CAJUN RODEO ASSOCIATION

RODEO OFFICIAL'S HANDBOOK

Secretary's Guide

2-24-2026

CAJUN RODEO ASSOCIATION
RODEO OFFICIAL'S HANDBOOK

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CAJUN RODEO ASSOCIATION
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- Membership Application - Download the current version from the CRA website, cajunrodeo.com, & have hardcopies available at each rodeo.
  - Review the contestant's application to ensure it is completed.
  - Card#_____ is for the CRA office to record the member's assigned card#.

Type of Card & Events (check all that apply) *(CRA office use only: Card#_____)*

- **PRODUCER / STOCK CONTRACTOR CARD $ 125.00 _____**
- **CONTESTANT CARD $150.00 _____**
- **HIGH SCHOOL CARD $ 75.00 _____** *open to students enrolled in Jr High Grades thru High School as of January 1st of current year*
- **CONTRACT ACT CARD $ 50.00 _____** *may only compete with the purchase of a Permit or Contestant Card*

  - Ensure the application is signed as required.

I, (print name) _____, AGREE NOT TO HOLD THE CAJUN RODEO ASSOCIATION, THE RODEO COMMITTEE, THE STOCK CONTRACTOR, OR ANYONE INVOLVED IN THE PRODUCTION OF A RODEO SANCTIONED BY THE CAJUN RODEO ASSOCIATION LIABLE FOR ANY THEFT OR INJURY SUSTAINED AT, TO OR FROM ANY RODEO. I FURTHER AGREE TO BE BOUND BY THE RULES OF THE CAJUN RODEO ASSOCIATION, AND TO CONDUCT MYSELF IN ACCORDANCE WITH THE OFFICIAL RULES. I UNDERSTAND THE CAJUN RODEO ASSOCIATION BOARD OF DIRECTORS SOLELY GOVERNS THE INTERPRETATION OF THE RULEBOOK.

APPLICANT SIGNATURE_____ DATE_____

****** IF APPLICANT IS UNDER 18 YEARS OF AGE, MEMBERSHIP FORM MUST BE SIGNED BY PARENT OR LEGAL GUARDIAN and NOTARIZED. ******

PARENT or LEGAL GUARDIAN SIGNATURE _____

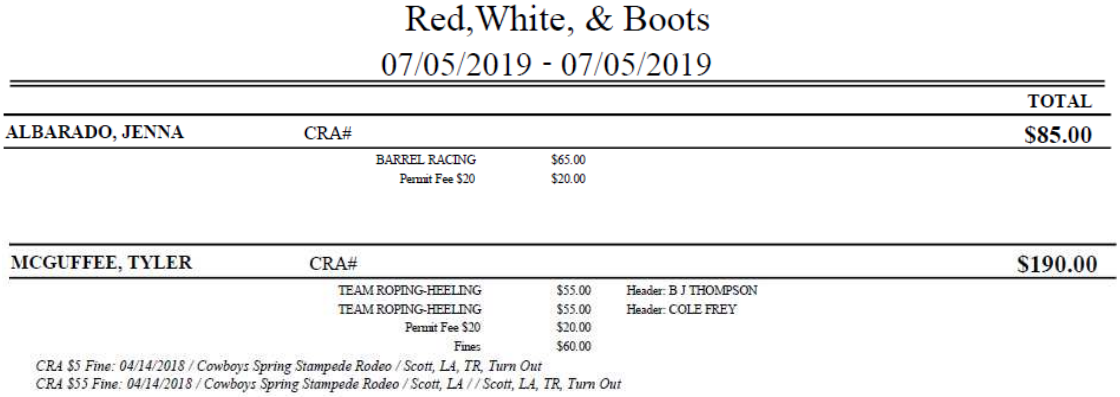
NOTARY SIGNATURE _____ DATE _____

- Complete the bottom of the form indicating whether a check or cash was remitted then sign as the receiving party.

Membership paid by: Check# _____or Cash _____ & Rec'd by: _____

Any request for trades before the deadline**, 12:00 NOON on the Thursday before the rodeo weekend**, should be directed to the CRA secretary. Any requests for trades after the drawsheet has been posted must be handled by the rodeo secretary listed at the top of the drawsheet for that rodeo. Trades are only eligible between a performance contestant and a slack contestant. There will be a THIRTY AND NO/100 ($30.00) trade processing fee per contestant involved in the trade. FIFTEEN AND NO/100 ($15.00) of the trade processing fee will go to the rodeo secretary who handles the trade and FIFTEEN AND NO/100 ($15.00) will go to the association. **NOTE** – the contestant is responsible for finding his/her trade before contacting the rodeo secretary to make a trade request. All contestants involved **MUST** be either present or on the phone.

- Rodeo Receivables Report – The Receivables Report is produced in alphabetical order (last name, first name) as a result of the Call-in entries. The report is used by the Rodeo Secretary to document ALL of the financials collected per rodeo (Memberships, Permits, paid Fines, Late-Entries, Exhibition Runs), therefore ONLY ONE copy of the Receivables Report shall be used per rodeo. Upon receipt by the CRA office, the Association Secretary will use the completed Receivables Report to update the CRA database.



Red,White, & Boots

07/05/2019 - 07/05/2019

				TOTAL
ALBARADO, JENNA	CRA#			$85.00
	BARREL RACING	$65.00		
	Permit Fee $20	$20.00		
MCGUFFEE, TYLER	CRA#			$190.00
	TEAM ROPING-HEELING	$55.00	Header: B J THOMPSON	
	TEAM ROPING-HEELING	$55.00	Header: COLE FREY	
	Permit Fee $20	$20.00		
	Fines	$60.00		

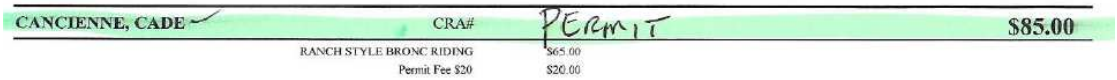
CRA $5 Fine: 04/14/2018 / Cowboys Spring Stampede Rodeo / Scott, LA, TR, Turn Out
CRA $55 Fine: 04/14/2018 / Cowboys Spring Stampede Rodeo / Scott, LA / / Scott, LA, TR, Turn Out

  - All entry fees, membership/permit, and fines must be paid before competing.
  - Under no circumstances will entry fees be refunded. NO EXCEPTIONS!!
  - Rodeo secretary must not accept checks for entry fees. All entry fees must be paid cash.
  - Checks may be accepted for Memberships, Permits, and/or Fines ONLY.
  - Highlight the line item for the contestant and note any changes to the total paid by the contestant if different than what is on the report. (Use a highlighter in a different color for each night). See examples below:
  - If the contestant is not a current CRA member but purchases a membership, note next to the CRA# the type of card i,e, *"Adult / HS / Contract Act Card"* and the amount paid.



ALLEMAND, KAYCI	CRA#	ADULT CARD $100.00		~~$85.00~~
	BARREL RACING	$65.00	Ck 3529	$165.00
	~~Permit Fee $20~~	~~$20.00~~		

  - If the contestant rides on a Permit, note "PERMIT" next to the CRA#.



CANCIENNE, CADE	CRA#	PERMIT	$85.00
	RANCH STYLE BRONC RIDING	$65.00	
	Permit Fee $20	$20.00	

  - Disputed Fines*:* Fines are maintained within the database used by the CRA. Fines are recorded and/or posted when the receivables are posted within the database by the CRA Association Secretary following each rodeo. The Fines Report is posted on the CRA website following each rodeo weekend which makes it readily available/accessible to all.
    1. If a contestant disputes a fine, the fine is to be collected because the contestant is still responsible for paying the fine BEFORE competing.
    2. The disputed fine shall be communicated to the CRA office when the rodeo documents are submitted. If the CRA office determines the fine is a mistake, the fine will be reimbursed to the contestant.
    3. NOTE: Under no circumstances shall a contestant and/or a member of their party be allowed to become unruly and/or disrespectful with the Rodeo Secretary or any other rodeo official. Should this scenario occur, the Rodeo Secretary should call for a Judge and/or CRA Board Member to intervene. The Judge and/or CRA Board Member may impose an additional fine for unacceptable behavior, if warranted.

- If a contestant entered in two (2) or more events, turns out in one (1) event and pays the entry fee, he is eligible to compete on stock in all other events.
- If a contestant refuses to pay entry fee for turned out stock, then he shall be disqualified in all other events of that rodeo.
- All fines must be paid before contesting in another CRA rodeo, therefore fines (any & all) from Friday night must be paid in full before a contestant may compete on Saturday.
- *Visible Injuries: Rodeo judges may excuse a contestant and may instruct a rodeo secretary to draw them out of a performance should, in the judge's opinion, the contestant have a visible injury sufficient to warrant this action. Judges and secretaries must submit this information in writing with the rodeo results. Contestant must see judge prior to drawing of stock. Photos will not be accepted. 'DO-VI' must be noted on each line item for the contestant on each of the Judges/Timekeepers Sheets. The Receivables Report should be noted as 'DO-VISIBLE INJURY'.
- There will be ***no vet release*** allowed for drawing out of any rodeo event.

- Late Entries: If the contestant does not enter Online during the designated Rodeo Entry time but decides to enter afterwards and is allowed to enter after Entries are closed because
    1. the performance is not full and
    2. there is enough stock available to accommodate the late entry (typically the rough stock/Steer Wrestling events),

    the contestant will have to pay a $ 25.00 late fee per rodeo night in addition to their entry fees, Permit, and/or fines, as applicable.

There is a rule re: late entries being allowed IF the performance is not full. "Full" is defined by the number of entries per event that are set to run in the Perf/show.

General Rules, #27, pg 12
Each event must have at least four (4) entries per rodeo. Stock Contractor has the right to cancel an event with less than four (4) entries. If the event is cancelled, the Call-in Secretary will notify the contestants and Event Director which night or nights the event has been cancelled. Any contestant entered in the cancelled event that called in on the designated Monday night call in will be given credit for that rodeo. This decision will be left to Stock Contractor's discretion, if Stock Contractor chooses to leave the event open; contestants may enter after call-in deadline with a TWENTY-FIVE AND NO/100 ($ 25.00) DOLLARS late entry fee.

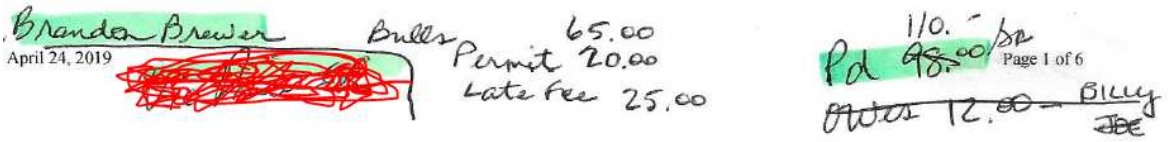
Stock Contractor's Requirements, pg 9
5. A minimum of ten (10) head of stock is recommended in each standard event. More head of stock may be required depending on the number of contestants.
6. No rough stock may be bucked more than twice (2), and no timed event cattle ran more than five (5) times in a performance.

For example: if there are only 3 entries in the RSBR at the end of Call-in, the Stock Contractor has not cancelled the event and someone wants to enter, they may be allowed provided there is adequate stock but the decision must be made to allow the entry PRIOR to the initial drawing of stock. To further clarify,

- Late entries may only enter events that run only in the Performance
- Late entries are NOT allowed in any event for which there is Slack

If the late entry is allowed, follow the directions below:

- Check the current Membership Report to know if a Permit Fee will apply except in the case where the contestant choses to purchase a membership.
- Check the Fines Report on the CRA website, cajunrodeo.com, to verify whether or not the contestant has any outstanding Fines. (Fines must be paid in full before a contestant may compete.)
- Late entries are to be recorded on the last page of the Receivables Report in the same format as pictured above. Note each of the events the contestant has entered with the respective entry fee per event, and if a Permit fee or any Fines apply. In addition to the entry fee(s), permit fee, and/or fines, if applicable, there will be a ***$ 25.00 late fee*** per rodeo night.



- Late entries will also have to be added to the bottom of the
  1. Permits Report, if applicable
  2. Each of the Judges and Timekeeper sheets (including the Arena Director's copy)
  3. Day (Draw) Sheet
  4. Announcer's Report

  Do NOT overwrite an existing entry who may be a Notified Turn Out (see example below).

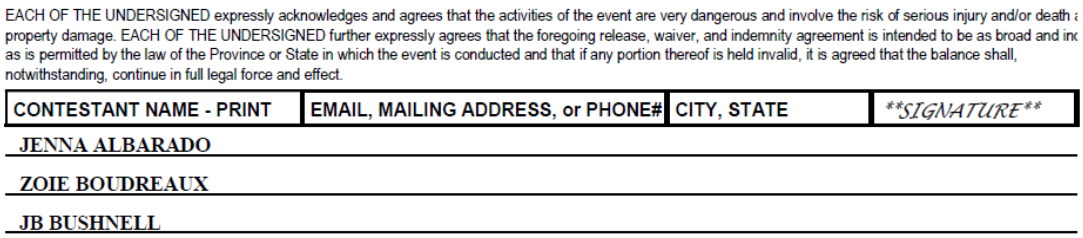
9. DEVIN BYRAM	414					ns
10. ~~ZACK WRIGHT~~ Jahsen Gaspard	—22					ns
11. AUSTIN SLATER	112					ns

  Each entry is its own record and must be accounted for within the rodeo database.

- Record any turnouts on the Receivables Report either as
  - **TO** (or NN/TO = Unpaid, Non-notified Turn-Out; entered but did not show up or pay entry fees). Note: Leave Raw Time/Score Blank in Software's "Enter Scores/Times" screen.
  - **NTO** (or N/TO = Notified Turn-Out; notified before the 1st round of stock is drawn before the start of the rodeo). Note: Leave Raw Time/Score Blank in Software's "Scores/Times" screen.
  - **PTO** (Paid Turn-Out; entered, paid, but did not compete) * Note: BE SURE TO ENTER Raw Time/Score 999 in SOFTWARE's "Enter Scores/Times" SCREEN FOR PAID TURN OUT; SO ENTRY MONEY WILL BE INCLUDED IN PAYOUT.
  - **VI** (or DOVIR = Draw Out *Visible Injury Release; entered, showed up with a visible injury sufficient enough to be excused (drawn out) by a Judge before stock is drawn). Note: Leave Raw Time Score Blank in Software's "Enter Scores/Times" screen.

- Permits Report (Waiver) – The database recognizes each contestant entered as a Permit if they are not a current-year Member, and over 18 years of age. Contestants who are not CRA members have not signed the waiver on the current year's Membership Application and therefore must sign the waiver for each night's rodeo in which they are entered.

  The contestant's Permit Report is designed to make verifying the number of Permits sold at each rodeo less complicated for all.



EACH OF THE UNDERSIGNED expressly acknowledges and agrees that the activities of the event are very dangerous and involve the risk of serious injury and/or death a property damage. EACH OF THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inc as is permitted by the law of the Province or State in which the event is conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

CONTESTANT NAME - PRINT	EMAIL, MAILING ADDRESS, or PHONE#	CITY, STATE	**SIGNATURE**
JENNA ALBARADO			
ZOIE BOUDREAUX			
JB BUSHNELL			

  - The contestant needs to locate their name on the Permits/Waiver report and fill out their line item providing a means by which we may contact them should a need arise, then sign their name. NOTE: Parents / legal guardians must sign for minors.
  - If a Membership Card is purchased at rodeo, note CARD (& the type of card i.e., *"Adult / HS / Contract Act Card"*) next to contestant's name on Permits Report.
  - Record any turnouts on the Permits Report either as
    - **TO** (or NN/TO = Unpaid, Non-notified Turn-Out; entered but did not show up or pay entry fees)
    - **NTO** (or N/TO = Notified Turn-Out; notified before the 1st round of stock is drawn before the start of the rodeo)
    - **PTO** (Paid Turn-Out; entered, paid, but did not compete)
    - **VI** (or DOVIR = Draw Out *Visible Injury Release; entered, showed up with a visible injury sufficient enough to be excused (drawn out) by a Judge before stock is drawn)

  Use a **blank CRA Permit/Waiver Form** so not to confuse your paid contestants Permit Report for the CRA sanctioned events for:

  - Mount Outs - anyone mounting out must sign a Waiver beforehand. NOTE: Contestants who have entered the rodeo but have not paid their entry fees are considered a Turn-Out and may NOT mount out.

  - The blank Permit/Waiver form is to be used for any other fun events, i.e. Mutton Bustin, Mini Bulls, Steer Riding, Buddy Barrel Pickup, etc. – use one form per event.

  - Each night is its own rodeo so the Permit form for Mount Outs and each fun event must be signed each night.

- Day (Draw) Sheet - Download from **cajunrodeo.com** website/Rodeo Schedule & Draw page – scroll down to the rodeo. The Draw Report for each night's rodeo is posted to the right-hand side of the page in conjunction with the respective rodeo.



Event Draw Report

Powered by My Association (www.evangelineweb.com/myassociation.html)

Red,White, & Boots **Crowley, LA** 07/05/2019-07/05/2019

Performance @ 7:30

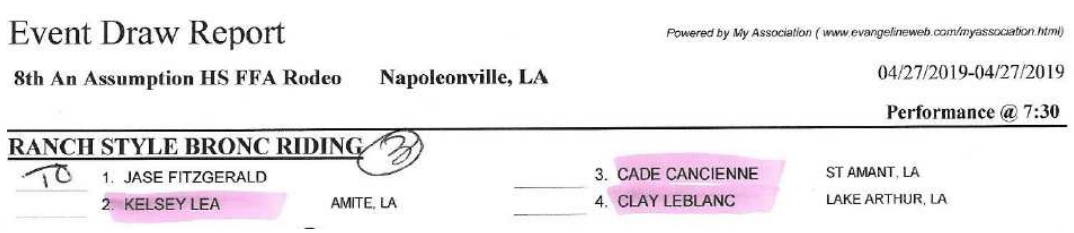
Crowley Rice Arena
159 South Cherokee Drive
Crowley, LA 70526

RANCH STYLE BRONC RIDING

_____	1. LOGAN D'AUGEREAU	ABBEVILLE, LA	_____	6. TRENT HAYES	ST MARTINVILLE, LA
_____	2. JOEL NERO	SCOTT, LA	_____	7. DACOTA MANUEL	IOWA, LA
_____	3. SHEA FOURNIER	RACELAND, LA	_____	8. TATE BATES	HOUMA, LA
_____	4. CLAY LEBLANC	JENNINGS, LA	_____	9. JAMES ZENO	LAKE ARTHUR, LA
_____	5. CHRIS ZENO	LAKE ARTHUR, LA			

The Draw Report is used for multiple purposes:

- Gate workers will need a copy to allow contestants in 'free' of charge. (NOTE: Although it is at the Producer's discretion as to who may be allowed in the gate at no-charge, the CRA does not offer/allow for companion passes).
- The Secretary shall highlight each paid contestant per event so it is visible at-a-glance who has paid and who has not for multiple reasons.



Event Draw Report

Powered by My Association (www.evangelineweb.com/myassociation.html)

8th An Assumption HS FFA Rodeo **Napoleonville, LA** 04/27/2019-04/27/2019

Performance @ 7:30

RANCH STYLE BRONC RIDING

TO	1. JASE FITZGERALD		_____	3. CADE CANCIENNE	ST AMANT, LA
_____	2. KELSEY LEA	AMITE, LA	_____	4. CLAY LEBLANC	LAKE ARTHUR, LA

- ALL entry fees and fines MUST be paid in full BEFORE the contestant competes.
  - Any unpaid entry fees need to be communicated to the Arena Director and Timekeepers before the event begins. The Arena Director is responsible for communicating to the Judges and the contestant should they be waiting to compete.
    1. The contestant shall send someone to pay their outstanding entry fees.
    2. If the contestant is allowed to compete without paying and leaves the rodeo grounds afterwards, the unpaid entry fee must be covered by whomever allows the contestant to compete.
    3. Attempting to write an unpaid entry fee off as a Mount Out is unacceptable because:

       a) Contestants who have entered the rodeo but have not paid their entry fees are considered a Turn-Out and may NOT mount out.
       b) The paid contestants in the event are cheated due to the decreased payout and possibly a reduced number of placings.

c) The Stock Contractor, CRA Association & Year-End Awards fees are also negatively impacted.

- The Rough Stock workers loading stock need to know of any Notified Turn Outs (NTO) so they do not have to load the stock drawn for the contestant.
- The Timers need to be made aware of and note a PAID Turn Out as "PTO" on their Timer Sheets rather than just "TO" for unpaid turn outs.

- The stock draw may be noted on a copy of the Day Sheet to post for contestants and copies may be given to the back-pen workers so they can load stock.

- Announcer's Report - should be given ONLY to the Announcer. Keep the announcer updated on any contestant changes. PLEASE NOTE: ***The scores/times announced by the Announcer are NOT official.*** Official scores and times are only available AFTER the judge's sheets are received and confirmed by the Secretary.

- Rodeo Stock Draw Sheet –

All stock will be drawn prior to the start of the entire rodeo session. The draw will be posted at least one hour prior to the start of each session (performance/slack). Each pen thereafter will be posted at the completion of the prior respected pens. In the instance of a stock injury, the extra will be put in the place of the original animal that was drawn.

Cajun Rodeo Association — Rodeo Stock Draw Sheet

Rodeo: Crowley, LA - Red, White, & Boots — Date: Friday, July 5, 2019

Count	RS Broncs		Steer Wrestling	Calf Roping				Team Roping
	Stock # 12		Stock #	Stock # 10				Stock #
1	207	RR		76	✓	✓	✓	
2	556	✓		77	✓	✓		
3	1406	✓		78	✓	✓	✓	
4	MD9	✓		79	✓	✓		
5	X6	✓		81	✓	✓		
6	306	✓		82	✓	✓		
7	614	✓		83	✓	✓		
8	2	✓		84	✓	✓		
9	7	RR		85	✓	✓	✓	
10	69	✓		80	✓	✓		
11	15	✓						
12	007	RR						

Suggestion: Organize chips in numerical order before writing the stock numbers on the Draw Sheet so the stock numbers are easier to locate during the draw.

- Judge & Timekeeper Sheets - The Judges, Timekeepers, and Arena Director will each need a set completed with the stock draw.
  - Judges sheets are to be completed in ink. Judges must record stock numbers on their own sheets.
  - All runs on stock at a rodeo shall be kept even so mark even runs on Judges & Timer's Sheets with a / in the bottom right-hand corner of the stock column.

6. RURID JAMES MICHAEL HURST	7763	7.72	7.71	5	12.71
7. KOBY SANCHEZ ZEB CORKERN	7761 /	—	NT	—	—

  - The status of a Turn Out may be factored in when calculating the placings for each event therefore record any & all turnouts on the Judge's & Timer's Sheets either as

    - **TO** (or NN/TO = Unpaid, Non-notified Turn-Out; entered but did not show up or pay entry fees. This contestant will owe a fine.)

7. DEVIN DEROUEN	3535	TO				

    - **NTO** (or N/TO = Notified Turn-Out; notified before the 1st round of stock is drawn before the start of the rodeo (see example below). The contestant will owe a fine.)

EVENT: BULL RIDING — Performance @ 7:30

Contestant	Stock	Judge 1 Animal	Judge 1 Rider	Judge 2 Animal	Judge 2 Rider	Total
1. ARTHUR HALL	NTO	—	NTO	—		—

    - **PTO** (Paid Turn-Out; entered, paid, but did not compete) PAID turnout fees are included in the payout and therefore need to be communicated as such to the Judges & Timers
    - **VI** (or DOVIR = Draw Out *Visible Injury Release; entered, showed up with a visible injury sufficient enough to be excused (drawn out) by a Judge before stock is drawn)

  - Do NOT scratch out the name of a NTO and/or overwrite with the name of a late entry/substitute. There must be an accounting for all entries.

9. DEVIN BYRAM	414					ns
10. ~~ZACK WRIGHT~~ Jaksen Gaspard	—22					ns
11. AUSTIN SLATER	112					ns

    - Leave the line item for the NTO
    - Add the late entry to the bottom of the Judge's sheet

5. CHASE DRUMM	159	0	0			0
6. Brandon Brewer	531	0	0			0
Extras:						

- JUDGED EVENTS (Ranch Style Bronc Riding, Bull Riding)
  The Polaris console is set to Bull Riding.



Timing automatically starts from zero when the timekeeper presses the START button. When the horn time is reached (eight seconds, for example), the horn automatically sounds and the timer stops. If you are not able to connect to a sound system for sounding the horn or other tones, the Polaris external horn can be connected to your timer instead. The horn is very loud and requires no additional amplification.

  - Rough Stock scores are to be recorded as relayed by Judge 1 but ***these scores are unofficial - the Judge's sheets hold the official scores. Announced scores are NOT the official score***.

Contestant	Stock	Judge 1 Animal	Judge 1 Rider	Judge 2 Animal	Judge 2 Rider	Total
1. JAYCE DUPLECHIN						
1. LANE SAVOIE	404		TO			
2. TRENT HAYES 4	306					68
3. DACOTA MANUEL 3	15					65
4. CLAY LEBLANC 1	MD9					74
5. LOGAN D'AUGEREAU 5	118					70
6. TRAVIS ROBICHEAUX 6	007					NS ~~NS~~
7. Shea Soumer 2 2						
Extras:					RR	67

  - Once the event has ended, the Judge's sheets are to be remitted to the Rodeo Secretary. The scores from the individual judge's sheets are added together to verify the official score. NOTE: ***The scores/times announced by the Announcer are NOT official***. Official scores and times are only available AFTER the judge's sheets are received and confirmed by the Secretary. The judges should be consulted if there are any questions or discrepancies

- TIMED EVENTS (Calf Roping, Steer Wrestling/Chute Dogging Breakaway Roping, & Team Roping)

The Polaris console is set to Average Time.
Timekeepers 1 & 2 will work from the same position for the duration of an event.

- Both timekeepers are required to use manual stopwatches in hundreds of a second and record in hundreds.
- In addition to manual stopwatches, two hand-held wireless hand-switches must be used in the timed events.  The wireless hand-switch is used to remotely start and/or stop the timer instead of using the start/stop button on the Polaris console.
- Official time shall be the average of the two times, ignoring any digit beyond the hundred's (no rounding).
- If one of the two timers misses the start or stop or is delayed in starting or stopping the watch, or if the watch used by one timer malfunctions, that timer shall declare the problem to the other timer and only the time recorded by the other timer will be used.

Timed event times are to be entered as

Contestant	Stock	Console Time	Console Average time	Penalty	Official Time
1. KATTI BREAUX					
5. TIM BABIN	2566	3.92	3.94		3.93

- "***Console Time***" time is the time recorded on the Polaris console for the wireless hand-switch assigned to each timekeeper. This time will be recorded in hundreds (100ths) of a second ignoring any digit beyond hundreds (no rounding).

- "***Console Average Time***" is recorded in hundreds (100ths) of a second ignoring any digit beyond hundreds (no rounding) from the Polaris console as the average time will be kept to the hundreds of a second.

- "**Penalty**" will be entered as the total of the penalties assessed – *even if no time is recorded*.

7. DOMINIC BROUSSARD	2981		NT	10	NT
13. MIKE SIBLEY LOGAN ESPEY	7766	7.24	7.37	5	12.30
14. COLE THOMAS JORDAN HANNAH	7764	9.44	9.49	10	19.46

- "**Official Time**" will be the recorded as the total Time + the total Penalties.
- **Disqualified Time** – Record time with official total time if time has been awarded. Then, if contestant is disqualified, mark line through time and zero above it in the same square. In this example, NT was noted to signify "No Time".
2. BRANT PATOUT	2979	11.71	~~11.11~~ NT		~~11.66~~ 2 NT

- BARREL RACING

Stock Contractors are responsible for providing 55-gallon metal drums and digital timers for the barrel racing event. These timers must be in good working order before the start of the rodeo. The timer automatically starts and stops as the rider crosses an electric eye beam in the arena for simple hands-free timing of barrel racing.

Timing automatically starts at zero for each new rider — no manual reset is required, no waiting for timed resets.

- Electric timers are to be backed up by two (2) manual stopwatches in hundreds of a second.
- Timekeepers will work from the same position for the duration of an event.

Barrel Racing times will be recorded as:

Contestant	Backup Time	Console Time	Penalty	Official Time
1. HARLEY CRAIN				
1. KAITLYN RYDER	16.57	16.563		16.563

"**Backup Time**" will be recorded in hundreds of a second by each Timekeeper from their own manual stopwatch.

"**Console Time**" is kept to the thousandth of a second as displayed on the Polaris Console.



"**Penalty**" will be entered as the total of the 5-second penalties assessed for each barrel knocked over – *even in the case of No Time*.

3. DALLY MUNN		NT	10	—
6. MILLIE BANKSTON	17.46	17.441	10	27.441
12. LACEY CHRETIEN	16.75	16.748	5	21.748

"**Official Time**" will be the recorded as the Time (from the electric timer) + the total Penalties.

- In the case of time malfunction, official timekeeper will determine official time.
- If the electric timer fails to operate, the contestant will have the option to declare whether she will rerun or take her stopwatch time. The decision must be made before the stopwatch is announced. She will carry all penalties into her rerun.

- All Judges/Timekeeper's Sheets (including the Arena Director's) must be signed by the owner of the sheet and remitted to the CRA office.

- PAYING OUT

  - Events will NOT be paid out until the Judge's Sheets have been collected and compared against Timekeeper's Sheets to verify scores and/or any penalties that may have been assessed in the field for each event.
  - Use the primary Timekeeper's sheet to record and calculate the payout for each event.
  - Ties are paid by adding together the award monies per placings then dividing by the number of tied scores/times.
  - Contestants or whomever is responsible for collecting a contestant's winnings must sign for the Payout Sheet and count the monies paid in the presence of the Rodeo Secretary.

Event results must be texted or emailed to CRA Promotions Director at completion of rodeo to publish on CRA social media.

At the completion of the Friday night rodeo, the Secretary's job is not yet done….

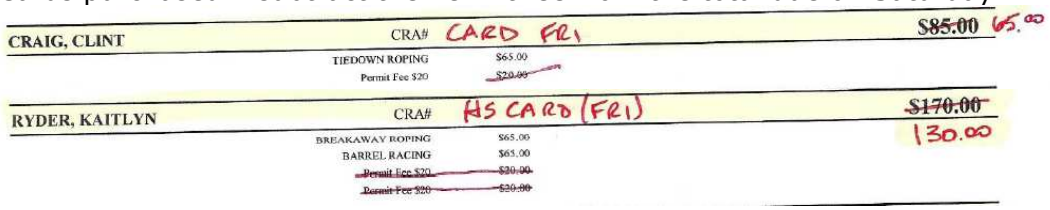
Friday night's business carries over to Saturday night if it is a 2-rodeo weekend.

1. Post Friday's results, payouts as well as stock & times on board

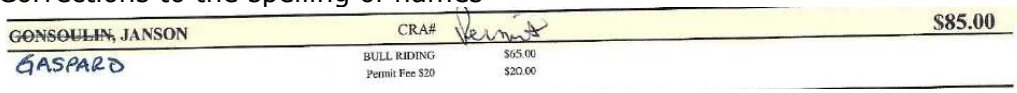
SECRETARY NOT USING MY ASSOCIATION SOFTWARE:

Using the completed Receivables Report from Friday, note on the Saturday Receivables Report:

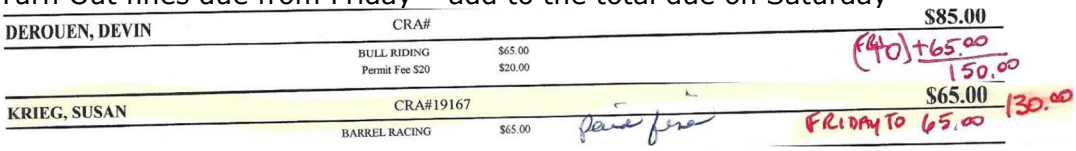
1. Cards purchased – subtract the Permit fee from the total due on Saturday



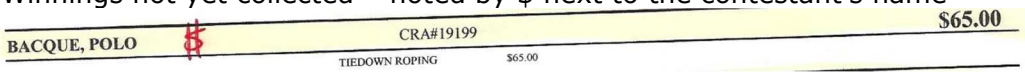
2. Corrections to the spelling of names



3. Fines paid on Friday – subtract from the total due on Saturday
4. Fines that may have been imposed – add to the total due on Saturday
5. Turn Out fines due from Friday – add to the total due on Saturday



6. Winnings not yet collected – noted by $ next to the contestant's name



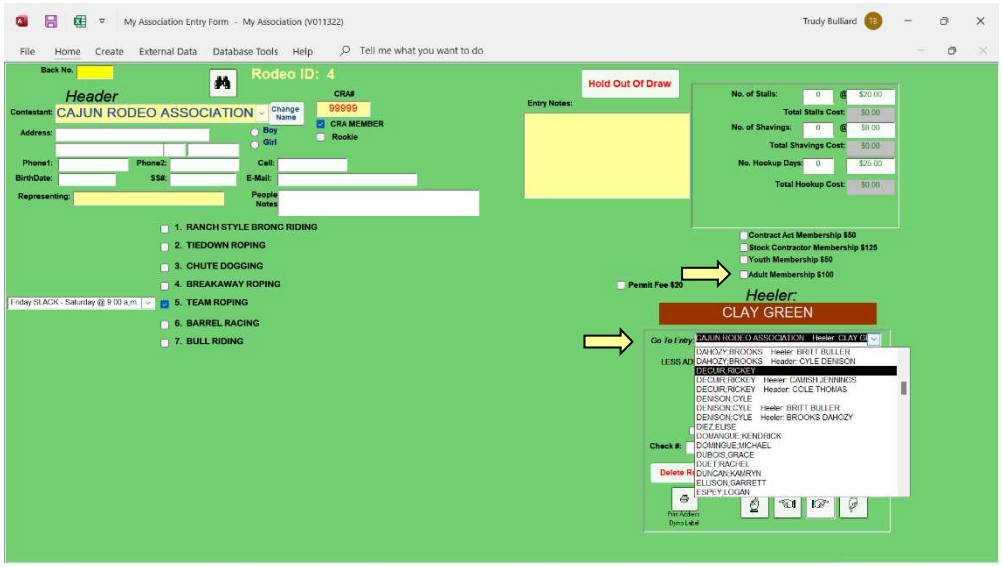
SECRETARY USING MY ASSOCIATION SOFTWARE:

AT COMPLETION OF RODEO

ENTERING RODEO PAID MEMBERSHIPS

(NOTE: DO NOT ENTER PAYMENTS (Total Amount Paid in contestant's entry form). PAYMENTS ARE PROCESSED AT MAIN OFFICE)

- Click on "Update Entry" Button from "Rodeo Management" main screen. Be sure you are in correct Rodeo

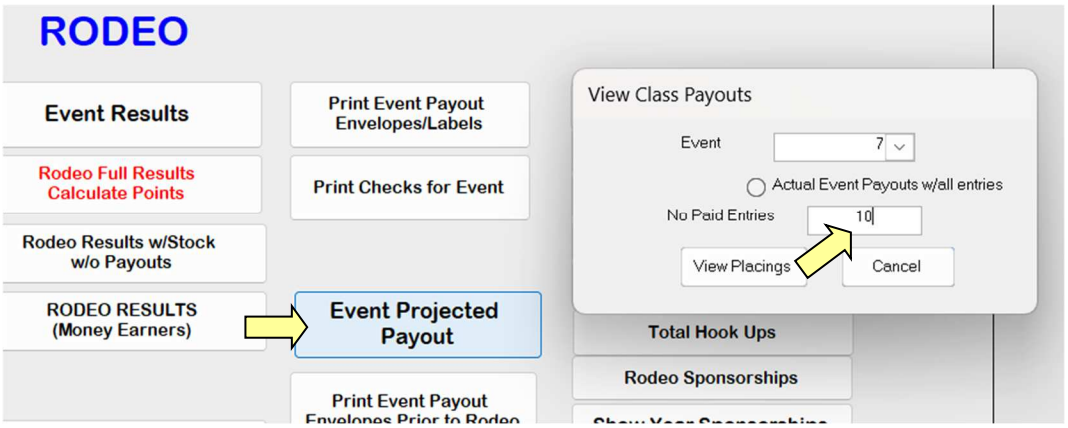


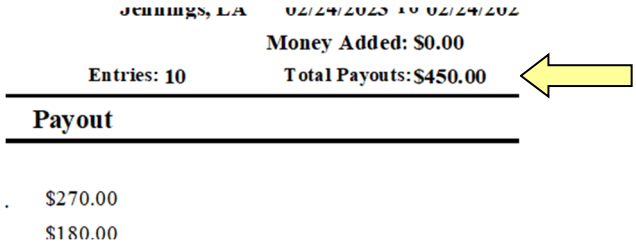
- In the Entry form screen Select the Contestant from the "Go To Entry" Drop down (it is by LASTNAME;FIRSTNAME"). Check Membership type on the contestant's Entry form. When you click a check mark on a Membership type in their Entry Form it will automatically take out the $20 Permit fee and set them as a 'CRA' member joining at that rodeo date. You can stay in Update screen and find the next contestant and click them as purchasing a membership. Go through each membership and put check on Membership type purchased. No need to fill out address, phone etc. That will get completed in Main office from their membership application. If you receive a membership from a person that was not entered in the rodeo you can "Add New Entry" button enter by LASTNAME;FIRSTNAME. Click ok and the new entry form will be created for that person with no events entered. Just check off Membership type purchased. Permit will automatically be taken off entry form.

Ground Money not paid out in Rodeo:

If no one covered in a rough stock event.

- Click on Event "Projected Payout" Button to see what payout out would have been.
- Select Event from pop up.
- Click off toggle "Actual Event Payout w/all Entries"
- Type in actual Number of Paid Entries in that Event.
- Click on "View Placings" button

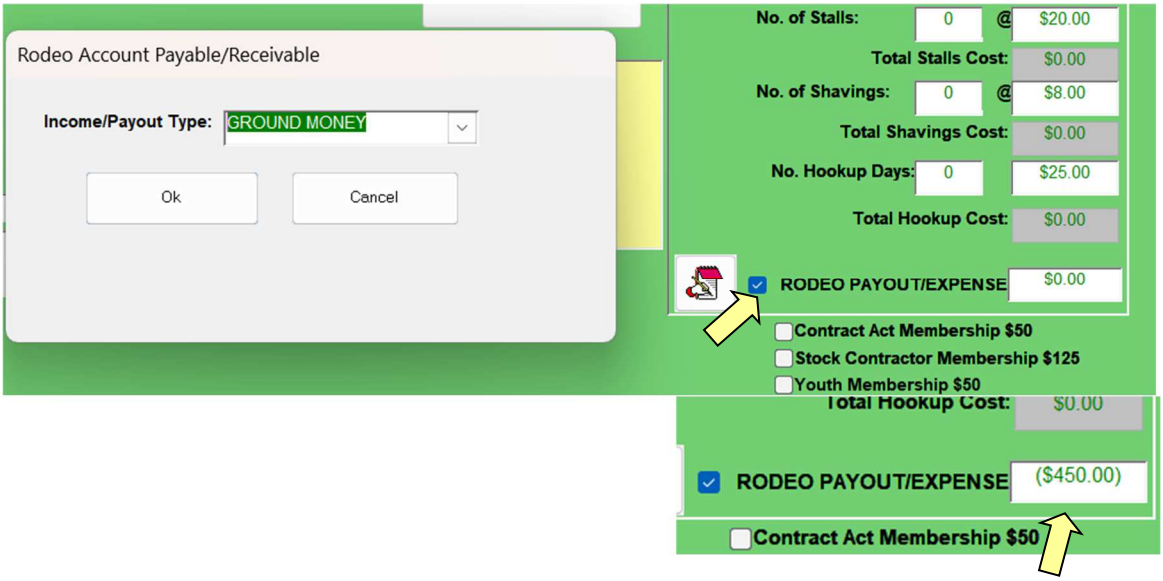




- Your Ground money will be shown on upper right of Projected Payout Report. "Total Payouts". If Added Money be sure to subtract that from Total Payouts for you correct Ground money amount.

Add Ground Money to Rodeo Accounting:

- In Rodeo, Add New Entry for Stock Contractor's name
- Click "OK"



- In Stock Contractor's Entry Form, Put Check in "RODEO PAYOUT/EXPENSE" box.
- From Pop Up Drop Down; select "GROUND MONEY"
- Type the Ground Money Amount in the box as shown. When you generate the rodeo's "Stock Contractor's report", That Ground Money going to CRA will show up on the Report!

2 DAY RODEO PROCEDURES

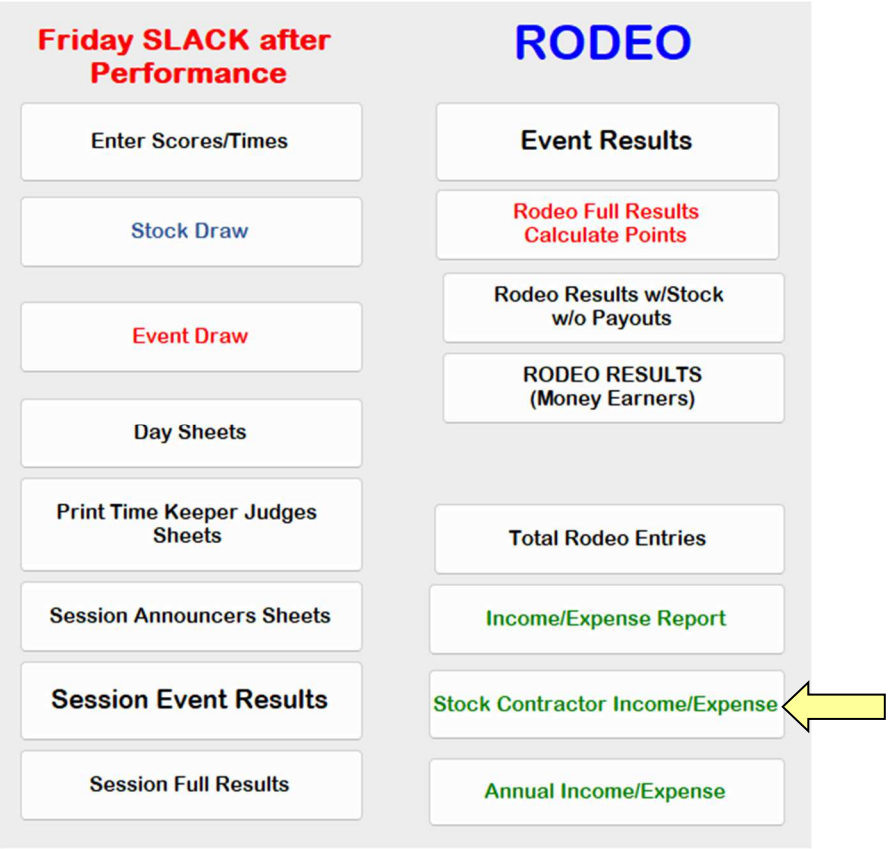
AT COMPLETION OF FIRST DAY (FRIDAY) RODEO

ENTERING RODEO PAID MEMBERSHIPS **(see page 14)**

Ground Money not paid out in Rodeo: **(see page 15)**

GENERATE STOCK CONTRACTORS/INCOME EXPENSE REPORT

Click on "Stock Contractors/Income Expense" Report Button. This Report gives you all you need and totals needed (membership, Permits, Fines collected, Assoc Fee, Finals Fees, draw outs, stock fees, etc).



REMOVING FINES FROM SATURDAY RODEO THAT WERE PAID IN FRIDAY/1ST RODEO BEFORE START OF SATURDAY (DAY 2) RODEO

- In Main screen be sure you are in Rodeo 2 (Saturday rodeo)
- Reference day one (Friday rodeo) hard copy marked up YELLOWED/PAID Receivables Report for any paid fines collected on Friday.
- For every Paid fine from Friday Receivables Report:
  In Saturday Rodeo; go to update entry for the contestant and set TOTAL FINES TO $0

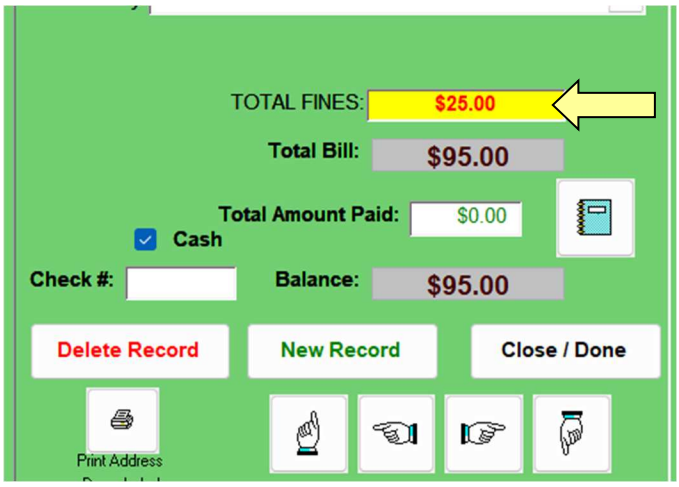


- Remove that Fines note from "Entry Notes " (top middle yellow box of contestant Entry Form)

JUDGES INFRACTIONS FROM FRIDAY RODEO

Add Judges Field fines (ex: Barrel Hat Fines) from FRIDAY/1ST RODEO INTO THE 2ND DAY RODEO BEFORE START OF SATURDAY (DAY 2) RODEO

- In Main screen be sure you are in Rodeo 2 (Saturday rodeo)
- Reference (Friday rodeo) Judges field fine hard copy Sheet (ex: $25 hat fine)
- Go to update entry in rodeo 2 (Saturday rodeo) for that contestant "LASTNAME;FIRSTNAME". If that contestant is found in Saturday Rodeo; set TOTAL FINES TO field fine amount (example below: $25). If that Friday fined contestant is not in Saturday rodeo, do not need to do anything for that contestant's fine except turn in that paperwork to CRA.



- In "Entry Notes" (top middle of contestant Entry Form) Type in the Fine/Infraction as shown below; below any entry notes as shown.



AT COMPLETION OF 0'ing out paid fines and Adding and Friday Infractions if any: GO AND PRINT HARD COPY OF "RODEO RECEIVABLES ALPHA" FOR SATURDAY RODEO. THOSE FRIDAY "PAID" FINES WILL NOT BE INCLUDED IN THE SATURDAY RODEO RECEIVABLES AND ANY INFRACTION WILL BE INCLUDED IN THE RECEIVABLES.

THAT RECEIVABLES REPORT WILL BE USED TO COLLECT ENTRY PAYMENTS FROM CONTESTANTS SATURDAY RODEO.

The Secretary should then have business in order and be ready to start collecting on Saturday.

- REMITTING RODEO RECORDS AND MONIES TO THE CRA

  - Scan and email copies of records to CRA (in case originals should get lost in the mail).
  - Each night is its own rodeo and is documented as such, therefore money due CRA shall be remitted for each night by separate Cashier's Checks/Money Orders as outlined below:
    - Memberships, Permits, Fines, Late Fees, Association Fees, Insurance, & Sanction Fee (if not prepaid) Remit with itemized list for total of each.
    - Awards Fees
    - Ground Money (per event)

  - Documents to be remitted for each night's rodeo include:

Receivables Report (Noted w/ total amount of money collected from each Contestant / Contract Act)	1
Membership Forms for all new members	0
Permit Forms (Contestants, each Fun Event, Mount Outs)	all
Judge's Sheets, signed	2 or 3 sets
Arena Director's Sheets, signed	1
Timekeeper's Sheets, signed	2
Signed **Payout Sheet per Event**	all
Stock Draw	1
Arena Measurements	1
Field Fines and Rule Infraction Forms	all
Disputed Field Fines and Rule Infraction Forms	all
Rodeo Stock Contractors Report Generated from My Association Software or Rodeo Summary & Balance Worksheet	1