

CALIFORNIA HIGH SCHOOL RODEO ASSOCIATION
California Junior High Rodeo Division
POLICY MANUAL
Updated August 2018

PURPOSE:

To clarify and address problems in California that are not clear in the NHSRA rulebook.

GENERAL RULES:

1. CHAIN OF COMMAND:

- a) Rodeo/Membership Secretary and Treasurer questions or clarifications - Contact State Secretary.
- b) Clarification of Rules - Contact National Director, then State President.
- c) National Questions - contact National Director then State President then State Secretary.
- d) District Problems - Contact State Representative then District President, then State President.

2. MEETINGS

- a) In case of an extreme emergency, the State President may call the nine Executive Officers and State Officers. Otherwise, a special meeting, same members present, shall have notification at least ten (10) days prior to special meeting.
- b) CHSRA Board of Directors shall convene quarterly with first meeting in August. Location and time to be published 30 days in advance.
- c) Comments by non-state board members at state meetings are welcomed. To accommodate these individuals, they must fill out a comment card prior to the start of the state meeting, indicating their name, district or business affiliation, and the topic that they would like to address. These individuals will be recognized to speak for a time limit of five (5) minutes, unless granted additional time by the presiding officer, at a place most appropriate during the business as determined by the presiding officer. Failure to honor this policy can result in being dismissed from the meeting. (effective May 2004)

3. STATE OFFICERS AND DISTRICT REPRESENTATIVES:

- a) Current officers, elected or appointed shall be reimbursed on a per diem rate for Board meeting. Amount to be determined at a later date.
- b) Each District shall be responsible for their District Directors legitimate expenses while attending State meetings. The State Board shall approve expense form. Special committee meetings shall be the responsibility of the State.
- c) No student or adult CHSRA member shall hold more than one voting position on the CHSRA State Board. CHSRA Student State Executive Officers and Adult State Executive Officers shall also not hold the office of a District Representative.
- d) A member may not hold more than one office at the District level, unless they are the sole candidate for that office (running unopposed) , or that office remains vacant after the election. If a member holds more than one office, that member can only cast one vote. (revised 10/2003) . Exception: **Please refer to changes in By Laws and in Paragraph "F": below, regarding President holding position as district representative effective 2005-2006.
- e) District's shall fill any vacancies in State Representative Positions by one of the following methods and in this order:
 - 1) Roll up, based on last election results
 - 2) New election
 - 3) Appointment of an interim representative, to the State Board until a District election can be held. This election must take place at the next District General meeting after the Vacancy has occurred.
- f) Beginning with the elections for the 2005-2006 rodeo season, the District Adult President will serve in a dual capacity with their district, holding both the office of the President and that of the first year State Representative. If the president of that district serves a second year, they would become the second year rep. In case of both reps being new to that position, the President would automatically be the second year representative. If elected to serve a third year, the cycle begins again, with the first year representative becoming the second, and the returning rep the first. The District President would only receive one vote at the district level for their voting affairs. **(June 2004)**
Beginning with the elections for the 2014-2015 rodeo season, the District Students President will serve in dual capacity with their district, holding both the office of the President and that of the first year State Student Representative. (April 2014)
- g) Each District is allowed one State Adult Alternate Representative. The State Representative Alternate shall be appointed by the District President for a one year term and such person must be on the current District Executive Board. They are to attend in the event that one of the regular Representatives are unable to attend the CHSRA Board Meeting. This Alternate only has voting privileges in the absence of either of the District State Adult Representatives. **(April 2010)**

4. **QUEEN:** Queen Contestants at any State Invitational or Finals Rodeo are **NOT** allowed to participate in any event without being qualified as all other contestants.
- All District Queen Contestants are to wear the white with black lettering sash provided by each district for use at the State Finals rodeo. Each District is responsible for reimbursing the State for the cost of the sash.**
 - District Queens must qualify by attending and entering a viable Queen contest. This must include ALL elements of the Queen Contest as outlined in the NHSRA Rule Book. Districts may incorporate their Queen contests and hold jointly.**
 - Scores from the queen contest are to be posted at the Rodeo Office following the announcement of the contest winners, in keeping with the National Rule Book.**
 - The Queen contest will follow the National Guidelines to prepare our State Queen for that competition in such issues as Roll Call prior to each element of the contest. (January 2006)**
5. **RESIDENCE CHANGE:**
If a student changes residence location to another District, member will have the option to remain in the original District for the remainder of that year or change to new District. Points are **NOT** transferable.
6. **DISTRICT TRANSFER:**
Any member wishing to rodeo in a District other than their own may do so at the beginning of their rodeo season. If they wish to change Districts after joining, they must submit a request to both the respective District's Presidents. This shall be done when the change is after the beginning of the rodeo season. Inter District transfers to be handled by the District President and Representatives. Both respective District Presidents and Representatives must agree, if no, it must come before the State Board. (revised June 2003)
7. **MEMBERSHIP REQUIREMENTS (for both CHSRA and CJHRD divisions)**
Members must meet both the NHSRA requirements (minimum of 4 passing grades) and CHSRA (currently have a 2.0 GPA to be able to participate in the sanctioned rodeos). A member may join if they have below a 2.0, but must earn a 2.0 or better (by the closing date of a rodeo) on the next grading period to be able to rodeo. A 2.0 or C average must be maintained to eligible to rodeo during the season, along with 4 passing grades. If carrying less than four classes or subjects, must have passing grades in all, and a 2.0.
A scheduled school computer generated report (**a minimum of five weeks – which is provided to all students with all class grades**) with school seal may be sent to the District Membership Secretary and approved by the State Board in Special Circumstances. **NO WALK AROUND REPORTS WILL BE ACCEPTED.**
All Junior High Division and High School Division students must submit a copy of their report card with a 2.0 or C average GPA maintained and at least 4 passing grades.
All members must continue to send copies of report cards at the end of each grading period to the District Membership Secretary. (Grading period defined as: covers no less than five weeks – and is sent to all students with all class grades) Home study/Independent programs must be submitted to State Board by January 1st, They will be reviewed and approved by CHSRA National Director and Board. (January 1, 1995) (revised June 2010)
******Student eligibility is determined by the most recent grading period report (quarter/trimester/semester) that ends on or before the Rodeo Entry closing date.**
****Any member caught falsifying report cards or entry forms or cheating or attempting to cheat shall be suspended for the balance of the rodeo year/season.**
8. **MEMBERSHIP CARD:**
- Contestant must have membership card when checking in at a rodeo to receive number. Number must be worn, as per rulebook, at all District, State Invitational and State Finals Rodeo.
 - A \$10.00 fee will be assessed for duplicate membership cards at State Invitational and State Finals.
 - Membership card numbers must be listed on all entries. If not included, entries can be rejected.
9. **VIDEO:**
Under no circumstances will a video be used to change a judge's decision. (*Accept in the case of the use of the SAMS System in the Cutting Event*)
10. **NON-SUFFICIENT FUNDS CHECKS:**
- Returned checks for entry fees, camping and stalling must be cleared in the form of a money order to cash, plus a \$15.00 bank charge.
 - Contestant will not be eligible to enter next rodeo until all obligations are fulfilled. District Secretary's to notify State Secretary of any outstanding debts due the District by August 1. Membership will not be issued until all District and/or State obligations are satisfied.
11. **DISTRICT RESPONSIBILITIES:**

- a) **District year-end financial and proposed budget are due to State by September 30th.** If not received, that District is not in good standing, thereby, members from that District are ineligible to compete.
- b) District financial obligation to the State Treasury of a \$1000 State Finals contribution. This contribution will be split as follows: \$750 towards High School State Finals and \$250 towards Junior High State Finals. Revised August 2018
- c) Treasurer to submit to the State Secretary, within 10 days after each qualifying rodeo, a \$2.00 assessment per contestant per event. (example, 22 calf ropers, \$2.00 x 22 = \$44.00, do this for each event)
- d) District to submit guidelines for their fundraising activities fifteen (15) days after the first rodeo.
- e) Treasurer must submit a Quarterly financial statement to the State Secretary, in a timely manner.
- f) ***All CHSRA qualifying rodeos shall have an ALS ambulance on rodeo grounds during all rodeo events or a written alternative approved by the State Board. EMT-II's may be the only responders who provide immediate medical intervention in rural or sparsely populated areas of California. Any deviation from the alternative must be approved. This service will be acceptable WITH prior State Board approval. Cutting and Queen Contests, which may be off-site, may still use an EMT. Alternative must be approved by the State Board annually at its August meeting. (June 2006)***
Additionally, any fundraisers put on by the District or CHSRA, and not sanctioned by another group or entity, must have an EMT and emergency medical equipment on site." (June 2008)
- g) *Any District requesting a written alternative to the mandatory ambulance rule shall include the following: An EMT-II shall be present during all timed events and shall be equipped with trauma equipment. (Oxygen, support board, etc.) Emergency medical transportation will be readily available at all times and an ambulance shall be present on the Rodeo Grounds during all rough stock events.*
- h) Any letters sent out by District on letterhead need to be approved by that District's Board.
- i) **SPECIAL RODEO:** Each District shall hold one Special Rodeo each year in their District. A fine of \$1000 to be assessed to a District that does not hold a Special Rodeo Activity each year. The discretion of implementing this fine shall be by the State Executive Board. (August 2006)
- j) **SET UP GUIDELINES:**
Guidelines are as follows:
 - All set-up forms must accompany rodeo entries. **All set-ups must be called and verified as a school activity by the rodeo secretary.**
 - All set-ups must be for high school functions only, which include school or testing activities, athletics. Contestant must be a valid member of a school team, contest or test activity occurring on a rodeo date. The conflicting game must be taking place within the defined CIF Sports season parameters as indicated by CIF school sports schedules. (June 2016)
 - Set-ups are for Saturday: Sunday set-ups will be accepted if there are not any Saturday set-ups. Saturday set-ups will have precedence.
 - **If a contestant arrives at the rodeo before their event on the day of an arranged set-up, they will be required to compete!**
 - Set-ups will be run prior to the start of 2nd go round of that event. Stock and positions will be drawn for set-ups just the same as other contestants. **The contestant will compete in their normally drawn position on the non set-up go.** (This does not allow for a separate draw on the set-ups)
 - Contestants that are setting-up must be notified when set-ups will be competed on.
 - State finals and any State rodeo will **NOT** implement set-up guidelines.
- k) **DISTRICT POLICIES:**
 - ***Districts shall be required to submit a copy of their District Policy Manual to the State Board of Directors for approval each year prior to the State Board's first meeting in August.***
 - Should a District, prior to the August State Board meeting make no new submittal, the previous year's policy manual, on file, shall remain in effect for that District for an additional year.
 - **District Optional Policy Regarding Awards:** This policy is optional for each district, but needs to be decided on and accepted at the beginning of the rodeo season. To be eligible for awards, a student needs to compete in 50% plus one, of the total rodeos the district sanctions during the season. Special circumstances and injuries to be addressed by the district board. (Aug 2002)
- l) Districts must be aware that District's are responsible for paying an extra (additional insurance) fee, per rodeo, when the general public has access. This includes fund-raisers, jackpots, etc.

12. EVENT RULES:

- I. **Safety:** No contestant shall compete on a horse in timed events or cutting that poses a danger to the rider, spectator or other contestants, due to unsafe conduct, in or around the event arena. If a danger is identified, the arena director, Judge, and or Rodeo committee shall have the right to disqualify the horse from that rodeo.
- II. **Points** - In keeping track of points, points awarded to a contestant after a rodeo, cannot be removed. Contestants can be dismissed during a rodeo if it is determined that the contestant is non-eligible. The exception to this rule is if a clerical error has been made and the points are correctly adjusted. [Points earned during the rodeo up to the time of dismissal, cannot be removed. (clarification - May 2004)]
- III. District's may **NOT** hold more than two (2) go's of any one event, in any one day. (effective January 2004) This prevents a past practice of up to four go's in one day, and can be considered a physical hardship on the horses, and contestants. Nationals recommends holding no more than the two go's in one day.
- IV. **Students must check in at the rodeo. Refusing to contest is considered a TURN OUT for both go's. You must make an honest attempt to compete on the animal drawn for you.**

CLARIFICATION: *Contestants are to contact the district rodeo secretary if they cannot make the rodeo check in time, to be able to make their run. By contacting the rodeo secretary, they may still take their second run, but will receive no average points. If the contestant is on the grounds, and missed their event, they are a Turn Out for both go's! Refusal to compete during the first run, is still treated as being disqualified for the second go of that event.*

A contestant that is "Timed out at the Gate" by the judge is NOT a Refusal to compete and is not a disqualification from the event. The contestant may compete in their 2nd go, but will receive no average points. (August 2015)

- V. **A RODEO** constitutes all events to be complete **before** the second go starts with the exception of cutting and special set ups. Exceptions to this policy must be approved by the National Director of the State President. (January 2007)

a) Cutting:

- **CHSRA shall perform a draw for each go of the cutting performed at all CHSRA events**
- If cutting event is held at another location or date, other than the rodeo, a check-in will be made available at that location for cutting contestants. If contestant turns out at rodeo but appears for check-in for cutting, he/she will be allowed to compete.
- **CUTTINGS ARE TO BE OFFERED TO ALL CONTESTANTS IN THE DISTRICT, AND TO GO OUT ON THE SAME ENTRY FORM AS ALL OTHER EVENTS.**
- A minimum of two head of cattle per contestant is required.
- When cutting event is held **NOT** in conjunction with other rodeo events, an Emergency Medical Technician (EMT) is required at the cutting, equipped with trauma equipment. (oxygen-support boards, etc.)
- At any State Invitational and State Finals Rodeo, boys will go first on odd years with girls going first on even years.

b) BAREBACK RIDING HORSES:

It is mandatory all bareback horses have halters on during competition.

c) PUSHERS:

The person pushing the cattle in the timed events can't leave the mouth of the box until the animal has crossed the scoreline. Penalty for failure to abide by this rule will be a ten (10) second penalty. Infraction to be determined by barrier line judge.

d) TEAM ROPING – (and Ribbon Roping)

Points to determine qualifiers for any State Invitational and State Finals Rodeo are as follows:

1. State Invitational Rodeo (Challenge) is top three (3) point earners. State Finals is top five (5) point earners. Points will be given as header or heeler.(or boy/girl in the Ribbon Roping) in the District. Points will be compiled through the year in these categories.
3. **Partners must be from the same District to compete for points. (This is also the case for the Jr High Division Ribbon Roping Event)**
4. Points for Team Roping will be determined by which roping box the contestant starts from on the first go of the rodeo. If he leaves the header box he gets header points. If he leaves from the heeler box he gets heeler points.
5. Contestant can only qualify as either a header or heeler, not both. If contestant has enough points for both, he must pick one.

6. If one of the top original qualifying contestants is unable to go, for any reason, the next highest point earner in an Alternate Position, in that category (header or heeler) may fill the position in descending order of points, until the top positions in each category are filled. The resulting qualifiers may then team

up, one header with one heeler, as they see fit. Such joined teams must declare their partnership to the "District" Rodeo Secretary, before entries for any State Invitational or State Finals Rodeo are distributed.

******* Partners must be from the same District to make a valid team.**

GHOST ROPER AND PROCEDURES: (August 2007) High School and Junior High Division.

California will use the "Ghost Roper" Option as outlined in the NHSRA Rule Book.

1. For clarification purposes, when a Team Roper or Ribbon Roper enters without a partner, the Rodeo Secretary will make an attempt to pair up those individual when there are multiple single ones. In the Team Roping, she will draw the open headers and heelers until no further bachelor teams can be formed. The remaining unmatched header or heeler will be drawn a partner (as per the "Ghost Roper" option) from the volunteer header or heeler list. The Ghost Partner drawn is eligible for jackpot money but no points will be earned. The "bachelor" earns points for any placing he or she may earn. Volunteer draw partners may be drawn more than once if there are too few volunteers to match up with those requesting a draw partner. A contestant may have the option to request a Ghost Roping Draw Partner after the close of entries, up to the day of the actual rodeo if circumstances should occur that they need a partner last minute. (Revised August 2015)
2. A team may be formed using partners from two different districts for jackpot and prizes only, at rodeos not included in the district sanctioned rodeo schedule. (Revised August 2018)
3. The following must be on the Entry Form, and contestant can declare that they either need a Ghost Roping Partner, or are willing to be drawn for a Ghost Roper match.

ENTRY BLANK: The following wording needs to be added to the entry blank:

I Wish to be drawn a Ghost Roping Partner. Yes NO Header or Heeler

Do You Want To Volunteer to be a Draw Partner? YES or NO Header or Heeler ?

e) GOAT TYING

1. Method of drawing goats at State Finals.
 - a. One goat per five girls. (minimum) Goats may be changed more frequently if stock permits
 - b. After first go round, tie goats up to (five (5) times which have not had a complete run of contestants on them.
 - c. Positions will be reversed after first go-round. If contestant is first on her goat the first go-round, she will be last on her second goat. If she is second in first go round, she will be fourth and if third, she will be third again.
 - d. In final go-round, write down all previously drawn goats. Make sure same goat is not drawn for contestant as in previous rounds.

f) TIE DOWN ROPING

1. Jerking the calf down. If a contestant jerks the calf down a three (3) second penalty shall be added to his time. "Jerking a calf down" is defined as over backwards, with the calf landing on his back or head with all four feet in the air.
2. The judge may have the contestant or outside person remove or cut the rope to avoid a situation in which a contestant or animal may be harmed. The six second procedure shall start immediately. (July 2016)

g) BULL RIDING/SADDLE BRONC/BARE BACK

1. Safety. All contestants in these events shall wear a vest designed to prevent injury to the upper body. The vest shall be one that is manufactured for rodeo events and sold by retailers, for the purpose of preventing injury to the upper body resulting from impact of heavy blows.

AWARDS – STATE FINALS - Policy for Ties for Year End Event Champions

In the event that there is a tie in the State Finals Event Champions, duplicate saddles and Buckles will be awarded/ordered for both Champions. (August 2015)

*******QUALIFYING RODEOS**

- All District rodeos are qualifying rodeos.

13. JOB RESPONSIBILITY OF THE MEMBERSHIP SECRETARY

- Obtain membership list from the past year. Send membership notice to returning members.
- State Secretary will provide membership applications.
- Highlight all the areas that MUST be filled in.
- Put a closing date on the application to eliminate problems at the first rodeo.
- Check application closely for accuracy before sending to State.
- Work closely with Rodeo Secretary regarding membership numbers.
- Determine and Track eligibility through the year by collecting Grading period reports from Students at the appropriate intervals. Report to Rodeo Secretary those not meeting 2.0 requirements.
- All people planning to be in and around the arena shall retain associate memberships.

Membership Applications: There are two parts to the membership form. National form- Original and one copy to State secretary. Keep one copy for District files. California State form – one copy to State Secretary and one for District files. All cards will be sent to District Membership Secretary to be mailed or given to members. New members must submit a copy of their birth certificate. All members must include recent grading period report.

- Junior High Division membership form consists of the same National Form, and California Form. Original and one copy to State Secretary. One to remain in the District file. All new members must provide copy of Birth Certificate and most follow the same eligibility guidelines as outline originally for the High School members.

14. TIMERS:

REQUIRED: 2 timers plus one back-up timer. Times to be averaged by lead and second timer. If lead or second timer fail to get a time; average will be taken with the back-up timer.

In timed events, timer's eyes go directly from the barrier flag to the field flagger. Do not anticipate the drop of either flag. When recording times, always record the total time. In case of penalties use a small + sign in left corner for broken barriers and a small + sign in right corner for other fines. Suggest ink to be used on score sheets. Judges use pencil.

In riding events, be sure no riders or anyone else obstruct your view. Start your watch when the animal's inside front shoulder breaks the plane of the chute. This does NOT mean just their head and neck. If an animal comes out backward, "plane of the chute" is still correct. When you have started your watch, turn your back to the arena, or turn your head so you cannot see the ride. Begin to blow the whistle two-tenths before eight (8) seconds. A ten (10) second swoop hand watch is much easier to use than a digital.

15. JOB RESPONSIBILITIES

Arena Director:

- a) Do not start rodeo until ambulance or other approved Board arrangements, is on grounds.
- b) See that all stock is ready to compete on when event is call.
- c) Make sure announcer has event directors called one event prior to their event.
- d) Someone on horseback to run cattle out.
- e) It is the responsibility of the Arena Director to make sure Barrel Racing and Pole Bending contestants goes in their order of the Draw. (October 2006)
- f) Sufficient chute, arena, gate, and etc. help.

Roping Director:

- a) Prior to rodeo, gather all barrier equipment needed.
- b) Neck ropes, neck rope string, breakaway string, nails and hammer for score lines and measuring tape.
- c) A crew of six (6); Two on the barrier, one to put on neck ropes, one to trip gate, two to sort stock.
- d) Run all stock through prior to rodeo.
- e) If fresh, tie calves down three (3) times, throw steer wrestling steers.
- f) Obtain stock numbers for Rodeo Secretary.
- g) Have ample Flags, flag horses for judges.

Rough Stock Directors:

- a) Make sure gates open easily, slide gates open easily, a gate rope, and stripping chutes are in good working condition. Two people needed to work chute gates and stripping chutes.

Student Directors: Work crew needed:

- a) Rough Stock - One (1) person on catch pen gate; two (2) persons stripping chute; two (2) persons to feed, if necessary.
- b) Team Roping - Two (2) persons at catch pen.
- c) Steer Wrestling - One (1) person on catch pen.
- d) Tie Down - Three (3) hazers; Two (2) untying persons; one (1) person at catch pen.
- e) Breakaway Roping - Three (3) hazers; Two (2) persons at catch pen.
- f) Pole Bending - Two (2) persons to setup poles; two (2) persons to rake poles; one (1) person on gate.
- g) Barrel Racing - Three (3) persons to set course, three (3) persons to rake, one (1) person on gate.
- h) Goat Tying - Two (2) goat handlers; one (1) person on gate; one (1) person to catch horses.
- i) Cutting - two (2) timers, flagger to start time for cutter; crew to set up pen.
- j) If a problem occurs, **the contestant is to go to the student director, who will go to the adult event director, who will go to arena director who will go to the judge, if necessary. No parents are part of this chain of command.**

16. RESPONSIBILITIES OF THE RODEO SECRETARY

- a) Know your rulebook, if any doubts, check rulebook.

- b) Cooperate with the local committee, provide information for programs, publicity, results and send results to newspapers, radio and television stations.
- c) Rodeo:
 - 1) Draw for position in every event. Date and time of Draw to be announced.
 - 2) Accurately prepare judges sheets and timed event sheets.
 - 3) Stock to be drawn by one or more of the judges. Stock to be numbered and drawn for by number.
 - 4) Rough Stock - Drawn for a minimum of two hours before start of each performance. Can be posted immediately after the draw.
 - 5) **Stock Contractor shall provide proof of insurance to the District and State. District to apply for and file Certificate Of Insurance to be sent to NHSRA Office to be on file with the National Office no less than 30 days prior to the scheduled rodeo.**
 - 6) Timed Events - Drawn by either judge not more than two hours before the performance and only for that performance. Posted ½ hour before performance at arena and rodeo office. Make at least four (4) exact copies of the draw, one (1) for posting, stock and any other copies the secretary might need. Stock for re-rides and extras must be drawn at time of draw and posted with the draw. Rodeos that have slack shall post the order of events and the draw.
 - 7) Contestant must compete on stock drawn, if it is declared fit. Time and place of draw should be posted where contestants can examine it.
 - 8) Post the Jackpot Payback sheet where visible, preferably near the posting of the draw and results.
 - 9) Markings must be totaled by the judges and checked by the secretary. Judges sheets may not be changed, after turned in, except for mathematical errors.
 - 10) Judges will mark down all penalty fines and secretary will check her sheet against the judges.
 - 11) Team roping, calf roping, steer wrestling and breakaway roping barrier fine of ten (10) seconds.
 - 12) Poles and Barrels knocked down is a five (5) second fine each.
 - 13) Team Roping, one heel is a five (5) second penalty. Put total time down, including the penalty. Place a small + in upper right corner for other penalties.
 - 14) If a time is recorded and then a flag-out, mark the time down then place a line through it, and write a "0" or NT above it.
 - 15) Copies of all judges and secretaries' sheets shall be posted after performance.
 - 16) After Rodeo - Have results ready for press releases if necessary, make sure you have insurance claims available to send with each contestant if they require hospital attention. Have copies made, or sent to your points secretary.
 - 17) **Send copies of your results to the State Secretary after each rodeo.**
 - 18) Make sure Insurance has been applied for!
 - 19) Work with Membership Secretary to verify eligibility of students.
 - 20) In keeping track of points in the district (or state) points awarded to a contestant after a rodeo, cannot be removed. Contestants can be dismissed during a rodeo if it is determined that the contestant is non-eligible. The exception to this rule is if a clerical error has been made and the secretary correctly adjusts the points/scores. [Points earned during the rodeo up to the time of dismissal, cannot be removed] Contestant will still be dealt with in accordance with the rule book/policy manual regarding falsification of Entry or Report Card, which is cause for immediate disqualification. (clarification - May 2004)
 - 21) In recognition of California law that young people are not to be in possession of any tobacco product, CHSRA contestants will not use these products at any sanctioned event, while on the rodeo grounds. Violations would be treated the same as those regarding a contestant out of western attire, not wearing a contestant number, etc. (effective June 2004)

17. APPLICATION FOR RODEO APPROVAL

- Application to be made in duplicate, one to the State Secretary and one for keeping with District records.
- Applications must be sent to the State Secretary two (2) months prior to date of activity. (If you are running close, please call the State Secretary.)
- Last approved rodeo to be no later than the weekend in May that is prior to the closing date of State Finals Entries or for the Junior High, no later than the last weekend in April prior to the closing date of the Junior High State Finals.
- **IMPORTANT DATA TO BE FILLED IN:**
 - Specify type of activity, i.e.; rodeo, clinic/school, etc.
 - Date of activity, it is wise to give rain dates.
 - Name and exact address of arena.
 - Mark events for that activity.
 - Names of authorized adults. Must be Associate members of CHSRA.
 - On the insurance form, if arena liability insurance is being requested, give information as to where the certificate should be mailed.

18. JACK POTTING

1. District's may choose from the following two options:
 - a. Districts may choose to have Jackpot moneys to be separate from entry fees and collected the day of the rodeo. These moneys may be in any amount agreed upon by the District membership. These jackpots shall not be mandatory. They shall not be responsibility of the rodeo secretary. The District Board may appoint a Jackpot secretary.
 - b. Districts may choose to INCLUDE Jackpot moneys for ALL contestants on their entry forms. These jackpot fees shall not exceed \$10.00 per event (\$5.00 per go round) per contestant. This option may remain the responsibility of the rodeo secretary. (Revised 8/15/99)

19. INFORMATION SHEET FOR RODEOS SANCTIONED BY CHRSA

APPLY TO THE STATE SECRETARY FOR RODEO APPROVAL. Send a copy of the entry blank as soon as available. THINGS TO BE CHECKED ON:

1. Ambulance on grounds or other pre-authorized personnel.
2. Skid or skids ready at arena in case of injury to animal.
3. Crowd control, a way to keep spectators from going into areas used by contestants; such as behind the chutes (includes parents, unless associate members.)
4. Condition of fences, chutes.
5. Ground in arena must be in suitable condition.
6. Flags and National Anthem for grand entry.
7. Make sure National Sponsor Banners and signs are displayed in all arenas at all qualifying rodeos.

There will be **NO** alcoholic beverages sold on the grounds, either before, during or after the rodeo. **NO** alcoholic beverages will be allowed in the contestant's area by anyone including parents. Any violation will be reported; the member involved may lose his/her card in the association. All participants must be members of CHSRA

District secretaries will have current list of members. Any questions should be submitted to the State Secretary.

20. STATE FINALS ROLL UP POLICY

Roll up Policy: Contestants may roll up, at the district level for State Finals competition, if any of the top five (5) qualifying contestants cannot compete in an event they qualified in for the State Finals Rodeo. The sixth (6), seventh (7), ninth (9th) and/or tenth (10th) place contestants would be eligible to serve as an alternate to fill these positions. The roll up must be sequential for the alternates in the event they qualified in for that year. Points earned by the contestant in their District stay with them. For example, points earned at the sixth place position remain with the contestant even if they rolled up to the fifth place position. Alternates, under the roll up policy, that have been contacted to roll up have until the closing of check in to register for State Finals competition. (adopted 1/15/00)