

DATE: 2024 2025 Rodeo Season
TO: All schools sponsoring a rodeo during the 2024/2025 year.
FROM: Sarah Neely, NIRA National Office
RE: Rodeo Approval Documentation and Information

The contents of this packet contain the following information and will assist you in producing your college rodeo. **Please read carefully, as some of these items have changed!** Most of these items are available on our website at www.collegerodeo.com/downloads, if you need additional copies.

1. Application for Rodeo Approval (Read all directions)
2. Spectator Liability Request form (rodeo insurance)
3. School Membership application (If not already a member)
4. Stock Contractor/Timed Event Contractor Membership application
*Please be sure to verify with your stock contractors, as their applications also need to be in **30 days** prior to the rodeo. I sent applications to contractors from prior year, but please follow up to avoid a fine!*
5. Explanation of the use of the National Sponsors banners and flags – it is your responsibility to fly flags and banners at all sanctioned NIRA rodeos
6. Description of Coverage
7. Insurance for contract personnel memo should you choose to purchase
8. Individual Insurance Application for Contract Personnel
9. Individual Injury Proof of Loss claim forms to have on hand in the event of injury
10. Poster/Statement of Position on Animal Welfare
11. Rodeo Improvement Guide
12. Rule Deviation Request Form
13. Television and Webcast Contract (Be sure to forward your video to Julie Jutten immediately following your rodeo)

The following pages detail the contents of this Rodeo Packet. Please note that while you are obligated to have your application for approval into the NIRA National Office 30 days prior to your rodeo, every effort to return the application sooner would be appreciated.

APPLICATION FOR RODEO APPROVAL: Schools or regions desiring to sponsor a NIRA rodeo must send this form completed and signed to the faculty or student director of their region for approval. It must be received in the National Office 30 days prior to the 1st performance of the scheduled fall or spring rodeo with all corresponding documents. ***A \$200 late fine will be assessed if the completed application, insurance, and ground rules are received in the NIRA National Office after the thirty (30) day deadline.***

RODEO GROUND RULES: All schools or regions requesting approval by the NIRA must submit a copy of established ground rules with the application for Rodeo Approval (or indicate on the Rodeo Approval form if no additional ground rules will be used). A copy of the Ground Rules must be received in the National Office 30 days prior to the 1st performance of the scheduled rodeo. You will be notified of any unacceptable ground rules.

JUDGE PAYMENT: The sponsoring school/region must pay a minimum of \$200 per performance to each judge. **In addition, the sponsoring school/region must pay each judge \$1 for each run in slack. The school must also provide a complimentary hotel/motel room for each judge.**

RODEO LIABILITY REQUEST FORM: Any rodeo to be approved by the NIRA must show proof of minimum spectator liability insurance as required by the NIRA or provide a Certificate of Insurance which names the college specifically, **names NIRA as Additional Insured**, and shows proof that spectator liability coverage is in force for the duration of the scheduled rodeo. **If you plan to purchase through the NIRA's insurance affiliate, Western Specialty, please use the enclosed liability request form and send it along with the accompanying check (Pay to the Order of Western Specialty Insurors, LLC) directly to:**

Western Specialty Insurors, LLC
1116 Remington Plaza Ste C
Raymore, MO 64083

Western Specialty will provide both our office and the coach with a certificate of insurance once payment is received. Coordinate payment with Western Specialty so that we have that certificate in our office 30 days before the 1st performance of the scheduled rodeo.

SCHOOL MEMBERSHIP APPLICATION: A NIRA ruling (p. 47) states that all schools sponsoring a rodeo must be a current NIRA member school regardless of the number of NIRA student members.

STOCK CONTRACTOR/TIMED EVENT CONTRACTOR MEMBERSHIP APPLICATION (S): In order for NIRA rodeos to be fully approved the contracted stock contractor must be a current member of the NIRA. If someone other than the Stock Contractor of Record is supplying the timed event cattle, they also must be a current member of the NIRA. The NIRA rodeo will not be fully approved until the Timed Event Contractor is approved as a member. This includes all sub-contractors as described in item #7 at the top of the rodeo approval application. **Any stock contractor who does not become a current NIRA member at least 30 days prior to the 1st performance of the 1st contracted rodeo of the NIRA year will be subject to a \$100 fine and the school sponsoring the rodeo will be charged a late fine. Please be sure your stock contractor receives this information!**

ANNOUNCER SPOTS & NATIONAL SPONSOR SHEET: These spots are for use during your NIRA rodeo. Please make use of these announcements to show support for the generosity of our national sponsors. Also confirm all banners and flags are flown/displayed during your rodeo.

DESCRIPTION OF COVERAGE: Explains NIRA insurance policy coverage.

INSURANCE FOR CONTRACT PERSONNEL MEMO: Explains additional coverage available for contract personnel should you wish to purchase additional coverage.

INDIVIDUAL INSURANCE APPLICATION FOR CONTRACT PERSONNEL: Must be completed and mailed in along with a check or money order to the National Office for additional coverage for individuals **IF** electing to purchase. (Contract Personnel, Coaches, etc.)

INDIVIDUAL INJURY CLAIM FORM (Proof of Loss): The accident policy provided to members for the 2024/25 year is a **SECONDARY** plan. Members must first file any claims with their primary medical insurance provider. Then this claim form should be completed, along with proper signatures, accompanied by any bills and/or supporting documents, and sent to the address listed at the top of the claim form.

STATEMENT OF POSITION ON ANIMAL WELFARE: Two Animal Welfare posters **MUST** be posted in the rodeo office at each and every NIRA sanctioned rodeo. These are also available online on our website under Resources and Downloads.

RODEO PRODUCTION HANDBOOK: The enclosed guide has been created to assist you in producing a college rodeo. This is meant to be used as a reference guide only. If you should need any additional information, or have comments, please contact the NIRA office at (509) 529-4402.

RULE DEVIATION REQUEST FORM: This form must be submitted with the rodeo approval application if you are considering deviating from a rule in any way. This will allow time for the change to be approved or disapproved.

TELEVISION AND WEBCAST CONTRACT: If you plan to televise or web-stream your event, be sure to have the contract filled out and approved by the national office **30 days** before your scheduled event. Upon completion of your rodeo, please submit your video to our social media coordinator, Julie Jutten, Julie@collegerodeo.com.

IN ORDER TO FULLY APPROVE YOUR RODEO THE FOLLOWING MUST BE ON FILE IN THE NIRA OFFICE 30 DAYS PRIOR TO THE RODEO:

1. Completed application for Rodeo Approval, signed and approved by a director in your region.
2. Established Ground Rules approved by the NIRA National Office
3. Rule deviation form if necessary
4. Liability insurance coverage verification
5. Sponsoring school(s) current membership application
6. Stock Contractor current membership application
7. Timed Event Contractor current membership application
8. Ambulance provider listing
9. Injured animal conveyance method

Thank you and good luck!

**National Intercollegiate Rodeo Association
2033 Walla Walla Ave.
Walla Walla, WA 99362**

**Phone: (509)529-4402
Fax: (509)525-1090**