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**U.S.B.F.  
PROMOTERS  
GUIDE**

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## **USBF TABLE OF CONTENTS**

- A. USBF CONTEST ORGANIZATION & OFFICIALS**
  - 1. SUPERVISING BODY**
  - 2. CONTEST STAFF**
  - 3. OFFICIALS & JUDGING QUALIFICATION CRITERIA**
  - 4. CONTEST PROMOTER / DIRECTOR RESPONSIBILITIES**
  
- B. LEGAL & ADMINISTRATIVE PROCEDURES**
  - 1. ATHLETES RIGHTS / DUE PROCESS**
  - 2. USBF MEMBERSHIP**
  - 3. SANCTIONS**
  
- C. USBF FITNESS PROGRAM**
  - 1. RULES OF ELIGIBILITY**
  - 2. AWARDS**
  - 3. MUSIC**
  - 4. DIVISIONS**
    - I. BODYBUILDING(see the Judges Guide)**
    - II. FIGURE(see the Judges Guide)**
    - III. CLASSIC & SP BIKINI(see the Judges Guide)**
    - IV. CLASSIC & MALE PHYSIQUE(see the Judges Guide)**
    - V. FEMALE PHYSIQUE(see the Judges Guide)**
  
- D. USBF NATIONAL CHAMPIONSHIPS & TITLES**
  - 1. ELIGIBILITY REQUIREMENTS**
  - 2. AWARDS**
  - 3. CONTEST STAFFING**
  
- E. USBF PRO QUALIFICATION**
  
- F. FORMS & DOCUMENT**
  - 1. INDIVIDUAL JUDGE'S SCORING SHEET**
  - 2. MsUSBF FIGURE SCORING SHEET**
  - 3. INDIVIDUAL JUDGE'S SCORING SHEET (Best Poser)**
  - 4. TABULATOR SCORING SHEET**
  - 5. PROMOTER RESPONSIBILITIES LIST**
  - 6. PROMOTER EQUIPMENT LIST**
  - 7. WAIVER AND RELEASE OF LIABILITY**
  - 8. SANCTION FORM**
  - 9. USBF MEMBERSHIP FORM (Via Internet / e-mail)**
  - 10. USBF MEMBERSHIP FORM (regular mail / at contest)**

# **SECTION A.**

## **USBF CONTEST ORGANIZATION & OFFICIALS**

### **A. USBF CONTEST ORGANIZATION & OFFICIALS**

#### **1. SUPERVISING BODY:**

The supervising body consists of the following voting members:

- President
- Executive VP
- Vice President
- Promoters

#### **2. CONTEST STAFF:**

The contest staff should consist of (but not limited to):

- Promoter
- Expediting Crew
- Music / Sound Crew
- Lighting Tech
- Maintenance Tech
- Master of Ceremonies
- Set-up and Break-down Crew
- Awards Coordinator
- Awards Presenters

#### **3. OFFICIALS & JUDGING QUALIFICATION CRITERIA:**

The contest officials consist of: scoring judges; a head judge, and tabulator. The scoring of judges shall consist of a minimum of five (5) scoring judges, and a maximum of nine (9). For MsUSBF Figure or Bikini, the minimum is three (3) scoring judges with no “high” / “low” score deleting, and a maximum of five (5). The total number of scoring judges must be an odd number. The head judge is responsible for seating and numbering the scoring judges, putting the contestants through their poses, and collecting the scores for the tabulator.

Individuals with two or more years of competitive bodybuilding experience may act as state judges with the endorsement of the State Chairperson. The State Chairperson will make sure that all state judges in their jurisdiction have a rulebook. The rulebook will be posted on USBF’s homepage.

Any state judge with three (3) years of experience can petition the USBF for National Judge status. National Judges from similar organizations can be grandfathered into the USBF with the Promoter’s sponsorship. This sponsorship must be submitted, in writing, to the USBF National Office thirty (30) prior to the judge participating as an USBF official.

#### **4. CONTEST PROMOTER / DIRECTOR RESPONSIBILITIES:**

See Section E, item 6, “PROMOTER RESPONSIBILITIES LIST”.

## **SECTION B.**

# **LEGAL & ADMINISTRATIVE PROCEDURES**

### **B. LEGAL & ADMINISTRATIVE PROCEDURES**

#### **1. ATHLETES RIGHTS / DUE PROCESS:**

**a. Athletes Rights.** Any citizen of the United States that meets Section C.1 Rules of Eligibility, has the right to participate in USBF Sanctioned competition. Competitors may not be discriminated against for participation or affiliation with other physique organizations.

**b. Due Process.** Any member of the USBF shall have their right to have their grievances heard and the right to petition the USBF National Office. The grievance must be filed in writing and sent to the USBF National Office. If no response is received within 21 days or if you are not satisfied with the response, you may petition the National Office for final disposition of the grievance.

#### **2. USBF MEMBERSHIP:**

All competitors in USBF competition must be registered members of the USBF. If one (1) participant in the contest is not registered, then the insurance is automatically void and the promoter assumes %100 liability. Registration for membership can be done on-line, by mail or at any USBF Sanctioned competition.

#### **3. SANCTIONS:**

No later than six (6) months prior to the contest, the contest promoter must apply for sanction. The earlier you apply for your sanction, the earlier you secure your contest date and receive your insurance certificate. Sanctions will vary for amateur, pro-am, special qualifiers, and polygraph screened events.

No contests will be sanctioned on the same date within 200 miles without the permission of all of the promoters involved.

# **SECTION C.**

## **USBF FITNESS PROGRAM**

### **C. USBF FITNESS PROGRAM**

#### **1. RULES OF ELIGIBILITY:**

Anyone may join the USBF. But to actually participate in USBF Competitions, participants must understand that the USBF is a drug free organization and urinalysis is the testing method. The USBF has adopted the IOC's Anabolic Steroid Banned Substance List which includes related substances such as Andro (converts to testosterone) and 19-Nor (converts to Nandrolone). The fact that a substance is sold over-the-counter does not automatically make it acceptable for drug tested competition. As a competitor that chooses to compete in drug tested competition, you are responsible for being knowledgeable about the supplements that you consume.

#### **USBF BANNED SUBSTANCE LIST**

(The following list is offered as a guide and by no means should be viewed as complete. There are related substances that may also produce a positive result that are not specifically noted below)

BOLDENONE, CLENBUTEROL, CLOSTEBOL, DANAZOL, DEHYDROCHLORMETHYLTEST., DIHYDROTESTOSTERONE, DROSTANOLONE, FLUOXYMESTERONE, FORMEBOLONE, MESTEROLONE, METADIENONE, METENOLONE, METHANDRIOL, METHYLTESTOSTERONE, NANDROLONE, NORETHANDROLONE, OXANDROLONE, OXYMESTERONE, OXYMETHOLONE, STANOZOLOL, TESTOSTERONE (test / epitest ratio at a value greater than 6 is considered positive), TRENBOLOLONE, MIBOLERONE

#### **2. AWARDS:**

Awards can be given to the top five (5) in each weight class or age group. At a minimum, the top three (3) must receive awards.

#### **3. MUSIC:**

Music can only be played during the evening show. You must be prepared to turn in your music during registration. Music must be 60 to 90 seconds for amateurs and 60 to 120 seconds for professionals. For couples, the music can be no more than 3 minutes. The music can only be on CD or DVD. The music must be at the beginning of the CD or DVD and it must be the only music on the CD or DVD.

#### **4. DIVISIONS:**

The USBF sanctions competitions with bodybuilding, physique, figure, and bikini divisions.

The bodybuilding, physique, figure, and bikini criteria / guidelines can be found in the Judges Guide.

# **SECTION D.**

## **USBF NATIONAL CHAMPIONSHIPS & TITLES**

### **D. USBF NATIONAL CHAMPIONSHIPS & TITLES**

#### **1. ELIGIBILITY REQUIREMENTS**

Must be a USBF member in good standing.

- You can only qualify for the USBF Nationals at a USBF contest.
- Pros are not eligible for national championships.
- You can't cross-over into an amateur show.

#### **Open Men / Women Nationals**

Must have placed top 2 in an Open class of a USBF contest within 2 years of the date of the national contest. As with all nationals divisions, anyone that has competed as a pro within the last 2 years can't enter a USBF National division and / or class.

#### **Juniors Nationals**

Must have placed top 3 in an juniors, teens, or novice class of a USBF contest within 2 years of the date of the national contest. As with all nationals divisions, anyone that has competed as a pro within the last 2 years can't enter a USBF National division and / or class.

- On January 1<sup>st</sup> (the year of the nationals), you must be no older than 23 to compete in the Juniors Nationals.

#### **Masters Nationals**

Must have placed top 2 in an USBF sanctioned contest within 2 years of the date of the national contest. As with all nationals divisions, anyone that has competed as a pro within the last 2 years can't enter a USBF National division and / or class. Age classes offered will include: 40+, 50+, and 60+. Additional age classes can be added at the discretion of the promoter.

#### **MsUSBF Figure Nationals**

Must have placed top 3 in a MsUSBF Figure Open division in an USBF sanctioned contest within 2 years of the date of the national contest. As with all nationals divisions, anyone that has competed as a pro within the last 2 years can't enter an USBF National division and / or class.

#### **2. AWARDS:**

Awards must be given to the top five (5) in each weight class or age group.

#### **3. CONTEST STAFFING:**

Contest staffing is the same as in Section A.2, except the USBF National Chairperson (or his / her representative) must be present.

# **SECTION E.**

## **USBF PRO QUALIFICATION CRITERIA**

### **E. PROFESSIONAL QUALIFICATIONS**

#### **1. OPEN MEN & OPEN WOMEN PROFESSIONAL QUALIFICATIONS**

**This pro division will be open to natural pros from organizations that perform mandatory drug testing. Proof of current pro status will be required.**

**You can qualify as a natural pro in the USBF by:**

- 1. Winning an Open Overall USBF title**
- 2. Placing 1st in the Open Division at the USBF Open Nationals**
- 3. Placing 1st in the Open Division of an USBF Regional show**

**Pro status only remains active as long as your membership is active and you compete at least once in 2 years. Failure to keep your membership active and compete at least once in 2 years will result in the lost of pro status.**

#### **CLASS / SCORING**

**The pro division will consist of as many weight classes as desired by the promoter. Everyone will pose in the finals, but only the Top 5 will be placed. The posing time for pros can fluctuate between 60 and 120 seconds.**

#### **PRIZES & RESTRICTIONS**

**The cash prizes will be spelled out on the entry form.**

#### **2. MsUSBF FIGURE PROFESSIONAL QUALIFICATIONS**

**You can qualify for this professional division by winning an Overall MsUSBF Figure title.**

**Pro status only remains active as long as your membership is active and you compete at least once in 2 years. Failure to keep your membership active and compete at least once in 2 years will result in the lost of pro status.**

#### **CLASS / SCORING**

**The pro division will consist of one class. Everyone will pose in the finals, but only the Top 5 will be placed. The posing time for pros can fluctuate between 60 and 120 seconds.**

#### **PRIZES & RESTRICTIONS**

**The cash prizes will be spelled out on the entry form.**

**3. This section clearly note that the USBF only formally recognizes Men & Women Open Pros along with MsUSBF Figure Pros. At the discretion of the promoters, other pro classes such as Masters Pro may be offered. For qualifications and format information for classes such as Masters Pro, you must contact the promoter directly.**

## **SECTION F. FORMS & DOCUMENT**

### **F. FORMS & DOCUMENT**

- 1. INDIVIDUAL JUDGE'S SCORING SHEET**
- 2. INDIVIDUAL JUDGE'S SCORING SHEET (Best Poser)**
- 3. TABULATOR SCORING SHEET**
- 4. MsUSBF FIGURE SCORING SHEET**
- 5. MsUSBF BIKINI SCORING SHEET**
- 6. PROMOTER RESPONSIBILITIES LIST**
- 7. PROMOTER EQUIPMENT LIST**
- 8. \*WAIVER AND RELEASE OF LIABILITY**
- 9. \*SANCTION FORM**
- 10. \*USBF MEMBERSHIP FORM**

**\*: Available on-line at [www.usbf.net](http://www.usbf.net) on the Administration page.**













## **USBF Promoter's Responsibilities**

- Step 1. At least 12 months prior to the contest, select a firm date and secure a contract (or formal acknowledgement) from the facility to be used for the contest. Contact the National Office as soon as possible with contest information in order to obtain preliminary approval. For a local contest, the facility arrangements are up to the promoter. Minimum requirements for the facility can be found on Promoter's Equipment List.
- Step 2. Once you obtained a contest site, date, and name, apply for your contest sanction. The earlier you apply for your sanction, the earlier you can start promoting your event. The USBF will also help in promoting your event. Its normal to sanction your contest a year in advance. Athletes plan well in advance of competing. You want to make your that you are early competing for those athletes.  
The USBF Logo must be on all entry forms, posters, and advertisements. You can't advertise your contest as USBF Sanctioned unless you receive the actual sanction.
- Step 3. Although the chairman expenses will be covered by the association, the promoter is responsible for covering the judges travel cost (if judges are not local) and providing a reasonable stipend of \$35 for local and \$50 for national judges. The national office will provide names, addresses, and phone numbers of interested judges. But it is up to the promoter to follow-up.
- Step 4. Four months prior to the contest, prepare a list of seven proposed judges. Include their names, addresses, e-mail addresses, phone numbers, and relevant experience. If you are in a new USBF area, you can use judges from other organizations. But we strongly suggest that you build your local organization using experienced bodybuilders that want to become judges in a natural organization. The national office will assign a head judge and will assist you in obtaining judges for contest.
- Step 5. Three months prior to the contest, make sure that you have personnel to fill the positions on the USBF Staffing List. This list is provided as a courtesy to make you aware of the responsibilities involved in contest promotion. Where it makes sense, you can use the same person for multiple positions. The promoter should not assume any role other than coordinator and problem solver.
- Step 6. Two month prior to the contest, the USBF Assigned Official / Chairman will contact you concerning drug testing. Although the ticket prices are up to the promoter, we suggest that you make it very affordable (\$10 Prejudging, \$15 Finals / Evening Show) for your first show.
- Step 7. The contest format should consist of two shows: prejudging and final. The Prejudging will consist of group presentation, quarter turns, and mandatory posing. The Finals will consist of group presentation and individual posing to music. During the Finals / Evening show, the individual posing can last for 60 or 90 seconds. In the case of couples, posing routines can last from 90 seconds to two minutes.  
The contest format information must be included in the entry form.
- Step 8. Two weeks prior to the contest, make sure that you have (or made available) all of the items on the U.S.B.F. Promoter's Equipment List.
- Step 9. In local or national contests, the only individuals allowed backstage are: competitors, expeditors, coaches and designated officials. When you (the promoter) issue a coach pass, make sure that the coach signs the release. Although the coach is not a competitor, he or she is a participant. And you should obtain a signed release from the coach in the same manner as you would a competitor.

## **USBF Promoter's Equipment List**

For a local contest, the facility arrangements are up to the promoter, but the following are some minimum requirements:

- Minimum seating 400
- Proper lighting & adequate sound system as approved by the State Chairperson or a National Judge.
- Warm-up area must be back-stage or in an adjoining room
- Two (2) microphones, one for the Master of Ceremonies and the other for the Head Judge.
- Two long tables and an appropriate number of chairs for your judges
- Tables and chairs must also be made available for the Registration & Check-in.
- Awards / Trophies Tables
- Drug Testing Room
- Pump-up area (try to select a school that has a weight lifting room, you may be able to use their equipment)
- Try to select a school with a history of hosting plays or musicals.

The Promoter should have a briefcase that contains:

- Contestant Numbered Tags (Make sure the font size is as large as possible & bold). The font size minimum should be 2.25" x 3.5". Suggestion: Avery Pin Style Name Badges available at Office Depot or Staples.
- Circular adhesive tags for identifying cassette tapes. A diameter of .25" to .5" is acceptable.
- Markers, pencils, paper, stapler, calculator, tape (for marking stage floor for placings), and scotch tape.