##

# Canadian Cowboys’ Association

BYLAWS & RODEO RULES

## SECTION XII - RODEO SECRETARIES AND TIMERS

### SECRETARIES

1. Rodeo secretaries must complete the secretary clinic held by the CCA or a course approved by the CCA Board of Directors prior to receiving their secretary membership and then complete the course every two years after that to remain on the approved secretaries list.
2. Stock Contractors/Committees are responsible for hiring an approved CCA secretary from the secretaries list.
3. Rodeo secretaries must follow and comply with all rules and guidelines as set out by the CCA office. Any fines or costs associated with violations of the rules, missed deadlines, or kit outages by the secretary will be invoiced and reported directly to the stock contractor/committee who hired them.
4. Contestants will not suffer disqualification because of mistakes made by the rodeo secretary.
5. The rodeo secretary must supply any office materials he/she will need for the efficient running of the rodeo office, as well as clipboards for the judges and a backup stop watch and whistle for timers.
6. The rodeo secretary will not accept any entry fees for a local contestant from the committee unless accompanied by a signed CCA release form which is available on the CCA website.
7. Rodeo office must be open one hour prior to rodeo start time and remain open fifteen minutes following the performance.
8. Any lateness in submitting unofficial results will result in a fine.
9. Rodeo secretaries are not allowed to use personal bank accounts to deposit entry fees and submit cheques for those said entry fees to the CCA. Any violation of this rule will result in immediate suspension of their secretary card.
10. Secretary kits must be accompanied by no more than two cheques. One cheque from the rodeo committee for purse, committee RIDE charge, and judge fees, and a second cheque for contestant entry fees. Violation of this rule will result in a $300 fine, and any subsequent infractions will be reviewed by the CCA Board of Directors.
11. Secretary kits must be sent by courier no later than 2:00 pm the day following the rodeo or a fine may be levied.

