CALIFORNIA HIGH SCHOOL RODEO ASSOCIATION
California Junior High Rodeo Division
POLICY MANUAL
Updated June 2025

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 California National Director, then State President.
c) National Questions - contact California National Director then State President then State Secretary.
d) District Problems - Contact State Representative then District President, then State President.

If Chain of Command is not followed, ie call or email directly to NHSRA Office without following above chain, a $500 fine will be imposed, and the student member and family will be placed on probation for 1 calendar year for the first offense. The fine will be paid by the offending party, and the contestant will be held accountable and deemed ineligible to compete until fine is paid.

A. Appeals: A member may appeal from a decision by the state association which involves removal, suspension or expulsion, by requesting in writing for review to the California National Director within 5 days of being notified of the decision. The member must also submit a nonrefundable appeal fee of $250

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 grated additional time by the residing 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 meetings not held during a state rodeo. Amount to be per the current IRS rate.
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)
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) There are five (5) district representatives that will vote on the state board, those members are: Adult President, Adult High School Representative, Adult Junior High Representative, Student President and Student High School Representative
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. Name must be given to state secretary by August 1st. 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 the District State Adult Representatives.

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.

a. **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.**
b. **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.**
c. **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.**
d. **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. Member must complete and upload district transfer form with membership application. If they wish to change Districts after joining, they must submit a request to both the respective District's Presidents and the state secretary. This shall be done when the change is after the beginning of the rodeo season. Inter District transfers to be handled by the District Presidents, Representatives and State Secretary. Both respective District Presidents and Representatives must agree, if not, it must come before the State Board. (revised June 2003)

7. **MEMBERSHIP REQUIREMENTS (for both CHSRA and CJHRD divisions)** **See Proposal from D3**
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 be 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 enrolled classes, and a 2.0 GPA.

Each member will be required to upload 5 grade reports, signed and stamped/sealed, throughout the season. CHSRA Grade forms will have specific dates to be signed and uploaded. Failure to comply with the dates listed on each form will result in ineligibility until the following form is due.
1. Prior school years final (Spring), school-generated report card
2. October: CHSRA Grade/Conduct Check Form
3. December: CHSRA Grade/Conduct Check Form
4.School-generated fall semester report card
5. March: CHSRA Grade/Conduct Check Form
****Student eligibility is determined by the *most recent* grading period check form required prior to entries closing.**
****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 and any points and scholarships awarded to date shall be revoked.**

8. **MEMBERSHIP CARD:**
- Contestant must have membership card when checking in at a rodeo to receive back number. This card can be downloaded from the National Membership Portal (under documents, it is the "unsigned insurance card") Please download after state membership has been processed to make sure membership number is assigned.
- Membership card numbers are required for entries to be processed.

9. **VIDEO:**
Under no circumstances will a video be used to change a judge's decision. (*Except 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 or cash, plus a $50.00 bank charge.
- Contestant will not be eligible to enter next rodeo until all obligations are fulfilled. District Secretaries to notify State Secretary of any outstanding debts due the District by June 1st. 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. Rodeos will not be approved until districts submit year end financials

b) District financial obligation to the State Treasurer 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. An invoice will be sent April 15 and will be due May 15th. Revised August 2018
c) District 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) for high school division. For junior high a $1.00 assessment per contestant, per event for each rodeo.
d) District Schedules should be submitted to state secretary by the August State Board Meeting. State Secretary shall be notified immediately of any changes in schedule, as to amend activity forms and insurance for Nationals.
e) Districts will lose sanction and points from members shall be removed if rodeo or event takes place without proper notification to rodeo secretary on date or venue.
f) District to submit guidelines for their fundraising activities fifteen (15) days after the first rodeo.
g) Districts must submit checks and ATV Raffle Ticket Stubs to State ATV Coordinator, so that they are received by coordinator before FEBRUARY 8th. Any district that has not turned in ticket stubs and money, will not be eligible to rodeo or contestants eligible to enter State Rodeos
    i) Districts are responsible for the members on their roster and must let the State Secretary know if any members are no longer competing, otherwise they will be billed for those members' tickets
    ii) All CHSRA members are required to turn in the value of the state raffle tickets, regardless of the date they join
    iii) Members who do not fulfill this requirement during a rodeo season, must pay the state before they are eligible to join CHSRA a subsequent year
h) Treasurer must submit a Quarterly financial statement to the State Secretary and treasurer, using the following dates
    1. Quarter 1 (August, September, October) due November 15
    2. Quarter 2 (November, December, January) due February 15
    3. Quarter 3 (February, March, April) due May 15
    4. Quarter 4 (May, June, July) due August 15
    5. Year end financials due September 30th

h. All CHSRA qualifying rodeos will have certified EMS personnel on the rodeo grounds during all rodeo events. Emergency Medical Technician 1 (EMT-1), Emergency Medical Paramedic (EMT-P) or Registered Nurse (RN) are examples of certified EMS personnel. During rough stock events and steer wrestling an advanced life support (ALS) or Basic Life Support (BLS) ambulance shall be on the rodeo grounds. During timed events, certified EMS personnel listed shall be on the rodeo grounds. An ambulance does not have to be on the rodeo grounds during timed events, but must be readily available with a response time location of no more than 10 miles. Cutting, Reined Cow Horse and Queen Contest, which may be off-site, may utilize any of the certified EMS personnel listed, without an ambulance on-site.
****CHSRA strongly recommends and encourages that each district provide an ambulance at each rodeo if available****
When an ambulance is not on-site for timed events, queen, reined cow horse or cutting events basic life support (BLS) medical equipment must be readily available. Each district should consider purchasing their own equipment and have it readily available at all CHSRA sponsored rodeos and events. An example of BLS medical equipment can be found at the following link:
https://gearbags.com/shop/kits/first-responder-kits/lxmb30-sck/

Additionally, any fundraiser (Examples – jackpot team roping or barrel race) organized by a District or CHSRA, and not sanctioned by another group or entity, must have certified EMS personnel listed on-site. An ambulance does not have to be on-site during fundraisers but must be readily available with a response time location of no more than 10 miles.

Any deviation in the listed requirements must be approved by the CHSRA board prior to holding the event. A written letter must be submitted to the board 1 month prior to holding the event.

i) Any letters sent out by District on letterhead needs to be approved by that District's Board.

j) SPECIAL RODEO/Community Outreach: Each District shall hold one Special Rodeo/or community outreach project each year in their District. A fine of $1000 to be assessed to a District that does not hold a Special Rodeo/Community Service Activity each year. The discretion of implementing this fine shall be by the State Executive Board. The district Queen shall be responsible to write a press release and send to the state board and Gentry Media, for publication in the CHSRA Times

k) SET UP GUIDELINES: SET UPS ARE NOT GUARANTEED
Guidelines are as follows:

- All set-up forms must be emailed to host rodeo secretary by close of 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 sponsored activities, testing for college admittance, or athletic games or competitions. Saturday school for tardies, absences or any behavior issues DO NOT constitute for a set-up. 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. Set ups will not be accepted for 1 day rodeos
- **If a contestant arrives at the rodeo before their event on the day of an arranged set-up, they will be required to compete. Every attempt shall be made to arrive at the rodeo to compete in scheduled events when possible. If school activity is cancelled, every effort to attend rodeo must be made**
- 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 completed.
- State finals and any State rodeo will **NOT** implement set-up guidelines.

l) **DISTRICT POLICIES:**

- ***Districts shall be required to submit a copy of their District Policy Manual to the State Board of Directors by July 1 for approval each year 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)

m) 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 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]. If a contestant is determined to be ineligible at the time of the competition, the points earned during that time frame can be revoked. In team events (team roping and ribbon roping) partner's points will be revoked as well. Points will automatically be rolled down to the remaining placing contestants (clarification - Aug 2021) Average points are awarded only when contestants have competed in BOTH go rounds. A turn out does not constitute an attempt to compete, therefore no average points will be awarded

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 gos in one day and can be considered a physical hardship on the horses, and contestants. Nationals recommends holding no more than the two gos in one day.

IV. **Students must check in at the start of each rodeo. Refusing to contest is considered a TURN OUT for both gos. You must make an honest attempt to compete on the animal drawn for you.**

CLARIFICATION: *Contestants are to contact the host 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 California National Director or 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 no time. 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. Junior High State Finals is top five (5) point earners, High School is top six (6) point earners. Points will be given as header or heeler.(or boy/girl in the Ribbon Roping) in the District. Points will be compiled throughout the year in these categories.
2. Ghost partners do not receive points. Points are awarded as a team, not per position
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 for district points.**

7. In High School Team Roping, if a partner is injured and cannot compete in the 2nd go, the team will be considered a notified turn out for the 2nd go. A partner cannot be drawn for the 2nd go. If the injury occurs before the first go of the team roping has started, a ghost partner can be drawn OR a contestant that is not already entered in the team roping can be substituted

GHOST ROPER AND PROCEEDURES: (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. **Members may use a ghost partner a maximum of 4 times per rodeo season**

4. In high school, a ghost partner may be drawn up to the start of the first go of team roping. After a team has competed in the first go, a partner MAY NOT be drawn for the 2nd go.
5. ***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 ?

5. If there are no volunteers at the time of the draw, ghost roping will not be an option at said rodeo.

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 five (5) 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. A coin flip will take place to see who will take awards home and duplicate awards shall be drop shipped to Co-Champion (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.
- Membership paperwork must be completed and uploaded three weeks prior to close of entries for any rodeo after the initial August Membership drive
- Check application closely for accuracy before submitting 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 and State Secretary those not meeting 2.0 requirements.
- All people planning to be in and around the arena shall retain associate memberships, keep record of associate membership list distributed by state secretary

Membership Applications: There are two parts to the membership process: National and State
National Membership is updated and paid for on National Membership portal.
Notarized minor's release and signed National membership application are uploaded to national membership profile

- State forms (listed on membership paperwork) are to be signed and uploaded to national membership portal

14. TIMERS:

REQUIRED: 2 timers plus one back-up timer. Times to be averaged by lead and second timer if using handheld stop watches. 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.

Work crew recommended:

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 event director or 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. No contestant or parent may talk directly to the judge, unless a contestant is approached by a judge.**

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 on rodeo entry form
    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.**
    6) **District to apply for rodeo approval 60 days prior to the scheduled rodeo. Once rodeo approval had been received, State Secretary will file for certificate of liability with insurance company.**
    7) 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.

8) Contestant must compete on stock drawn, if it is declared fit. Time and place of draw should be posted where contestants can examine it.
9) Post the Jackpot Payback sheet where visible, preferably near the posting of the draw and results.
10) 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.
11) Judges will mark down all penalty fines and secretary will check her sheet against the judges.
12) Team roping, calf roping, steer wrestling and breakaway roping barrier fine (penalty) of ten (10) seconds.
13) Poles and Barrels knocked down is a five (5) second fine(penalty) each.
14) 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.
15) 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.
16) Copies of all judges and timers sheets shall be posted after each performance.
17) 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/physician attention.
18) Post copies of timers' sheets and results on district website for reference with in 1 week of rodeo
19) Make sure Insurance has been applied for!
20) Work with Membership Secretary to verify eligibility of students.
21) 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. If a contestant is determined to be ineligible at the time of the competition, the points earned during that time frame can be revoked. In team events (team roping and ribbon roping) partners' points will be revoked as well. Points will automatically be rolled down to the remaining placing contestants (clarification - May 2004)
22) In recognition of California law that young people are not to be in possession of any alcohol, tobacco, or marijuana product, CHSRA contestants will not use these products at any sanctioned event, while on the rodeo grounds, at any hotel or campground, or in the vicinity of the rodeo while the rodeo is still going on. (Rodeo is considered on going from start of check in until the last contestant has completed their run). 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

- Any change within 15 days of the scheduled event will require State Board approval
  - Applications to be filled out on Google Form, one for each event. Any changes must be made via email with the state secretary
  - 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.) It is preferable to have applications completed by September 30th for entire rodeo season
  - 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.
    - Stock contractor's information
    - Additional insured (equipment owners, rodeo committees)
    - Nearest hospital

18. JACK POTTING

1. Districts may choose from the following two options:
   a. Districts may choose to have Jackpot money to be separate from entry fees and collected the day of the rodeo. This money 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 money for **ALL** contestants on their entry forms Each district has the flexibility to set their jackpot fee on a floating scale, with the minimum of $10 per event ($5 per go round) and a maximum of $30 per event ($15 per go round) per contestant for high school. Since junior high is 1 go round the scale would be minimum of $5 per event and maximum of $15 per event per contestant. Exception: Districts have the option to increase this amount at multi-district rodeos, so long as amount is set and membership is notified when rodeo information is sent out. Membership shall be notified of jackpot fee in rodeo information prior to entries opening AND on entry form. This option may remain the responsibility of the rodeo secretary. ***(Revised Aug 2024)***

19. INFORMATION SHEET FOR RODEOS SANCTIONED BY CHRSA

APPLY TO THE STATE SECRETARY FOR RODEO APPROVAL.

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 at the discretion of the arena director, event director AND judge.
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 or spectators. Contestant area is defined as anywhere in, around, or near the arena, boxes, chutes, gates of the arena. 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) for junior high or top six (6) for high school qualifying contestants cannot compete in an event they qualified in for the State Finals Rodeo, the sixth (6), seventh (7), eighth (8), ninth (9^{th}) and/or tenth (10^{th}) 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)