

NIRA ROCKY MOUNTAIN REGION

ROCKY MOUNTAIN REGIONAL

INTERCOLLEGIATE RODEO

ASSOCIATION, INC.



REGIONAL BY-LAWS AND RULES

2024-2025

ROCKY MOUNTAIN REGIONAL
INTERCOLLEGIATE RODEO ASSOCIATION, INC.

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A. General Rules

1. Amendment of By-Laws and Rules: These by-laws and rules may be amended by a two-thirds vote of the Regional Board of Directors present at an officially called meeting of the Board. A quorum (more than 50% of the eligible voting Board Members in the Region) must be present at the meeting. Amendments to these By-Laws and Rules will only take place once a year, at the Regional Board Meeting at the last rodeo of the year. All member schools must be notified, in writing, of a proposed change in By-Laws or Rules at least two weeks prior to the meeting when the vote will take place. (April 2017) This written notification can be presented at an official Regional Board Meeting the previous week or sent by mail, FAX, or e-mail and received by every member school at least two weeks prior to the meeting. If the advisor or student representatives of a given school cannot attend the Board Meeting where the by-law change will be voted upon, properly signed proxy votes may be sent to the Regional Faculty Director or the Regional Student Director prior to the meeting when the vote will take place.
2. Dress Code: NIRA By-Laws and Rules require that appropriate western attire and school identification vest must be worn by all contestants from every school when they are in the arena. This applies to all slack sessions and performances and applies to hazers, pushers, as well as all contestants. Failure to comply will result in a \$25 fine (NIRA Rulebook) and other possible disciplinary action. The rule may be waived at the discretion of the Faculty and/or Student Director, in consultation with the judges, due to adverse or other unusual weather conditions.
3. Alcohol and Prohibited Drugs: Alcohol may be sold at RMR rodeos in spectator seating areas and only by licensed/permitted vendors with adequate and proper security and ID checks. Alcohol may not be sold more than 1 hour prior to a rodeo performance. No alcohol will be allowed in the contestant areas. No prohibited drugs may be sold, possessed or consumed at a college rodeo. No contestant may consume or be under the influence of alcohol or prohibited drugs during a rodeo. With the exception of the clearly marked spectator area, no alcohol or prohibited drugs are permitted on the grounds (including vehicles, trailers, and campers) during the entire period of a college rodeo. See “Rule Violations and Fines.” (4/17/21) (Edited: 4/27/24)

B. Conduct of Rodeos

1. NIRA RMR Member Schools Hosting Rodeo: Each NIRA RMR Member School must host a college rodeo at least once every other year. Failure of a Member School

- to host a rodeo may result in fines to the Member School or additional entry fee expenses to the contestants from that Member School.
2. Rodeo Information Sheet: The information sent by the college or university sponsoring/producing each college rodeo to all the other regional member schools and independent contestants shall contain:
 - a. Designated rodeo headquarters/office and its location
 - b. Time of all performances and slack sessions
 - c. Order of Events to include the slack order
 - d. When Barrel Racing will be run during slack (first or last etc.)
 - e. Rodeo Location (town and arena name)
 - f. Contact phone numbers, fax, and email addresses
 - g. Time when phoned, faxed, or emailed entries will be accepted
 - h. Local Ground Rules
 3. All rodeos must be approved by the Regional Faculty and/or Student Director. Each hosting school will complete the Rodeo Approval Form and submit it to the Faculty Director who, in turn, will submit it to the NIRA National Office.
 4. Entries: All entries for each school must be made by the coach, advisor, or by one person he/she designates. Any changes to the entries may be made by 8:30 pm on the Wednesday after the Draw is sent out (Posted).
 - a. Entries will be taken on the Monday of the week of the rodeo. Call-in entries will be accepted between 6:00 pm and 8:30 pm on that Monday of the rodeo. Entries may also be emailed or faxed (if available) and must be received by 8:30 pm on that Monday. Corrections to these entries, due to a mistake or omission by the entering Coach/Advisor, may be made by 8:30 pm on the Wednesday of the week of the rodeo and must be made by the Coach/Advisor only. Doctor and Veterinarian Releases will be accepted after entry closing and also after the 8:30 pm Wednesday deadline. No changes to the designated Point's Team Members may be made after the stock draw is complete.
 - b. If any corrections are made, those students will be added into the draw by using the mis-draw procedures. (6/13/15)
 5. Call Backs: The Regional Rodeo Secretary will email each coach/advisor the rodeo draw for each rodeo once it is completed. Draw outs and call backs are also only to be made by the coach, advisor, or designee of that particular school.
 6. NIRA Numbers: The Regional Rodeo Secretary will automatically withdraw any contestant entered whose NIRA number is not on the Master Entry List or otherwise obtained from the NIRA Office.

7. Team Member Designation: The rodeo coach, advisor, or sponsor must designate the six (6) men and four (4) women for the Points Team when entries are submitted. Changes to the Points Team can only be made up until the time the stock draw is completed by the Regional Rodeo Secretary. Points Team members will be designated on the official position draw sent out by the Regional Rodeo Secretary.
8. Judges: Judges for all Rocky Mountain Region rodeos will be assigned by the Rocky Mountain Regional Faculty Director. The RMR Faculty Director should take input from the rodeo coach/advisor from the school sponsoring the rodeo on who they want, or don't want, to judge their rodeo. The ultimate decision will be the RMR Faculty Director's.
 - a. Each judge will be paid \$325 per performance plus \$1/run in slack. The Sponsoring School will be responsible for paying each judge \$200/per performance, plus \$1 per run in slack. The Region will pay the remaining \$125 per performance to each judge. (4/16/22)
 - b. Judges wishing to judge rodeos in the NIRA Rocky Mountain Region must attend a PRCA Judging seminar at least once every other year. (4/27/24)
9. Timers:
 - a. Immediate family members of any RMR contestant entered, will not be allowed to be a Timer at that rodeo.
 - b. Wives of any school coach will not be allowed to be a Timer.
 - c. Timers must have prior timing experience.
 - d. Timers will meet with the Regional Secretary prior to the first performance of the rodeo to go over timing procedures in the Rocky Mountain Region.
 - e. Timers must work from the same position during all performances.
 - f. Management must provide a place for official timers to work without obstruction or interference.
 - g. Timers for a rodeo may not change after the first performance except for sickness, injury or by request of a Rocky Mt. Region official because of a timer's incompetence, or through agreement of the rodeo committee and the Rocky Mt. Region officials.
 - h. Two hand-held digital watches must be used in the timed events. Official time shall be the average of the two times. All times will be recorded in 10ths of a second with the exception of the barrel racing.
 - i. In barrel racing, both the official and the back-up times must be recorded. Official time will be the electric eye and will be furnished by Rocky Mountain Region. Time will be recorded in the 100ths of a second when using the electric eye. A digital electronic stopwatch will be used by the back-up timer and recorded in 100ths of a second. The official timer and the back-up timer must be the same during all performances.
 - j. All materials needed to time will be provided by the Timer or the hosting college or university (stop watches, pencils, clip boards, calculators, etc.).

10. Posting of Judges Sheets: The Regional Rodeo Secretary will post copies of the official Judges Sheets and official results in the timed events near the rodeo office as soon as possible after the completion of a performance or slack session.
11. Regional Set-up Rule: The only legitimate reason to request a Set-up will be for academic reasons. If a student needs to be Set-up for a particular performance or slack, they must submit, to the Regional Faculty Director, a signed letter from their professor, academic instructor, or school official stating the reason that student must have a Set-up. Trades may be made (see Trades below)
12. Injured Animal Conveyance: Each school hosting a Rocky Mountain Region rodeo will be responsible for having an Injured Animal Conveyance on site and easily accessible in case an animal is injured at the rodeo grounds. Also, a plan of action should be established by the hosting school should such an injury take place during a rodeo performance or slack session.
13. At a back-to-back rodeo weekend (RMR Regional Rodeo & School Sponsored Rodeo), the event directors, along with the stock contractor, may set the short round pen for the rough stock events. In the timed events, all livestock qualified on by the top ten contestants will come back to the short round. If livestock was qualified on more than once, the event director may choose which other animals will be put in the draw for the short round.
14. All Rocky Mountain Region checks must be signed with two signatures; the Regional Student and Faculty Director.
15. Saddle & Buckle Sponsorships: Each Member School is responsible for obtaining a saddle sponsor for one rodeo event each year. Each Regional Event Director is responsible for obtaining a buckle/award sponsor for the event for which they are the Event Director. Saddle Sponsorship amount is \$2,000. Buckle/Award Sponsorship is \$500. Approved as a friendly amendment - if a reoccurring saddle sponsor is involved, the sponsorship \$amount will be reduced by \$100. (4/17/21)
16. Average Points: In order to qualify for average points, contestant must have a qualified ride or time on their first head or run. (6/13/15)
17. Trades: Contestant trades will be allowed to be made on Wednesday night from 6 pm to 8:30 pm after the draw has been sent out. Both contestants wishing to trade must call the "Appointed Designee" between the hours of 6 pm and 8:30 pm on Wednesday after the draw is sent out to make the desired trade. The contestant who initiates the trade will be responsible for paying the Trade Fee of \$10 per trade. The Trade Fee will be added to that contestant's entry fees. The Trade Fee will be divided

equally between the Regional Rodeo Secretary and the “Appointed Designee,” \$5 each. The Regional Faculty Director will select the “Appointed Designee” each fall. (passed 6/13/15).

18. School Violation of RMR By-Laws: Any violation of the Rocky Mountain Region Rules & By-Laws by a member school will result in a minimum \$100 fine. The Regional Board of Directors will have the discretion to set the specific amount of said fine.
19. Students must be academically eligible and in good standing with the NIRA at the time the Regional Awards are presented in order to receive any awards. (April 2019)

C. Charges and Fees

1. Fees set by the Regional Board of Directors: All of the fees outlined in this section are set by the Regional board of Directors. To avoid the need to officially change the By-Laws when fees are changed, all fees are shown in the “Schedule of Fees and Charges” attached at the end of these By-Laws and Rules.
2. Setting or Changing Fees: Discussion and setting of fees for the next academic rodeo year shall be done at the Regional Board Meeting during the last rodeo of the year. If, because of uncertainties, fees cannot be set at this last meeting then they shall be discussed and set for the remainder of the year at the Regional board Meeting at the first rodeo in the fall. Discussion and voting on fees and fee changes must occur every year at one of these two meetings and does not require the notice period described in Section A.1. Adopting existing fees and charges at either of these meetings requires a majority of the Regional Board of Directors present at the meeting. Fees and charges set at either one of these meetings will be maintained for the entire year, unless it is deemed absolutely necessary by the Regional Board of Directors. In this case, an officially called meeting of the Regional Board of Directors to discuss and vote on a fee and charge adjustment will be scheduled with prior notice as outlined in Section A.1. Changes in fees at any time other than the last meeting of the year in the spring or the first meeting in the fall will require a two-thirds vote of the members present at the meeting.
3. Fees for Member Schools: There will not be a membership fee for the Rocky Mountain Region. However, each school wishing to be a “Member School” of the NIRA will have to submit the appropriate application and fee to the NIRA.
4. Mandatory Entry Fees: All Rocky Mountain Region rodeos will have mandatory entry fees in each event. Current entry fees are listed in the Schedule of Fees and Charges.

5. Stock Charges: Stock charges will be the same at all rodeos within the Rocky Mountain Region. The current stock charges are listed in the Schedule of Fees and Charges.
6. Regional Award Fees: Each Rocky Mountain Region rodeo will collect a regional award fee (a onetime fee for each rodeo) from each contestant to pay for year-end regional awards. The current award fee is listed in the Schedule of Fees and Charges.
7. Secretary Fee: Each Rocky Mountain Region rodeo will collect a one-time secretarial fee from each contestant at each rodeo. Secretarial fees pay for services of the Regional Rodeo Secretary who also serves as the Local Rodeo Secretary. The current secretarial fee is listed in the Schedule of Fees and Charges.
8. Payoff: The money in the payable pot for which nobody qualifies to win in either a round or the average, will be added back into the payout in that specific event at that rodeo. In the event that no qualified runs/rides are posted in either round, the complete payable pot gets rolled over into the next rodeo's payable pot. This applies to all rodeos except the final rodeo of the year, where the non-won payable money would be retained by the Region. (March 2017)

D. Regional Positions and Board of Directors

1. Rocky Mountain Region Board of Directors: The Rocky Mountain Region Board of Directors is composed of the Regional Faculty Director and Student Director; one coach, advisor, or sponsor from each member school; two students from each school (one male and one female team member); and the designated Regional Event Directors.
2. The Regional Student Director will be the presiding officer at all Regional Board Meetings.
3. Powers and Jurisdiction: The Regional Board of Directors shall supervise and direct the business and affairs of the region in compliance with the By-Laws and Rules of the NIRA. The Regional Board of Directors may bring matters of a controversial nature before the NIRA Executive Committee through elected or appointed representatives.
4. Election of Regional Directors
 - a. Regional Faculty Director: There shall be one regional faculty director elected by and from the advisors of the member schools of the Rocky Mountain Region. The Faculty Director will be elected for a two-year term.

Election of the RMR Faculty Director will take place in the spring of odd numbered years.

- b. Regional Student Director: There shall be one regional student director elected by and from the members in good standing of the Rocky Mountain Region. The Student Director will be elected for a two-year term. Each newly elected student director will receive a fifth year of eligibility providing he/she completes their entire two-year term. Election of the RMR Student Director will take place in the spring of even numbered years.

5. Regional Board Voting:

- a. Each member school shall have two votes; one vote to be cast by the member school advisor and one vote to be cast by the male student delegate and the female student delegate combined.
- b. The Regional Faculty Director will vote only as a member school advisor.
- c. The Regional Student Director will vote only as one of the member school representatives.
- d. Elected event directors shall have voting power within their region.
- e. When electing Faculty and Student Directors, faculty shall vote for faculty and students shall for students.
- f. A Regional Event Director may also represent a member school but does not have two votes.

6. Regional Board Meetings: Regional Board Meetings will be held at the first rodeo each fall, the first rodeo each spring, and the last rodeo of the spring. Other Board Meetings will be called and held as needed. Time and place of additional meetings will be announced as soon as possible prior to the meeting. If changes in By-Laws are to be voted on at any meeting, proper notice must be given as provided in Section A.1. The Regional Student Director shall preside over all Regional Board Meetings. Roberts Rules of Order shall be followed.

7. Duties of Regional Directors: The duties of the Regional Student Director and the Regional Faculty Director are specified in the NIRA Rule Book.

8. Event Directors: At the first Rocky Mountain Region rodeo of the year, Regional Event Directors will be elected by and from the members in good standing of the Rocky Mountain Region. Event Directors must be qualified to fulfill the duties of the position fairly and equally. Event Directors for each event shall be elected only from contestants entered in that event. Only the contestants entered in each specific event are allowed to vote for their event's Event Director (bull riders vote for Bull Riding Event Director, barrel racers vote for Barrel Racing Event Director, etc.). Event

Directors shall be given a written copy of the job description printed later in the By-Laws & Rules.

9. Regional Rodeo Secretary: The duties of the Regional Rodeo Secretary are listed in Section J of these By-Laws and Rules. The Regional Rodeo Secretary shall also serve as a non-voting member of the Board of Directors.

E. **Rocky Mountain Regional Intercollegiate Rodeo Association, Inc.**

1. The Rocky Mountain Regional Intercollegiate Rodeo Association, Incorporated is a 501(c) (3) not-for-profit organization with a separate Board of Directors/Officers which is filed with the State of Idaho (the “Association” is filed and registered in Idaho for tax reporting purposes).
2. Association Officers: The Association Officers are comprised of a President, Secretary, Treasurer, and Directors (Regional Faculty & Student Directors).
 - a. President of the Association: The President of the Association shall be held only by an advisor, coach, or sponsor. No students may hold this office. The term for this position is two years. The President will be responsible for filing the appropriate applications and information with the State of Idaho.
 - b. Treasurer of the Association: The Treasurer of the Association shall be held by only an advisor, coach, or sponsor. No students may hold this office. The term for this position is two years. The Treasurer will be responsible for working with the Regional Rodeo Secretary on all financial matters to ensure the Rocky Mountain Region maintains financial solvency.
 - c. Secretary of the Association: The Secretary of the Association can be held by an advisor, coach, sponsor, or any student member in good standing. The term for this position is two year. The Secretary is responsible for keeping minutes of all Regional Board Meetings and provides copies to all member schools.
 - d. If a vacancy in any of the Association’s officers should occur, an additional Regional Board of Directors meeting will be called and a replacement officer will be elected by the Regional Board of Directors.

F. **Rodeo Dates**

1. Request for Rodeo Dates: Member Schools in the Rocky Mountain Region shall apply for rodeo dates at least one semester in advance. Applications may consist of emails, phone calls, or letters sent to the Regional Faculty Director requesting the dates of the proposed rodeo(s). Member Schools who have had a specific date the previous year will have priority over other schools for that date.
2. The Regional Faculty Director is required to turn in a Rodeo Request form to the NIRA Office at the NIRA Summer Board Meeting for the following fall’s rodeos and

one at the NIRA Winter Board Meeting for the following spring's rodeos. Failure to apply for a specific rodeo date prior to either one of the NIRA Board Meetings may not guarantee a school's requested dates.

G. Event Rule Clarification

1. NIRA Rule Book: The NIRA Rule Book will be the authority for all events. In case something is not covered specifically in the NIRA Rule Book, the PRCA or WPRA Rule Book will be consulted and followed.
2. Team Identification Vests: School vests must be worn by all contestants, hazers, and cattle pushers. Hazers and cattle pushers must hold a current NIRA card and must be a contestant at that rodeo. An NIRA member from another region may not act as a hazer or cattle pusher at any Rocky Mountain Region Rodeo.
3. Team Roping: No team roping entries may be made at a regional rodeo unless two people are partnered as one team at the time entries are due. Team entries made by representatives from different schools must be entered alike or the individuals will be drawn out of competition unless clarification is made by the time the official draw is completed.
4. Barrel Racing: In all Rocky Mountain Region rodeos a position draw will be used to determine the order of the Barrel Racing in the Short-Go. The host school is responsible for informing all contestants and other member schools when the Barrel Racing will take place during all slack sessions. (National Rule)
5. Barrel Racing: Arena must be drug immediately prior to Barrel Racing in all performances.
6. Breakaway Roping: An "Off-Side Spotter" will be used during the Breakaway Roping. The Spotter must be an advisor or coach and will help the Field Flagger determine whether a clean "Bell Collar" catch was made by the contestant. The Field Flagger has the final say on a legal catch. (National Rule). The Spotter will be a coach from the school who will be producing the next scheduled rodeo. (April 2017)
7. Goat Tying: If there is a turn out in the goat tying after the stock draw takes place, the goat does not need to be tied. It will be counted as run. (National Rule)

8. Horse Riding Events: During the horse riding events (Bareback & Saddle Bronc) the judges will use a stopwatch to determine if the contestant rode for the required eight (8) seconds. The judge on the latch-side will be the official time. (National Rule)
9. Timed Events: Failure of animal to pull the neck rope. In the timed events, if an animal fails to break the neck rope and time is started by either the contestant or the animal, the contestant must declare immediately in order to receive a rerun. That animal should then be considered a sulking animal and replaced using the misdraw procedure (in slack.) In a performance the contestant will receive the extra.
 - a. If the judge determines the contestant or helper (tie-down roper, breakaway roper, steer roper, steer wrestler hazer, header or heeler) caused the animal to fail to break the neck rope, the animal belongs to the contestant and no rerun will be awarded. (4/27/24)
10. Arena Conditions: Depending on the arena and ground conditions, the Regional Faculty or Student Director, or Event Director may, at any time during the rodeo, require the tractor with a drag or harrow to drag a specific area of the arena to help minimize injuries to contestants.
11. Circling: Circling within the arena while on horseback prior to competing is prohibited. This is applicable to all contestants in all events including every performance and slack session. This rule may be waived by the judges. Specific rodeo ground rules may dictate a “Run-in, Run-out” rule in the Barrel Racing and a “Run-in” rule in the Goat Tying. If a centrally located gate is not used for the Barrel Racing and Goat Tying, contestants may make one turn or pivot before proceeding directly to the first barrel or goat.

H. Rule Violations and Fines

1. Procedure for Reporting Rule Violations: Rule violations are to be reported to the Regional Rodeo Secretary by a Judge, Coach, Regional Board Member, Rodeo Official, Regional Event Director, Regional Student Director or Regional Faculty Director. The person reporting the violation must complete and sign the violation form, obtained from the Regional Rodeo Secretary. After this is done, The Regional Student or Faculty Director shall direct the Regional Rodeo Secretary to assess the fine. Once a rodeo begins, only the Judges may report infractions occurring within the arena that relate to the conduct of a rodeo event (hat fine, drag, non-switch, etc). The judge should sign the violation form. Infractions which occur outside the arena

and out of the Judges' view may be turned into the Regional Student or Faculty Director using the procedure listed above. All fines shall be posted at the rodeo office.

2. **Payment of Fines:** All fines must be paid to the Regional Rodeo Secretary prior to the next performance, slack session, or rodeo prior to any other stock being received or competed on by the contestant who received the fine.
3. **Improper Conduct:** Fines and/or disqualification may be assessed for swearing or obscene gestures determined to be degrading or detrimental to the sport and/or in poor taste, as covered by the NIRA Rule Book. Such fines may be imposed by a judge or reported to the Regional Rodeo Secretary by the Student or Faculty Director or by any member of the Regional Board of Directors using the procedures in H.1.
4. **Alcohol and Prohibited Drugs:** Any contestant at a college rodeo who consumes alcohol or prohibited drugs, or is under the influence of same, or in possession of same on the premises where a college rodeo is being held, will be subject to the following disciplinary actions:
 - a. First offense for drinking or possession of alcohol or prohibited drugs or being under the influence of same will be a \$100.00 fine, disqualification from the rest of that rodeo and suspended from the next rodeo. If offender is under age, local police or security personnel should be contacted.
 - b. Second offense for drinking or using prohibited drugs, possession or being under the influence of same will result in a double fine (\$200.00) and contestant will be suspended for the rest of the year. Additional disciplinary action may be taken by the Regional Board of Directors. Violators will also be reported to the NIRA Office and NIRA Commissioner for possible further disciplinary action.
5. **Extra Loop Thrown in the Team Roping:** If the Header misses or drops his/her rope and the Heeler throws his/her rope at the steer, the heeler will be assessed a \$10.00 fine per occurrence.
6. **Abuse of Livestock:** Any NIRA member who abuses an animal by any unnecessary non-competitive or competitive action, anywhere on the rodeo grounds will be subject to disqualification and fined up to \$250.00 for the first offense, with that fine progressively doubling with each offense thereafter. If the offense happens during a rodeo performance or slack session, rodeo officials will immediately inform the announcer that the contestant has been disqualified and the spectators will be informed of the disqualification due to unnecessary roughness to the livestock (as provided by the NIRA rules (XVII. Q)).

7. There will be a \$10.00 fine for notified turnouts and a \$20.00 fine for non-notified turnouts. Contestants may be responsible for payment of entry fees in addition to their turnout fine.
8. A \$25.00 fine may be assessed for swearing or other obscene gestures as determined to be degrading to the sport and/or in poor taste as covered in the NIRA Rule Book.
9. Circling in the Arena: Circling in the arena prior to starting competition will result in a \$10.00 fine per circle.
10. Splits in the Timed Events: Splits on horses in the Timed Events must be made with the Rodeo Secretary & Judges at least one (1) hour prior to the starting time of the performance or slack session. Failure to set up Splits will result in a \$10.00 fine per occurrence.
11. Entry Fee Payment: Contestants must pay their Entry Fees prior to competing. A \$25 fine will be imposed if a contestant competes prior to paying fees.
12. Stock Pushers: Pushers in the timed events cannot leave the mouth of the chute until the animal has crossed the score line. Penalty for failure to abide by this rule will result in a \$25.00 fine charged to the contestant competing.
13. Appeals: After being paid, fines may be appealed to the Rocky Mountain Region Board. The Board will conduct a fair and impartial hearing of both sides of the issue. The Board may uphold the infraction and fine or waive the penalty and notify the Regional Rodeo Secretary that all or a portion of the fine should be refunded. Judge's decisions made in the arena cannot be appealed.
14. Saddle & Buckle/Awards Sponsorships: All Regional Saddle Sponsorships and Buckle/Awards Sponsorship are due by February 15th each year. Failure by a Member School or Event Director to complete their assigned Regional Sponsorship and have all money turned in before February 15th, will be fined the amount of the sponsorship. NO Team Points or Individual Points will be awarded until the fine is paid in full. (April 2017)
15. Monies collected from fines derived from specific event rule/ground rule violations will be added to the payoff for that specific event. (i.e. Hat Fines in the Barrel Racing will be added to the Barrel Racing payoff). (March 2017)
16. NO JERK DOWN. The jerk down rule shall be in effect at all NIRA sanctioned rodeos in accordance with the National Rule book. Jerk down shall be defined as

over backwards, (between 10 and 2 on a standard clock), with animal landing on his back or head with all four feet in the air. Jerk down infraction shall be fifty dollars (\$50) on the first offense and every offense thereafter.

I. Student Event Director Job Description

1. The Event Directors for the Rocky Mountain Region have the responsibilities of serving on the Regional Board of Directors, communicating with the Regional Student Director and Regional Faculty Director, and assisting in enforcing all NIRA and Rocky Mountain Region rules and policies. Event Directors must oversee the activities of their events at every college rodeo and be responsible for those events being conducted in the most professional manner possible.

2. Duties (General):
 - a. Know the rule book. Event Directors should read it regularly and make sure they are very familiar with their event.
 - b. Know the Ground Rules for each rodeo as they may change slightly from week to week.
 - c. Event Directors have been elected to represent the contestants in their events, and mediate any complaints or disputes that may arise in the events. To do the job effectively they need to watch the event closely, so if a problem does arise, they are aware of the situation. It is important to realize that the Event Director's authority only extends to the point of explanation. If a contestant has a problem with a judge's ruling, actions, etc., it is the Event Director's responsibility to seek an explanation, but they do not have the authority to overrule the judge's decision.
 - d. Assist the Regional Faculty and Student Director in accessing fines (such as dress code, ground rule infraction etc.).
 - e. Check on the different aspects of your events at least 1 hour prior to the rodeo. It is advised that they make contact with the host school in advance of the rodeo to make sure everything is taken care of.
 - f. If the Event Director is up in a section of the event, they must make sure and have a qualified and knowledgeable replacement to cover their duties while they compete.
 - g. Inspect all chutes or other mechanical equipment including gates, barriers, boxes, markers, ties, stakes, automatic timers, horns, etc., to ensure they are in perfect working condition before each rodeo and during all performances and slack sessions.
 - h. Complete and sign a rule infraction form for any violation of NIRA or Rocky Mountain Region rules he/she observes during the conduct of the rodeo.

3. Duties (Specific per Event):

- a. **BREAKAWAY ROPING:**
 - ❖ Make sure string is available to the contestants
 - ❖ Make sure cattle are as even as possible
 - ❖ Make sure score line is set according to the NIRA rule book
 - ❖ Check that fresh cattle have been prepared properly
 - ❖ Make sure cattle have been run through the arena prior to the rodeo
 - ❖ Make sure box pads are available
 - ❖ Know the Ground Rules
 - ❖ Ensure there is an Injured Animal Conveyance available

- b. **GOAT TYING:**
 - ❖ Make sure goat stake is set to the NIRA rule book specifications
 - ❖ Make sure the proper number of goats are available and are as even as possible
 - ❖ Check the goat rope to make sure it is 10' from snap to snap
 - ❖ Help the judge during the event
 - ❖ Know the Ground Rules
 - ❖ Ensure there is an Injured Animal Conveyance available

- c. **BARREL RACING:**
 - ❖ Make sure the pattern is set according to the rule book
 - ❖ Coordinate with the host school to determine a time to set the pattern
 - ❖ Post pattern at the Rodeo Secretary's office
 - ❖ Make sure rakers/rakes are available, if needed
 - ❖ Coordinate with the Rodeo Secretary to make sure the electric eye is functional and is set up and working properly
 - ❖ Know the Ground Rules
 - ❖ Ensure there is an Injured Animal Conveyance available

- d. **TIE DOWN ROPING:**
 - ❖ Make sure cattle are as even as possible
 - ❖ Make sure score line is set according to the NIRA rule book
 - ❖ Check that fresh cattle have been prepared properly
 - ❖ Make sure cattle have been run through the arena prior to the rodeo
 - ❖ Make sure box pads are available
 - ❖ Know the Ground Rules
 - ❖ Ensure there is an Injured Animal Conveyance available

- e. **TEAM ROPING:**
 - ❖ Make sure cattle are as even as possible
 - ❖ Make sure score line is set according to the NIRA rule book
 - ❖ Check that fresh cattle have been prepared properly
 - ❖ Make sure cattle have been run through the arena prior to the rodeo
 - ❖ Make sure box pads are available
 - ❖ Know the Ground Rules
 - ❖ Ensure there is an Injured Animal Conveyance available

- f. **STEER WRESTLING:**
 - ❖ Make sure cattle are as even as possible
 - ❖ Make sure score line is set according to the NIRA rule book
 - ❖ Check that fresh cattle have been prepared properly
 - ❖ Make sure horns have been tipped properly
 - ❖ Make sure cattle have been run through the arena prior to the rodeo
 - ❖ Make sure box pads are available
 - ❖ Know the Ground Rules
 - ❖ Ensure there is an Injured Animal Conveyance available

- g. **BAREBACK RIDING, SADDLE BRONC RIDING, BULL RIDING:**
 - ❖ Check all chutes and lead-ups to make sure they are safe and in good working condition
 - ❖ Check stock for proper numbers
 - ❖ Ensure automatic horn/buzzer is working correctly
 - ❖ Set short go pens with the stock contractor
 - ❖ Check with Faculty Director on approval of contractors
 - ❖ Know the Ground Rules
 - ❖ Ensure there is an Injured Animal Conveyance available

- 4. The Rocky Mountain Region will pay the first (\$60) entry fee for each Student Event Director at the last rodeo each semester. April 2018

- 5. The Regional Student Director may appoint, with the approval of the Faculty Director, a new Event Director if an Event Director becomes ineligible.

J. **Regional Rodeo Secretary (RMR Rodeo Secretary)**

- 1. During the term of the Regional Rodeo Secretary's contract, he/she shall be an independent contractor and not an employee of the Rocky Mountain Region.

2. No training will be provided by the Rocky Mountain Region. Contractor represents that he/ she is a fully trained rodeo secretary and that he/she is not in need of any training by the Rocky Mountain Region.
3. Contractor shall be responsible for hiring, supervising, and paying her own assistants, if needed. In no way shall contractor be acting in the capacity of a supervisor on behalf of the Rocky Mountain Region, when contractor engages their own assistants. Contractor must furnish all material and equipment necessary to perform these services.
4. For the sum of \$200.00 per rodeo and an additional \$3.25 (April 2019) per entry, the RMR Secretary will act as the NIRA Rocky Mountain Region Rodeo Secretary. The RMR Secretary will receive payment at the conclusion of each rodeo.
5. A hotel/motel room for the RMR Rodeo Secretary shall be provided by the sponsoring school.
6. It shall be the responsibility of the NIRA Rocky Mountain Region Rodeo Secretary to be assured all duties are completed. The NIRA Rocky Mountain Region Rodeo Secretary's duties shall include, but not be limited to, the following:
 - a. Although there are no set office hours, the NIRA Rocky Mountain Regional Secretary shall coordinate a schedule with Student and Faculty Directors, so she can be reached should a problem arise. A copy of this schedule will be furnished to all Team Advisors and to the Student and Faculty Directors.
 - b. Rodeo Arrival Times: Secretary should report to the Rodeo Office three hours prior to performance. The Rodeo Committee is responsible for providing an adequate Rodeo office for the Secretary.
 - c. Secretary shall set-up for contestant check-in (posting regional standings, event order, and draw), be responsible for taking entry fees, having all contestant information ready, and being well prepared for duties expected of the NIRA Rocky Mountain Region Secretary, in the process of checking in contestants.
 - d. NIRA Rocky Mountain Region Secretary must have knowledge of the ground rules of each rodeo, as well as any NIRA or PRCA rules that pertain.
 - e. Secretary must furnish needed amount of poker chips for timed event cattle and rough stock draw. It is the responsibility of the NIRA RMR Secretary to have full records of the draw including the correct number of sleepers in each event. The secretary must also copy the draw and post it where contestants have access to it.
 - f. NIRA RMR Secretary shall prepare event work sheets to keep records of the points won.

- g. Secretary shall be prepared for drawing of timed event stock 1 ½ hours prior to each performance and no later than 1 hour before the rodeo, depending upon the Rodeo Committee's request.
- h. NIRA RMR Secretary must prepare judges sheets for all events in order of competition prior to each performance and slack. Judges sheets, used for the timed events, must be prepared in order of competition, including splits and Barrel Racing Short Round order.
- i. RMR Secretary is to post a copy of official judging sheets at the rodeo office and the original judge's sheets are to be kept by the RMR Secretary for one full year from the date of the last rodeo held in the Region.
- j. Secretary shall post results of each performance, and see that the judge's copies are complete, signed, and then post their sheets.
- k. Secretary must immediately post a list of assessed fines. It shall be the NIRA RMR Secretary's responsibility to accept these fines, all of which must be paid prior to the conclusion of the rodeo, or before participation in the next rodeo. If the student chooses to protest the fine, they must have a formal letter written to the Student Director.
- l. In the event of a hardship case, a request should be written and signed by the contestant's advisor. If the hardship case involves a class that cannot be missed, the letter must be written on College or University letterhead, and should include the instructor's name, position, address and telephone number. After evaluating the hardship case, the Student or Faculty Director may make a decision.
- m. The Regional Faculty Director and/or Student Director shall determine if contestant's entry fees should be refunded when that contestant is unable to attend the rodeo due to a major catastrophe, accident, injury, or act of nature; subject to review by the NIRA Office.
- n. Secretary will be responsible for writing the prize money checks. The Secretary will be responsible for passing out the checks. A numerical list of all checks written, to include whom the check was made out to and the amount, must be maintained. The rodeo account must be balanced after each rodeo.
- o. During each performance, the NIRA RMR Secretary shall:
 - i. Verify, record, and total all times and scores.
 - ii. Check riding event judge's sheets for additional accuracy. Record and total all scores and points.
 - iii. Keep record of points won in each event by each contestant.
 - iv. Keep record of all-around points won.
 - v. Mail results sheets to Student Director and Faculty Director within 24 hours following the last performance by first class mail. Emailing or faxing the result sheets will also be acceptable.

- vi. Provide all records requested by the NIRA in accordance to their schedule requirements.
- p. The bi-annual financial report is the responsibility of the Regional Rodeo Secretary.

7. CENTRAL ENTRY OFFICE

- a. The Central Entry Office is the responsibility of the NIRA RMR Secretary. The Secretary will take entries, draw positions and stock, receive call backs, and relay messages to the advisors, membership, and RMR Director.
- b. Entries will be taken on the Monday of the week of the rodeo. Entries close at 8:30 pm. No additions or changes to these entries will be made after closing, with the exception of a Doctor or Veterinarian Release. Call-in entries will be accepted between 6:00 pm and 8:30 pm. No changes to the designated point's team members may be made after the stock draw is complete.
- c. Positions will be drawn after the Master Entry List is received by the Secretary, generally on Tuesday following entry close.
- d. Once the Position Draw is complete, the Secretary will email the Draw to all advisors in the Rocky Mt. Region.
- e. All entries should be faxed, mailed, emailed or called to Central Entry Office. It is the responsibility of the school entering to make sure the entry arrived as scheduled.
- f. The Rodeo Committee is responsible to get the approval by the Student Director, thus notify the Central Entry Office, as to the times that cattle will be run and markers and scores to be set. The Secretary shall inform the Student Director of these times.
- g. Central Entry Procedures may change due to the time and dates of each rodeo. Therefore, the Central Entry Procedures will be sent to the schools each semester from the Regional Rodeo Secretary
- h. In case of an emergency, the Rodeo Committee will contact the Secretary at the Central Entry office, who in return will contact the Regional Directors.

8. CONTRACT/TERMS

- a. RMR Secretary shall be hired biennially (every two years) by the Regional Directors. Pay scale will also be set by the Regional Directors.
- b. If the RMR Board has approved the RMR Secretary at their annual Spring Meeting, she will begin in June, following the NIRA Summer Board Meeting. Otherwise, the RMR Secretary agreement will begin following her approval at the RMR annual Fall Meeting.
- c. RMR Secretary is responsible for all items listed above plus other duties as may be deemed necessary by the Regional Student Director and/or Faculty Director.

- d. RMR Secretary is fully responsible for the performance of services in accordance with the terms and conditions of this agreement. If these services are not met to the approval of the Regional Director, the Regional Director reserves the right to terminate contract with RMR Secretary, allowing for a two-week notice.
- e. RMR Secretary is not responsible for the typing of the programs or any information sheets for the individual colleges or universities.
- f. The RMR Secretary and the Central Entry Office are considered official representatives of the NIRA and the Rocky Mountain Region. Any harassment or poor conduct on behalf of individuals or member schools will face disciplinary action as stated in the NIRA rule book.
- g. The RMR Secretary shall attend at least (1) approved judging seminar per year and provide proof of attendance to the Regional Faculty Director.
- h. The RMR Secretary shall follow all rules of the Rocky Mountain Region and the NIRA at all time.

K. Addendum Number One:

Schedule of Fees and Charges

- 1. NIRA “Member School” fees are \$300.00. There is no additional Regional “Member School” membership fee.
- 2. Mandatory Entry Fees:
 - a. School Sponsored Rodeo: \$60.00 for the first entry and \$40.00 for each additional event entered
 - b. Rocky Mountain Regional Rodeo: \$85.00 for the first entry and \$40.00 for each additional event entered
 - c. An additional \$10.00 fee will be assessed for contestants from “Non-Member” schools. This is a one-time fee per contestant per rodeo.
- 3. Entry Fee Breakdown
 - a. School Sponsored Rodeo:
 - i. \$28.00 into the payoff
 - ii. \$6.00 stock charge fee
 - iii. \$3.25 secretary fee (April 2019)
 - iv. \$1.25 student director fee (April 2019)

- v. \$1.50 faculty director fee April 2019)
- vi. \$20.00 awards fee (one-time charge per contestant per rodeo)

b. Regional Rodeo:

- i. \$28.00 into the payoff
- ii. \$6.00 stock charge fee
- iii. \$3.25 secretary fee (April 2019)
- iv. \$1.25 student director fee (April 2019)
- v. \$1.50 faculty director fee (April 2019)
- vi. \$20.00 awards fee (one-time charge per contestant)
- vii. \$25.00 regional rodeo fee

4. Changing of Fees: Procedures for the changing of fees or charges is outlined in Section C.1 and 2 of the Rocky Mountain Region By-Laws and Rules.

L. Addendum Number Two:

Additional Sponsorship Acquisitions

5. Any Rocky Mountain Region (RMR) member who acquires additional sponsors or sponsorships shall receive payment from the RMR equal to 20% of the acquired amount, minus the cost of producing sponsorship advertising (banners, signage, etc.).
 - a. This rule shall not apply to the required minimum sponsorship dollars acquired for Regional Saddle or Regional Buckle/Awards sponsorships.
 - b. Any RMR member who is obligated to acquire regional saddle or buckle/awards sponsorships shall not receive any payments for additional sponsorships until after their regional saddle or buckle/awards obligations are fulfilled.
 - c. In order to maintain consistent advertising exposure and value, all sponsors and sponsorship dollars must be approved by the Regional Faculty Director and Regional Student Director.