

MSRBA
Late Show Report and Head Tax Payment Policy

1. Show reports postmarked within the deadline for processing but incomplete because of missing information or non receipt of Head Tax payment, will be placed in the pending file for a period of 7 days for receiving resubmitted reports or payment. The show secretary will be notified, by any means possible, of any missing information and/ or payment and the deadline for re-submission. Failure to provide the requested information within the 7 day grace period or payment of the Head Tax, will result in the club being placed on probation for a period of 14 months following the date of the show. The club president and Show Secretary will be notified by mail or email of the Probation.
2. All show reports and/ Head Tax payments postmarked after the 30 day deadline will be considered as late. The Club President and Show Secretary shall be notified by mail or email of the past due report and that the club is being place on probation for a period of 14 months following the date of the show
3. During the Probation period, all show paperwork and Head Tax payments must be postmarked no later than 30 days following the date of the show. Failure to comply will result in denial of a sanction for the following year and any future existing sanctions are revoked and all fees forfeited.
4. All Modified Show Reports postmarked after the 30 day deadline will result in forfeiture of insurance privileges for any additional shows or events during the current year.
5. If the Show Report, missing information or Head Tax payments is not received within 45 days following the date of the show, the club will be assessed a **\$.10 per entry surcharge in addition to the \$.08 per entry Head Tax**. The Club President and Show Secretary will be notified by mail or email of the requirements to pay the Surcharge. **Fairs shall be assessed a penalty fee of \$25.00.**
6. If the Modified Show Report is not received within 45 days following the date of the show, the club will not be granted participation in the MSRBA Liability Insurance Program for a period of 12 months following the date of the show.
7. If the Show Report, missing information or Head Tax payment is not received by the Show Circuit Chairperson or Treasurer by 60 days from the date of the show, the club will be **assessed a \$.20 per entry surcharge, in addition to the \$.08 per Head Tax**. The club President and Show Secretary will be notified by mail of email of the requirements to pay the Surcharge, Any future existing sanctions are revoked and all fees paid are forfeited. **Fairs shall be assessed a \$35.00 penalty fee.**
8. If the Show Report, missing information or Head Tax payment is not received by the Show Circuit Chairperson or Treasurer by 90 days from the date of the show, the club will be assessed a penalty fee of \$50.00 **in addition to the surcharge fees and Head Tax**. Additionally, the club's affiliation will be revoked, the club President and Show Secretary will be notified by mail or email of the requirements to pay the additional penalty and the revocation of the club's affiliation. **Fairs shall be assessed a \$50.00 penalty fee.**
9. Any club whose Affiliation has been revoked under this policy will need to reapply for affiliation after all head tax and penalty payments are received by the Show Circuit Chairperson of Treasurer, the club will not be granted a Show Sanction until 6 months after re- affiliation.
10. All head tax payments, additional surcharge payments and penalty fees must be received by the Show Circuit Chairperson, or Treasurer no later than December 31st of the current year. Failure to comply will result in the club being denied an affiliation for a period of one year from their last show.
11. All funds received under this Late Show Policy will be designated for the club's monetary 4-H support.