on the same date, unless agreed upon by both producers and RSTPA.
5. RSTPA agrees to host an annual National Finals event with added money & prizes.
6. RSTPA reserves the right to make fair and necessary changes, additions, and amendments to the association's rules and procedures with the solicitation of input from RSTPA producers. All producers will be notified of change. RSTPA rule book can be found on our website www.rstpa.org



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Guidelines for Producers

All RSTPA event producers must agree to the following terms and conditions.

1. A RSTPA producer must be a reputable person who can furnish proof that he/she is capable thru ability or experience and may act in the capacity of an event Producer.
2. Event Producer must submit the required RSTPA Producer Contract Pages with requested show dates a minimum of 2 weeks prior to the first show requested date. No two producers within 250 miles of each other may have shows on the same date, unless agreed upon by both producers and RSTPA. Producers can have no more than 10 shows. The shows can be 1 day, 2 day or 3 day shows, but they count as one show.
3. Event Producers must have RSTPA Approved Judges for their events. The Event Producer must request that Judge Test be sent to selected individuals so that those individuals have adequate time to apply and submit the required documentation for RSTPA Approval a minimum of 2 weeks prior to the Producers First Scheduled Event. RSTPA approved judge list can be found on the website, www.rstpa.org under RSTPA Rule Book & Forms.
4. Event Producers must provide their own event insurance prior to each scheduled event.
5. The Event Producer shall have authority and responsibility to enforce all rules pertaining to the show. He/she may excuse any horse or exhibitor from the show prior to or during the Judging for any infraction of rules or misconduct.
6. The Event Producer shall have the authority and responsibility to enforce all RSTPA Rules & Ratings. Any Suggested rating changes will be confirmed by the RTSPA Office.
7. Pay for Judges, Time Keeper, Announcer, Show Secretaries, Gate Person & Cattle Handlers is up to the Event Producers discretion. There is no suggested amount. These shall be paid by the Event Producer.
8. The Event Producer must be present on the show grounds for the duration of the show. In the event an emergency arises and the Event Producer is unable to fulfill his or her duties, he/she may appoint an acting event Producer in his/her absence. The Acting Event Producer must also remain on the show grounds for the duration of the show. The Event Producer shall at all times extend every effort to satisfy the comfort of the horses, cattle, exhibitors, spectators, and officials. He/She shall be held responsible for maintaining clean and orderly conditions throughout the show.
9. Producers are responsible for collecting Membership Forms & Membership Fees, RSTPA offers a 1-year free membership for all new members. First time participants are entitled to a Free One Day Pass, which entitles them to day monies, but points and attendance will not count, unless they sign up for a FREE One Year Membership. Participants cannot compete in ANY future shows unless they are a current Member of RSTPA. Membership List & Rating List is located on RSTPA website.

Producer Initial _____



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Guidelines for Producers Continued

1. The producer agrees to adhere to all RSTPA rules, ratings and regulations as depicted in the official RSTPA Rulebook.
2. The producer agrees to make every effort to ensure the safety of all staff, participants, spectators and animals at RSTPA events. The producer will make every effort to ensure that all animals used at RSTPA events are treated in a humane, ethical manner and furthermore agrees that RSTPA is not liable or responsible in such matters.
3. The producer agrees that RSTPA is a sanctioning body and assumes no liability or responsibility for the safety of producers, staff, participants, spectators or animals at RSTPA events.
4. The producer will make sure that all riders have a current RSTPA membership, current RSTPA membership list can be found on the website, www.rstpa.org
5. All Flyers must be approved by RSTPA office before posting on social media, please see attached RSTPA Show Flyer Guideline.
6. The producer agrees to provide RSTPA with all requested results, fees collected from the contestant (\$2 per contestant/per ride, day pass fees & membership fees), contestant information and membership forms within 10 days of the show. Producer will be fined \$50.00 per day for not submitting requested results above within 10 days of last show. Any returned checks will be charged a \$50.00 returned check fee.
7. The producer agrees to display the RSTPA banner as well as any sponsor banners that are provided.

I agree to all the above terms and conditions.

Producer's Signature _____ Date _____

Mailing Address: _____

Phone: _____ Cell _____

OFFICE USE ONLY

DATE RECEIVED _____ BY _____



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RSTPA SHOW FLYER GUIDELINE

- RSTPA Logo, please e-mail RSTPAoffice@yahoo.com if you need a copy of Logo.
- Dates of Show(s)
- Address of Arena
- Contact Name & Telephone #
- Sign Up Time
- Show Start Time
- If Stalls / Electric Available, Price of Stalls / electric & contact information.
- Hotel Information.
- Classes: please put price after class name & include \$2 per ride sanctioning fee. All classes 6 ride limit with 1 mandatory draw, Pick 5 / Draw 1 or Draw All excluding the open class, Open HC, Pick 1 / Draw 1, or all Draw.

RSTPA Ranch Sorting Mandatory Classes: Producers are required to run a Minimum of 3 sorting classes to qualify as a Sanctioned Event. Mandatory classes are the Open HC, Novice Class (#4 Sort), and at least one other class of your choice. 3rd Class could be #10HC, #9HC, #8HC, #7 HC, Rookie #9 HC (2 cap on Sorter), Youth/Masters HC (under age 16, over 40yrs), Round Robin (must pre-register for round robin the morning of the show)

RSTPA 3 MAN EVENTS Mandatory Classes: Producers are required to run a Minimum of 3 Team Penning classes to qualify as a Sanctioned Event. Mandatory classes are the Open HC, #6 HC or #7 HC and at least one other class of your choice. 3rd Class could be #11 HC, #10HC, #8HC, #3 Draw (only #1 rated rider may enter this class, no pick partners, must take a min of 3 draws, 6 ride limit.) #11 Masters HC, Pick 2, Draw 2, riders must be age 40 years of age the day of the event to ride in the class. 4 ride limit. Youth HC (Junior Youth 12 yrs. & under, Senior Youth, 16 years & under) Youth Class 1 go, 60 sec. clock & Producers discretion on Payback.

Please list the following on your show flyer:

- 1-year FREE RSTPA Membership for all New Members.
- RSTPA Rules & Ratings Apply
- All rides include \$2 RSTPA Sanctioning Fee.
- Show Payback (Producers Choice) example: All Classes 50% Payback. Youth Payback 80%
- RSTPA Finals October 24th – October 28th, 2018 at Mountain Springs Arena, Hamburg, PA. Riders must attend 6 shows & ride minimum 4 times at each show to qualify for RSTPA Finals. Go to www.RSTPA.org for Rules & Ratings.

Like us on Facebook www.facebook.com/rstpa

Any information on this flyer subject to change

Please e-mail your flyer a minimum of 2 weeks before your show. Flyer should be sent in .jpeg & .pdf format, maximum supported file size is 5MB.

Email flyer to RSTPAoffice@yahoo.com



End of Show Producer Check List

1. Financial Summary Report for your show, example below. (Sort and Pen Software Version 2.3)

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Time: 8:02 AM Sort and Pen America Software, Version 2.3 Page 1
Copyright (C) 2014-2016 by Charlie Horse Ranch Timing Systems, Inc.
Producer:
Contact:
Arena:
Financial Summary Report for
Total Show
Team Rides in This Show: 166, Riders in This Show: 39
Jackpot Fees Collected: $
Added Money Collected: $
Camping Fees Collected: $
Stall Fees Collected: $
Association Collected: $
Producer Fees Collected: $
Member Fees Collected: $
Total Fees Collected: $
Jackpots Paid Out: -$
Association Fees: -$
Net Income: $

```

2. RSTPA Standings Report, example below.

***** Please note if you run a Youth or Masters Class, these points cannot be combined with your Total Points list, we will need a separate Youth Class Standings Report, please list if youth riders are Jr Youth (age 12 & under) or Sr Youth (13-16 years of age) on your report. We will also need a separate Master Class Report.*****

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Time: 3:36 PM Sort and Pen America Software, Version 2.3 Page 1
Copyright (C) 2014-2016 by Charlie Horse Ranch Timing Systems, Inc.
Producer:
Contact:
Arena:
Standings on 03/02/18
Last Name First Name Rate Teams Points Money Earned Money Spent

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3. New Membership Forms sent to RSTPA Office

4. You may e-mail Financial Sheet, RSTPA Standings Report and New Membership Forms to rstpaoffice@yahoo.com.

5. Please mail a check payable to RSTPA with a copy of your Financial Sheet.

If RSTPA does not receive requested results, fees collected from the contestant (\$2 per contestant/per ride & new membership fees), contestant information and memberships within 10 days of the show, Producer will be fined \$50.00 per day. Any returned checks will be charged a \$50.00 returned check fee.