



## CCA RODEO - SECRETARY GUIDE



### INTRODUCTION

Welcome to the Administration Team of the Canadian Cowboys Association. The part you play as a Secretary is very important. This manual outlines rules and guidelines to assist you in doing your job.

Please familiarize yourself with the CCA Rulebook. It is your responsibility to know the rules and how they might affect you if the rules are not adhered to. Please make sure you have a current rulebook on hand at all rodeos. It is important that we are consistent when enforcing and quoting rules to members.

The knowledge and understanding of the rules and guidelines may possibly make the difference between a challenging experience and a rewarding experience.

### RODEO DOCUMENTS

Please check your Secretary Kit upon arrival to make sure that you have everything necessary to administer the rodeo. The following is a list of all the documents you will need prior to the start of the rodeo and the number of copies you will need to print off.

Emailed from CCA Office	Available on the CCA Web Page
<ul style="list-style-type: none"><li>• Judge Cards (2 copies)</li><li>• CRES/RIDE Report</li><li>• Payoff Breakdown Report*</li><li>• Events List (Draw)*</li><li>• Contestant Receipts</li><li>• Barrel Pattern from Previous Year</li><li>• Balance Sheet (2 copies)</li><li>• Barrel Rep Posting Sheet*</li><li>• Judges Evaluation from Previous Year</li></ul>	<ul style="list-style-type: none"><li>• Barrel Pattern Form</li><li>• Infraction Report Form (2 copies)</li><li>• Judges Rodeo Evaluation Form</li><li>• Local Contestant Release Form (15-20 copies)</li><li>• Medical/Visible Release Form (5 copies)</li><li>• Move Form</li><li>• Timed Event Checklist</li><li>• Unofficial Results Template (1 per event)</li><li>• Unofficial Results Submission Info</li></ul>

\*Indicates documents that must be posted at the rodeo office prior to the start of the rodeo.

### ENTRY FEES

Please follow these guidelines when collecting entry fees at the rodeo:

- CCA rules state that each contestant must pay entry fees before the end of the rodeo.
- Cheques written by Members with a 'C' following their membership number are guaranteed by the association.
- All contestants must pay their entry fees in CANADIAN FUNDS ONLY effective immediately. Any US cheques or cash will be accepted at even par only. Exchange rate will not apply.
- There are two copies of the contestant receipts. Once a contestant has paid, give them one copy and keep the other copy on hand until the CCA office staff has finished balancing your kit.
- For contestants who do not pay their fees, you must include both copies of their receipt with the kit that you send to the CCA office.

### LOCAL CONTESTANTS

All local contestants MUST complete and sign the Local Contestant Release Form before being able to compete and no entry fees are to be collected from the committee unless accompanied by signed form.

These forms must be sent with the rodeo kit upon the completion of the Rodeo. Committees that have local entries are responsible for all their fees. A local entry should never be on the infraction report.

## **MOVE FORM**

Use this form to keep track of moves and trades. This form is meant to assist you and does not need to be sent back to the CCA office with the kit.

## **TURN OUTS**

The Secretary is responsible for checking the turn out line 3 hours before performance each day. This is done by following the prompts on the Sasktel Messaging System.

1. Dial 306-522-6245 to access the messaging system.
2. Press the star (\*) key to reach another mailbox.
3. Enter the mailbox number 306-721-2705 and (#).
4. Enter the password 7212705 and press the pound (#).
5. Follow prompts provided to listen and delete messages accordingly.

Please record all Turn Outs on the Infraction Report Form by following these guidelines:

- Record the Member # of the contestant.
- Record the first and last name of the contestant.
- Indicate the type of Turn Out:
  - NTO Notified Turn Out
  - NN Non-Notified Turn Out if contestant fails to show without proper notification
  - VET Vet release-Barrel Racing events only
  - DR Doctor/Medical Release
  - VIS Visible Release
  - CNP Competed Not Paid
- Refer to the receipt for the amount still owed by the contestant and record it on the form. If a contestant has used a medical/vet/visible release and has paid their fees at the rodeo, please indicate this by writing "fees paid" in the amount owing section of the form.
- The type of Turn Out must also be recorded on the Contestant Receipts and Judge Cards.
- Please record any other infractions or fines assessed by Judges on the Infraction Report Form.

The Medical Release or Visible Release form must be completed in full and signed by the Judges. With all releases being on one form, you must ensure that the contestant completes the appropriate section of the form. It is IMPORTANT to indicate ALL RODEOS that the release will be used for.

In the event that one Team Roping partner turns out, the remaining partner will be allowed to pick up another partner who is a member in good standing with the CCA and is not already entered in the Team Roping event for that rodeo. The replacement partner must pay all applicable fees. Any unpaid fees will be the responsibility of the partner that turned out. The turned out partner must be recorded on the Infraction Report, and you must indicate who the replacement partner was and the amount of fees that were paid on behalf of the turned out partner.

## **RODEO EVALUATION**

The Judges Rodeo Evaluation Form must be filled out completely and signed by both Judges. The names of all Contract Personnel are important, and it assists the office in determining who is eligible to work the finals. Please assist the Judges in completing the Contract Personnel section if necessary.

## **TIE DOWN ROPING/STEER WRESTLING/TEAM ROPING/BREAKAWAY ROPING**

Judges will draw stock two hours prior to the rodeo start time. They will track how many times each stock is used on the Timed Event Checklist and on the Judge Cards.

Once the stock draw is complete give one set of Judge Cards to the Timers to record times on and one set to the Barrier Judge. The stock draw for the timed events should be posted at the rodeo office so contestants can see which stock they have drawn. Timers must watch for +5 and +10 and mark the cards appropriately. After each performance you must compare the Timers copy of the Judge Card with the Barrier Judges copy of the Judge Card to ensure you have not missed any +10 penalties.

### **LADIES BARREL RACING**

An electronic timer is used in the Barrel Racing, plus the Timers must also use stop watches as a backup. The Judge will record the time from the electronic eye on his Judge Card, and the Timers will record both watch times on their Judge Card. Do not forget to mark the +5 penalty on any tipped barrels. After each performance you must compare your Judge Card with the one from the Judge to ensure you have not missed any +5 penalties for tipped barrels.

The Barrel Reps are assigned through the CCA office. Please give the Barrel Pattern Form to the Barrel Rep of each performance so they can record the measurements of the Barrel Pattern. The previous years Barrel Pattern is included in the kit to assist the Barrel Rep with marking the pattern.

### **POSTING RESULTS AT THE RODEO**

Following each rodeo performance, check the adding of the scores and times on both the riding and timed event copies of the Judge Cards. Make a copy of all Judge Cards for that performance and post. The copies may be kept for your records once the rodeo has ended.

### **UNOFFICIAL RESULTS**

Unofficial Results must be submitted by fax or email within 24 hours following the last performance of the rodeo. Please refer to the Unofficial Results Submission Info document for updated fax number and email information.

Please adhere to the following guidelines when completing the Unofficial Results sheet:

- Doctor/vet releases are not included in rodeo payoff and must be listed for each event.
- Subtract the number of Doctor/vet releases from the total number of entries in order to determine the correct amounts for rodeo payoff.
- Refer to the Payoff Breakdown Report for the original payoff amounts and the number of places each event pays.
- Please print first and last names of the contestants in full, record their times or scores, and enter the money won for each placing. Handwritten submissions MUST be legible.
- The original set of Unofficial Results must be submitted with the Secretary Kit. Keep a copy for yourself. The Rodeo Committees may also want a copy.

### **BALANCE SHEET**

This is the last form to complete before returning your Secretary Kit to the CCA office.

- Please DO NOT change the amounts in the shaded areas that have already been filled in by the CCA office staff.
- The total of the amounts from the CRES/RIDE Report are equal to the total of all Contestant Receipts.
- Add up the total of all unpaid Contestant Receipts and enter the amount on the balance sheet. Subtract this amount from the total CRES/RIDE fees in order to get the amount of fees that

should be collected (\*A\* Total). This \*A\* Total should equal the actual amount that was collected (\*B\* Total).

- All unpaid Contestant Receipts must be returned to verify the total on the balance sheet.
- The \*C\* Total is the amount that must be collected from the Rodeo Committee and returned with the kit.
- Add the \*A\* Total and \*C\* Total to determine the total amount that must be sent to the CCA office with the kit.
- Make three copies of the balance sheet, one for the committee, one for the CCA office, and one for you to keep.

## **RETURNING THE SECRETARY KIT TO THE CCA OFFICE**

The following list is what **MUST** be sent back to the CCA office and are important in determining official results and rodeo payout:

- |                           |                                 |
|---------------------------|---------------------------------|
| • Balance Sheet           | • Unpaid Contestant Receipts    |
| • Rodeo Committee Cheque  | • Medical/Visible Release Forms |
| • Entry Fee Cheque        | • Timed Event Checklist         |
| • Judges Rodeo Evaluation | • Unofficial Results*           |
| • Barrel Pattern          | • Judges' Cards*                |
| • Infraction Report       | • Signed Local release forms    |

\*Documents must be organized in order of events and then by order of performance as listed in the Events List (Draw). Please **DO NOT** organize by order of occurrence. Slack is always last. Riding events should be Left/Right.

Place all documentation in an envelope and return by courier to the CCA office no later than 2:00pm on the first business day following the completion of the rodeo.

- Canada Post Express Post is the preferred method.
  - Any costs incurred using this method will be refunded by the CCA at the end of the rodeo season. Keep all receipts throughout the season and submit them along with the expense form. There will be **NO REFUND** if there are **NO RECEIPTS**.
  - Please use PO Box 1027, Regina, SK, S4P 3B2 as the address.