



We come before you O' Lord and give "Thanks" for all of your blessings. Our prayer for each and everyone here today is to keep horse and riders safe, to have everyone act in a sportsmanlike manner, to enjoy our fellowship together and ask that everyone have a safe return home.

In Jesus name we pray, Amen.

I pray to you O' Lord as my horse and I race today, 1 right and 2 lefts, you will keep up both safe. It's not whether we win or lose but how we cross neighbors and always speak with a kind heart.

In God's name we pray, Amen.

Written by Director Kathy Stallings and dedicated to the Association by the 2004 Board of Directors, for the promotion of God, good sportsmanship and the sport of barrel racing.

CHARTER MEMBERS

Vicki Milloy - FOUNDER

Fawna Lee Speer - FOUNDER

Ardith Bruce

DelRae Diggers

Lisa Davenport

Betty Howard

Sherri Montoya

Kelly Nelson

Robin Pettigrew

Debbie Pierce

Becky Smith

CGRA BY-LAWS

Article I – Name

The name is as follows: CGRA, Inc. (Cowgirls Rodeo Association, Inc., hereinafter referred to as the Association.)

Article 2 – Objective

- Section 1: To promote the sport of barrel racing and other optional events in the spirit of friendly competition.
- Section 2: To Encourage sportsmanship, sociability, and friendship among the members.
- Section 3: To provide activities within a 150-mile radius of the Clovis, New Mexico Area, except with Board Approval.

Article III – Members:

- Section 1: Membership in this Association is a privilege, not a right; application for which shall be made on forms and by fees and procedures prescribed from time to time by the Association.
- Section 2: The Association is organized for the purpose of mutual help, without capital stock and for the purpose of serving its membership. It will provide all of its facilities to the members under uniform rules and regulations as prescribed by the membership of the Association.
- Section 3: Membership in the Association shall be open to all individuals.
- Section 4: Honorary membership may be bestowed as provided in the rules and regulations.

Article IV – Officers and Directors:

- Section 1: Officers
The officers of the Association shall be as follow: President, Vice-President, and Secretary/Treasurer.
- The Secretary/Treasurer
 - Does not have to be a member.
 - Is a paid employee of the Association.
- Section 2: Duties
The President shall:
- Preside at all meetings of the Association and the Board of Directors.
 - Perform other duties as are necessary and pertinent to the proper administration.
 - Appoint, supervise, maintain function and name chairperson(s) to committees as necessary; being an ex-officio member of it with no vote.
 - Sign, as President, all contracts and instruments, which have been first approved by the Board and Membership.
 - Have, subject to advice of director's direction of the affairs of the Association and discharge such other duties, as may be regulated by the By-Laws, the Board or the General Membership.
 - Has no vote unless a tie occurs at a Board meeting.
- The Vice-President shall:
- Have the duties of and exercise the powers of the President in case of the Presidents absence, inability or disqualification. Be responsible for working with the Secretary/Treasurer in keeping Association rules and regulations updated and shall have in their possession at all Association functions an official copy of the rules and regulations.
- The Secretary/Treasurer shall:
- Keep all membership applications on hand.
 - Prepare and mail membership application and annual renewals.
 - Hold all nominations and electoral ballots and all other ballots for at least one (1) year.
 - Have a current point standing(s) published in the newsletter and submitted to the finals/awards committee.

- Maintain a current inventory of Association property
- Record, transcribe and furnish complete minutes of all Board meetings and called General Membership meetings.
- Give roll call for members present and accept all written proxies representing absentee members.
- Collect all money due the Association and deposit those monies in the bank in the name of the Association.
- Furnish a current financial statement at all Board and General Membership meetings.
- Neither dispenses, nor disburses funds and/or incurs no indebtedness other than normal and ordinary, for expenditures necessary to operate the Association unless authorized by the Boards vote.
- Reconcile all bank statements and furnish quarterly reports.
- Execute and sign, papers, notes, and documents.
- Be responsible for quarterly newsletter.
- Be responsible for a quarterly financial to be posted on the website for all members to see.
- Maintain a post office box and all correspondence related to the Association will go to that address only. No change of address will be permitted without full consent of the Board.
- Secretary shall keep copies of all correspondences.
- The secretary shall be paid at the rate of \$1.25 per run to include all classes and exhibitions
- If races are held 50 miles from Clovis secretary shall be paid 32 cents per mile for mileage
- When a secretary resigns or is terminated:
 - All original books, ledgers, correspondence and forms or information regarding or pertaining to the Association must be turned over to the current President or Vice-President immediately.

Section 3: Director

There shall be a set of Directors composed of: Six (6) adult members and one (1) junior member (15 years or under).

Section 4: Duties of the Directors

- To act as goodwill ambassadors.
- To promote and encourage barrel racing contests within the area of the Association.
- To promote the Association in all of its activities and to encourage individuals to do the same.
- To assist all new and /or inexperienced members wherever possible with their conduct, appearance and participation in barrel races.
- To cooperate fully with all sponsors in their efforts to provide barrel races.
- To see that all barrels are correctly staked at jackpots and the electric eye(s) are correctly set
- To receive complaints, criticisms, or suggestions of members and make every effort to correct, alleviate, or compromise harmony.
- To act as liaison officers between sponsors, individual members within their district and the officers of the Association.

Section 5: Board of Directors

The Board of Directors (hereinafter referred to as the Board) shall consist of the elected officers and directors plus the previous year's President who shall automatically serve as a Director at-large.

Section 6: Duties of the Board of Directors

- May undertake to raise funds by voluntary means but may not levy assessments nor raise dues.
- Should refer to individual duties per By-Laws.
- Shall not amend, make changes in or add to the By-Laws or rules of the Association.
- Must be a member in good standing for the current year.
- There may be no less than three (3) Board members to make any decisions.
- May authorize the expenditure of more than the \$250.00 per month operating funds if necessary.
- May not incur obligations, nor make pledges beyond the actual cash on hand.
- All races must be audited by a minimum of two (2) board members.
- Forms pertaining to 501 status will have a least two (2) officers present when being completed and will be sent certified mail or delivery confirmation.
- Outgoing board members will:
- Meet at the end of the season to review, audit and finalize all books for that year.
- Complete all necessary forms that need to be filed, to keep the association in compliance with all Federal and State Laws including the IRS.
- Train new board members regarding the running of the Association, Non-profit compliance and provide a list of required forms and deadlines.

Section 7: Nominations and Elections

- Each Board member shall serve a one (1) year term.
- All Board members shall be nominated and elected at the Final/Round-up meeting by the membership. They may be nominated and elected by mailed ballots if necessary.
- Family members may not serve on the Board at the same time, except for a parent (Director) and child (Junior Director).
- Vacancies, in any elected office, will be filled by a special election. The person shall complete the term of the vacated office.

Article V – Meetings and Voting

- Section 1: The CGRA General Membership shall be allowed to vote by mailed ballot on all pertinent major decisions and elections.
- Section 2: A regular meeting of the Board shall be held quarterly. A General Membership meeting shall be held at the Finals/Round-up.
- Section 3: No less than three (3) Board members will count all ballots.
- Section 4: Special meetings of the membership may be called at any time by majority of the Board or by any 12 adult members (18 years or over). Notice of each special meeting of the membership shall be given, shall state the time and place of the meeting and the business to be transacted at the meeting.
- Section 5: Emergency situations may be handled by a quorum of the Board.
- Section 6: All business of the Association may be transacted at any official meeting, provided there is a quorum. Any meeting of the membership held in accordance with the foregoing provisions pertaining to advance notice and any members attending such meeting, present in person or by written proxy, shall constitute a quorum of the membership for all purposes. A majority of the quorum present is necessary to make changes.
- Section 7: All meetings shall be conducted according to Parliamentary Procedure.

Article VI – Borrowing Money

- Section 1: The Association shall have the power to borrow money in such amounts and upon such terms and conditions as, from time to time, becomes advisable or necessary. A majority vote of the membership at any general membership meeting is needed to borrow money.

Article VII – Discipline

- Section 1: Written Charges

- Any Board member may be removed from office for good cause. Cause may include but is not limited to, missing two (2) consecutive Board meetings or three (3) consecutive general membership meetings without good reason.
- Any member may prefer charges against any other member for alleged misconduct prejudicial to the best interest of the Association. Written charges with specifications must be filed with the Secretary within fourteen (14) days of the alleged misconduct. A deposit of \$25.00, which shall be returned if such charges are sustained, will be paid at this time.
- The Secretary shall promptly send one (1) copy of the charges to the accused member, by certified mail with return receipt requested, along with a notice of the hearing and an assurance that the defendant may personally appear in her/his own defense and bring witnesses if she/he wishes. The investigation and disciplinary action, if any, will proceed according to the current Robert's Rules of Order, Deshler's Rules of Order, or Sturgis Stated Code of Parliamentary Procedures.

Section 2: Grievance Committee

- After the elections the president will select three (3) primary and two (2) alternate members from the general membership to act as a grievance committee who will serve in this capacity for one (1) year. The Vice-President will be the presiding officer of this committee and have no vote.
- Vacancies within the committee will be filled by appointment of the President. An alternate member will sit on the committee when:
- A complaint is filed against a regular grievance committee member.
- There is an unavoidable absence of a regular member.
- A regular member of the committee feels, for personal reasons, that there would be a conflict of interest and upon justifications of the President, the President may designate an alternate to take that members place.

Article VIII – Amendments

Section 1: Amendments to the Article of Incorporation and By-Laws may be proposed by the board or by written petition, addressed to the secretary and signed by 20% of the voting membership. Amendments proposed by such a petition shall be promptly considered by the Board and must be submitted by the secretary to the members within forty-five (45) days of the date when the petition was received.

Section 2: The Articles of Incorporation and By—Laws may be amended (All three (3) factors must exist)

- By a 2/3 vote of members present and voting.
- At any regular or special meeting called for that purpose only.
- Provided that discussion of amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

Article IX – Rules and Regulations

Section 1: The rules and regulations will govern the day-to-day functions of the Associations. At no time will the rules and regulations be in contradiction to the By-Laws. If such a conflict is found to exist, the By-Laws will take precedence. If a rule(s) is not addressed specifically by CGRA, the organization will follow the rules of BBR.

Article X – Bookkeeping/Accounting/Funds

Section 1: The books shall at all times be open to inspections by the Board members. Books will also be maintained in accordance with a generally accepted account practice.

Section 2: A regulated petty cash fund may be established at the discretion of the Board. When established, the fund will be maintained in accordance with generally accepted accounting practice.

Section 3: At the end of the point year a general and complete accounting of the books shall be required all account will be balanced before being turned over to the newly elected officers.

Section 4: No individual may close out the Associations' accounts, at any time, as long as the Association is functioning.

Article XI – Dissolution

Section 1: Upon dissolution, all remaining assets and liabilities shall be disposed of by vote of the remaining membership.

C.G.R.A RULES

I. Membership

- a. Good conduct is a must! We, as members, should practice good sportsmanship and responsibility.
- b. The point year will begin September 1st and end August 30th with the Fiscal year ending August 31st.
- c. Membership Fees

	<u>New</u>	<u>Renewal</u>
Individual	\$25	\$20
Family	\$35	\$30

- d. Membership fees are non-refundable.
- e. In order to be eligible for renewal fee, a member must pay fee within 25 day following the start of the CGRA point year and have been a member in good standing from the previous year.
- f. Family memberships are allowed one vote only. Members wishing to have additional votes must pay an additional \$10.00 per family (voting) member.
- g. Family memberships will allow the following: Contestants may ride any horse, regardless of ownership, and may ride as many horses as they choose in a class.
- h. However, more than one person in a class may not show the same horse, unless the following condition are met:
 - i. Both contestants are members of the same immediate family who reside in the same household (husband, wife, children, and grandchildren 21 and under). Children and grandchildren 21 and under who are attending school away from home, but who reside part of the year with their parents or grandparents are included under this rule.
 - ii. Neither contestant is showing any other horse in that class.
 - iii. No horse may be ran more than once in the Open or Novice class.

II. Non-Members

- a. Non-members **DO NOT** have the same privileges as members.
- b. All non-members at each function will:
 - i. Pay prior to competition of exhibition(s).
 - ii. Sign a release form
 - iii. May attend General Membership Meetings and /or Awards Banquets, however a non-member would not be able to participate and would have no voting rights without buying a membership.
- c. Any unpaid fees or outstanding debt(s) from previous CGRA functions must be paid before entering another CGRA function.

III. Jackpot Information

a. General Information

- i. No re-run will be given for broken equipment.
- ii. Only the horse competing will be allowed in the arena with the exception of the Eight (8) and under class.
- iii. Excessive training during competition will not be permitted (i.e. circling the barrels and/or poles).
- iv. The ground will be raked or smoothed every five (5) runners unless ground arena conditions warrant otherwise. In that case, the Board would discuss and make the

decision before the race starts as to how many runners constitute a rake. Additionally, the ground **will not** be raked or smoothed prior to the start of a new class that does not fall on the designated number of runs.

- v. A contestant may circle their horse in the arena prior to crossing the timing light, however once the contestant crosses the timing light the competition run begins.
- vi. One entry constitutes a class but a “NO TIME” does not constitute a win. In this situation the contestant will receive no points and the money will go back to CGRA.
- vii. NO REFUNDS will be given after the class has started, with the exception of the following:
- viii. Should a default, due to CGRA, occur during a contestants run, the contestant has the option of funning at their preference **or** receiving a refund.
- ix. In the event a show has been started and needs to be cancelled due to an unforeseen condition, i.e. weather related, only entry monies for events not completed will be refunded. In no case shall the office charge(s) be refunded.
- x. If a contestant is not ready, within reason, when called they will forfeit their entry and receive a “NO TIME”.
- xi. An electric eye will be used at all functions and shall be the official time. Times will be recorded in thousandths. At the discretion of the Board and Directors a flagger may be used as a backup timer or as an official time in the event that no electric eye is available.
- xii. In the event that a contestant enters more than one horse in a particular division the points, or money, will count on the highest placing horse only. However, the contestant may receive more than one pay out.
- xiii. Absolutely no alcohol permitted at any CGRA events.
 1. Alcohol that is being sold arenas the following rules apply.
 - Alcohol will be permitted in stand only.
 - NO contestant will be permitted to consume alcohol.
 - Anyone consuming alcohol will not be permitted in the arena, warm up area or around contestants on horseback.
- xiv. No rider substitutions will be allowed in any class except the Novice Horse class. The Secretary must be notified of substitution of rider in Novice Horse before the class begins.
- xv. Running out of order will result in disqualification “NO TIME”.
- xvi. Open Barrels and Open Poles Only-No changing of horse positions drawn after the final draw.
- xvii. Must provide the names of each horse to enter and run in the jackpot.
- xviii. No refunds after the 1st horse runs at a regular CGRA race.

b. Entry Information

- i. A \$10.00 office charge will be added to all entries at regular CGRA events.at the discretion of the Board, the office charge may be adjusted for added money events only.
- ii. CGRA Member Only – In the event multiple members of a family, as addressed in Section 1, enter an event, the \$10.00 office charge shall be assessed to only on entry.
- iii. **Exhibition Only Entries** *will* be subject to the \$10.00 office charge. Should the rider decide to enter a class they will *not* pay an additional office charge.
- iv. If the jackpot secretary **uses** a computerized program, the contest will complete an entry form only. The computer program will compute the draw; the running order will be announced prior to the start of the jackpot.
- v. If the jackpot secretary **does not use** a computerized program, all contestants will draw for all positions at the time of entry. If a contestant is entering more than one horse, or more than one contestant is riding the same horse, the contestant(s) has the

right to draw at least one additional chip in an effort to split the runs, or may choose to be placed at the end of the draw.

- vi. Once the draw has been announced, any additional entries will be added to the end of the draw.
- vii. After the first horse in the class has run, no further entries will be taken for that class. If a contestant is missed for the draw before the class starts the class will be redrawn. If they are missed after the class starts the contestant will have the option of running at the bottom of the draw or receive a refund.
- viii. In the event a contestant is running more than one horse, they may be split at the time of the draw. They will have to be in the draw on their first run and allowances for redrawing to separate runs.
- ix. Positions cannot be traded by contestants after the draw.
- x. Contestant(s) that choose to enter multiple classes, should horse and/or contestant meet eligibility rule(s), (i.e. novice and/or youth), may choose to make **separate** runs in the Open, the Novice Horse, the Novice Rider, the 8 and Under, and/or youth; this means that the contestant will run their horse(s) in each class.
******OR******
- xi. Contestant(s) may choose to make on (1) run in the first class entered and may carry that time **forward** to any other class(s) entered; this means the contestant will run their horse(s) only one (1) time. **If a contestant chooses this option, they must notify the secretary, before their first run that they are going to carry over their time to any additional designated class(s).**
- xii. A “NO TIME” will carry forward to all “carry over” classes designated at the time of entry. Furthermore, the contestant will not be able to reenter any designated “carry over” class(s) on the specified horse. They may, however, pay an additional entry and enter classes on other horse(s), which were not already subject to the “carry over” request.
- xiii. Contestant(s) must fill out entry form, with the jackpot secretary, to be considered as an entry.
- xiv. Insufficient checks will be subject to the current banking charge(s) imposed on CGRA and reimbursement must be made prior to entry at the next function or the contestant will not be allowed to run.
- xv. In the event a contestant’s entry check is returned to CGRA as “insufficient”, “account closed”, or “funds not available”, the contestant will no longer have the option of paying by check and all future entries must be paid in CASH only.
- xvi. Replacement checks, due to loss or damage by the contestant, over \$25.00, will be subject to the current banking charge(s) imposed on CGRA for a “stop payment” fee. The replacement check will be issued only for the balance of the original check amount, less the stop payment fee(s).
- xvii. In the event a check under \$25.00 is replaced and both the original and replacement check are presented to the bank for payment, the contestant will be responsible for reimbursement of the check amount to CGRA. The reimbursement must be made prior to entry at the next function or the contestant will not be allowed to run.
- xviii. The President will be allowed three (3) free exhibitions and will have the barn fee and worker fee waived at each approved function.

c. **Standard Order of Events**

i. **Classes and Entry Fees**

1. **Barrels:**

Exhibitions	1 for \$4.00
Riding Slots	\$15.00
Open 4D	\$35.00
8 and Under	\$15.00
Youth 2D	\$20.00
Novice Rider	\$20.00
Novice Horse 4D	\$20.00

2. Poles:

Exhibitions	1 for \$4.00
8 and Under	\$15.00
Open 3D	\$20.00

IV. Barrel Events

- a. A standard pattern will be used as each arena allows. See diagram 1 page 19.
 - Score line (timer) ~60' from score line (timer) to 1st and 2nd barrel
 - Between 1st and 2nd barrels ~90' between 1st and 2nd barrel
 - Arc to 3rd barrel ~105' arc to the 3rd barrel from both 1st and 2nd barrel
- b. It is recommended the score line (timer) be at least 45' away from the end of the arena unless there is a center alley or size does not permit. In small arenas, barrels must be staked at least 15' from the wall or fence. It is recommended that in small arenas the pattern will be reduced proportionately to a standard barrel pattern. All barrel patterns that do not conform to a standard pattern must be posted prior to the barrel race.
- c. Metal barrels only to be used for event. For expos the use of metal, plastic, or pop-up barrels will be allowed.
- d. Circling of the markers/stakes prior to the first class will not be allowed.
- e. A contestant may run to the right or the left barrel first. See diagram 2 page 19.
- f. A contestant will receive a "NO TIME" should any one of the following occur: breaking of the pattern, making more than the three (3) turns necessary to complete the pattern and/or an intentional halt/break in the forward progress of the pattern. See diagram 2 page 18.
- g. Contestants in **any divisional class**, 2D, 3D, 4D, and/or 5D, will receive a "NO TIME" for knocking down a barrel.
- h. Contestants in the **8 and Under and Novice Rider** will be assessed a 5 Second Penalty, for each barrel knocked down, to be added to the final running time.
- a. **Barrel Payouts and Points**
 - ii. If a place is not paid in a division, the monies will be evenly divided to the remaining winner of the division.
 - 1. The additional winnings will not be paid on a separate check.
 - 2. The additional winnings will not go towards End of Year Awards.
 - 3. The additional winnings for Novice Horse class does not have to be on separate check.
 - 4. The additional winnings for Novice Horse will not go towards End of Year awards.
 - iii. If there are no qualified runs in a division, the monies will go to the winner of the 1D.
 - 1. The additional winnings will not be paid on a separate check.
 - 2. The additional winnings will not go towards End of Year Awards.
 - 3. The additional winnings for Novice Horse class does not have to be on a separated check.
 - 4. The additional winnings for Novice Horse will not go towards End of Year Awards.
 - iv. If there are no qualified runs in a class, the money will go back to the Association.
 - v. In the event of co-approved functions, payoffs will be regulated as per Board approval.
 - vi. Standard CGRA events will be paid out as follow:

4D Divisional barrel Class Payouts

Division	Time	Percentage of Jackpot Paid Per Division	<i>Example Only</i>
1D	Fastest Time	35%	16.328
2D	Fastest Time + .5 Second (1/2)	30%	16.828
3D	Fastest Time + 1 Second (1)	20%	17.328
4D	Fastest Time + 1.5 Second (1 1/2)	15%	17.828

3D Divisional barrel Class Payouts

Division	Time	Percentage of Jackpot Paid Per Division	<i>Example Only</i>
1D	Fastest Time	50%	16.328
2D	Fastest Time + 1 Second (1)	30%	17.328
3D	Fastest Time + 2 Second (2)	20%	18.328

2D Divisional barrel Class Payouts

Division	Time	Percentage of Jackpot Paid Per Division	<i>Example Only</i>
1D	Fastest Time	60%	16.328
2D	Fastest Time + 1 Second (1)	40%	17.328

CGRA Divisional Class Payouts will be paid, based on the number of entries as follows:

Number of Entries	# of Places Paid	First	Second	Third	Fourth	Fifth
1-16	1	100%				
17-33	2	60%	40%			
34-66	3	50%	30%	20%		
67-95	4	40%	30%	20%	10%	
96-Over	5	33%	27%	20%	13%	7%

CGRA Non-Divisional Class Payouts will be paid, based on the number of entries as follows:

Number of Entries	# of Places Paid	First	Second	Third	Fourth	Fifth
1-5	1	100%				
6-10	2	60%	40%			
11-15	3	50%	30%	20%		
16-20	4	40%	30%	20%	10%	
21-Over	5	33%	27%	20%	13%	7%

vii. Standard CGRA event points will be distributed as follows:

Non-Member Placing Redistribution Example

Name	Place Won	Points Based on Placing	Points Redistributed	Member Points Awarded for EOY
Rider 1 (Non-Member)	1 st	6	Non-Member No Points Awarded	NM (0)
Rider 2 (Member)	2 nd	5	Member awarded 1 st place points	6
Rider 3 (Member)	3 rd	4	Member awarded 2 nd place points	5
Rider 4 (Non-Member)	4 th	3	Non-Member No Points Awarded	NM (0)
Rider 5 (Member)	5 th	2	Member awarded 3 rd place points	4
Rider 6 (Member)	6 th	1	Member awarded 4 th place points	3
Rider 7 (Member)	7 th	0	Member awarded 5 th place points	2
Rider 8 (Member)	8 th	0	Member awarded 6 th place points	1

Member as Multiple Placer Distribution Example

Name	Horse	Place Won	Points Based on Placing	Points Distribution
Sally	Horse 1	1 st	6	6
Bill	Horse 1	2 nd	5	5
Sally	Horse 2	3 rd	4	No Points Awarded or Redistributed
Tim	Horse 1	4 th	3	3
Joe	Horse 1	5 th	2	2
Tim	Horse 2	6 th	1	No Points Awarded or Redistributed

b. Barrel Classes

i. Exhibitions

1. This is a seasoning class only with no paybacks or points
2. Entry Fee: \$4.00 each

ii. 4D Open Barrels

1. This class is open to all riders and horses.
2. Entry Fee: \$35.00 with 80% going into the jackpot.
3. The 4D Open Barrel class will be ran and paid out as a 4D divisional class.
4. A knocked down barrel constitutes a “NO TIME”.
5. A point system based on 6 through 1 (i.e. 6 points to 1st place, 5 points to 2nd place, 4 points for 3rd, etc.) will be utilized for End of year Awards.
6. See divisional class payout on page 9 and 10.
7. See point distribution on page 11.

iii. 8 and Under Barrels (age as of September 1st)

1. This class is open only to contestants 8 years old and under—as of September 1st of the current competition year—and all horses.
2. Entry Fee: \$15.00 with 75% going into the jackpot.
3. The 8 and Under class is *not* a divisional class and will be paid out based on the fastest time run in the class
4. A five (5) second penalty will be assessed, the final running time, for *each* barrel knocked over during a run.

5. A point system based on 6 through 1 (i.e. 6 points to 1st place, 5 points to 2nd place, 4 points for 3rd, etc.) will be utilized for End of year Awards.
6. See non-divisional class payout on page 9 and 10.
7. See point distribution on page 11.

iv. 2D Youth Barrels (age as of September 1st)

1. This class is open only to contestants 15 years old and under as of September 1st of the current competition year and all horses.
2. If contestant runs in Youth class and are 8 or under, they will not be allowed to enter the 8 & Under class.
3. Entry fee: \$20.00 with 75% going into the jackpot.
4. The 2D Youth Barrel class will be ran and paid out as a 2D divisional class.
5. A knocked down barrel constitutes a “NO TIME”.
6. A point system based on 6 through 1 (i.e. 6 points to 1st place, 5 points to 2nd place, 4 points for 3rd, etc.) will be utilized for End of year Awards.
7. See divisional class payout on page 9 and 10.
8. See point distribution on page 11.

v. Novice Rider Barrels

1. This class is for *Members Only*.
2. This class is open to novice riders who have earned no more than \$1,000.00 in lifetime earnings, from any equine event.
 - a. Equine events include, but are not limited to; 4-H, Little Wrangler, Playdays, etc.
 - b. Lifetime earnings include cash and/or prizes valued at \$1,000.00 or more.
 - c. Contestants may remain in the class *until* they have reached \$1,000.00 in lifetime earnings.
3. Contestant(s) *must sign a declaration statement* of the exact amount and with references before competing.
4. Contestant that starts in this class will be allowed to finish the season, even if winnings go over \$1,000.00 during season. With the exception of falsifying winnings declaration.
5. This class is open to all horses.
6. The Novice Rider contestant may choose to enter the 5D Open class but in doing so, beginning the following completion year, the contestant will no longer be eligible for the novice rider class.
7. Entry Fee: \$20.00 with 75% going into the jackpot.
8. The Novice Rider Barrel class is *not* a divisional class and will be paid out based on the fastest time run in the class
9. A five (5) second penalty will be assessed, the final running time, for *each* barrel knocked over during a run.
10. A point system based on 6 through 1 (i.e. 6 points to 1st place, 5 points to 2nd place, 4 points for 3rd, etc.) will be utilized for End of year Awards.
11. See divisional class payout on page 9 and 10.
12. See point distribution on page 11.

vi. 4D Novice Horse Barrels

1. This class is for *Members Only*.
2. This class is open only to novice horses having won no more than \$500.00 in lifetime earnings at any barrel racing event for *all* owners.
 - a. In the event a saddle is won at any event, the novice horse must have contributed at least ½ of the open points or monies, to be credited with “saddle” earnings
3. Horses *must be* declared at the *beginning of the point year or first time entered* based on lifetime earnings.
4. Contestant(s) *must sign a declaration statement* of the exact amount before competing and must designate the horse’s name on the entry card.
5. This class is open to all age riders.

6. Entry fee: \$20.00 with 75% going into the jackpot.
7. The 4D Novice Horse Barrel class will be run and paid out as a 4D divisional class.
8. A knocked down barrel constitute a “NO TIME”.
9. Money won is counted on the horse only and is *not* a horse rider combination.
10. Only one rider, at the same jackpot, may ride a novice horse.
11. In the event that the horse owner is unable to compete, another CGRA member is eligible to ride the horse to continue to accrue money won on the horse.
12. Money will continue to count towards the End of Year Awards on a novice horse that is sold, provided a CGRA member rides it.
13. Once nominated, the novice horse may be entered in any other class or outside events yet remain in the 4D Novice Horse class until the end of the competition year.
 - a. Subsequently, all accumulated earnings, at the end of the competition year, will determine the horses’ eligibility for the class the following year.
14. At the discretion of the Board, any member(s) running a horse out of class (one that does not qualify as novice) may be assessed a \$150.00 fine and required to return their pay back to the Association.
15. The End of Year Awards will be calculated on money won at CGRA 4D Novice Horse events only.
16. See divisional class payout on page 9 and 10.
17. See point distribution on page 11.

V. Pole Events

- a. The poles will be ran on a six (6)-pole pattern and will be staked 21’ apart and 21’ from the score line. See Diagram 3 page 20.
- b. A contestant may start from either the right or the left. See Diagram 4 page 20.
- c. A contestant will receive a “NO TIME” should any of the following occur: any deviation from the pattern and/or an intentional halt/break in the forward progress of the pattern. See Diagram 4 page 18.
- d. Contestants in the 3D Open Pole class will receive a “NO TIME” for knocking down a pole.
- e. Contestants in the 8 and Under class will be assessed a five (5) second penalty, for *each* pole knocked down, to be added to the final running time.
- f. **Pole Payouts and Points**
 - i. If a place is not paid in a division the monies will be evenly divided to the remaining winners of the division.
 1. Additionally, the winnings will not be paid on a separate check
 2. The additional winnings will not go toward End of Year Award.
 - ii. If there are no qualified runs in a division the monies will go the winner of the 1D.
 1. The additional winnings will not be paid on a separate check.
 2. The additional winnings will not go toward End of Year Awards.
 - iii. If there are no qualified runs in a class, the money will go back to the Association.
 - iv. Standard CGRA events will be paid out as follow:

3D Divisional Pole Class Payouts

Division	Time	Percentage of Jackpot Paid Per Division	<i>Example Only</i>
1D	Fastest Time	50%	16.328
2D	Fastest Time + 1 Second (1)	30%	17.328
3D	Fastest Time + 2 Second (2)	20%	18.328

CGRA Divisional Class Payouts will be paid, based on the number of entries as follows:

Number of Entries	# of Places Paid	First	Second	Third	Fourth	Fifth
1-16	1	100%				
17-33	2	60%	40%			
34-66	3	50%	30%	20%		
67-95	4	40%	30%	20%	10%	
96-Over	5	33%	27%	20%	13%	7%

CGRA Non-Divisional Class Payouts will be paid, based on the number of entries as follows:

Number of Entries	# of Places Paid	First	Second	Third	Fourth	Fifth
1-5	1	100%				
6-10	2	60%	40%			
11-15	3	50%	30%	20%		
16-20	4	40%	30%	20%	10%	
21-Over	5	33%	27%	20%	13%	7%

v. Standard CGRA event points will be distributed as follows:

Non-Member Placing Redistribution Example

Name	Place Won	Points Based on Placing	Points Redistributed	Member Points Awarded for EOY
Rider 1 (Non-Member)	1 st	6	Non-Member No Points Awarded	NM (0)
Rider 2 (Member)	2 nd	5	Member awarded 1 st place points	6
Rider 3 (Member)	3 rd	4	Member awarded 2 nd place points	5
Rider 4 (Non-Member)	4 th	3	Non-Member No Points Awarded	NM (0)
Rider 5 (Member)	5 th	2	Member awarded 3 rd place points	4
Rider 6 (Member)	6 th	1	Member awarded 4 th place points	3
Rider 7 (Member)	7 th	0	Member awarded 5 th place points	2
Rider 8 (Member)	8 th	0	Member awarded 6 th place points	1

Member as Multiple Placer Distribution Example

Name	Horse	Place Won	Points Based on Placing	Points Distribution
Sally	Horse 1	1 st	6	6
Bill	Horse 1	2 nd	5	5
Sally	Horse 2	3 rd	4	No Points Awarded or Redistributed
Tim	Horse 1	4 th	3	3
Joe	Horse 1	5 th	2	2
Tim	Horse 2	6 th	1	No Points Awarded or Redistributed

g. Pole Classes

i. Exhibitions

1. This is a seasoning class only with **NO** paybacks or points.
2. Entry Fee: \$4.00 each

ii. 8 and Under Poles (Age as of September 1st)

1. This class is open only to contestants 8 years old and under—as of September 1st of the current competition year—and all horses.
2. Entry Fee: \$15.00 with 75% going into the jackpot.
3. The 8 and Under class is **not** a divisional class and will be paid out based on the fastest time run in the class
4. A five (5) second penalty will be assessed, to the final running time, for **each** pole knocked over during a run.
5. A point system based on 6 through 1 (i.e. 6 points to 1st place, 5 points to 2nd place, 4 points for 3rd, etc.) will be utilized for End of year Awards.
6. See non-divisional class payout on page 13 and 14.
7. See point distribution on page 14.

iii. 3D Open Poles

1. This class is open to all riders and horses.
2. Entry Fee: \$20.00 with 75% going into the jackpot.
3. The 3D Open Poles class will be ran and paid out as a 3D divisional class.
4. A knocked down pole constitutes a “NO TIME”.
5. A point system based on 6 through 1 (i.e. 6 points to 1st place, 5 points to 2nd place, 4 points for 3rd, etc.) will be utilized for End of year Awards.
6. See divisional class payout on page 13 and 14.
7. See point distribution on page 14.

VI. Events and Scheduling

- a. The Board of Directors shall be responsible for scheduling race dates and arenas.
- b. The Board of Directors may use their discretion on the number of jackpots as long as they make every effort to notify all members by post office, telephone, or email.
- c. All approved listing will appear in one section of the newsletter in date order for each approved jackpot.
 - i. All necessary phone numbers will be listed in newsletter(s).
- d. The order of events must be published in the newsletter and no deviations from the published order will be allowed.
- e. Unapproved events may be added but they must be held after all approved events.
- f. The Board of Directors must provide a minimum of ten (10) day notice for new races to be added to the schedule. Board may cancel or change arena due to weather or circumstances beyond our control and will give notice as soon as possible.

VII. Added Money

- a. Added money races are considered the Team Race, Dream Race, Running for the Green, and Buddy Race.
 - i. Although other BBR approved races have added money they may not fall into this category.
- b. The Board may not restrict the amount of added money
- c. Added money may be dispersed among any class and/or may be designated to a specific class.
- d. All added monies are to be split to the divisions as follows:

	1D	2D	3D	4D	5D
5D Payouts	30%	25%	20%	15%	10%
4D Payouts	35%	30%	20%	15%	
3D Payouts	50%	30%	20%		
2D Payouts	60%	20%			

- e. Thirty (30) days, in-hand, advance notice must be provided to all members in writing with the amount to be added to each class designated.
 - i. Any class in which money won determines the outcome of the End of Year Awards may have money added to the class, but the event earnings **will not** count towards the End of Year Awards totals.

VIII. Year End Awards

- a. General Information
 - i. Ties will be broken first by number of jackpots attended and then total monies won in that division.
 - ii. A member must be present or have someone present to receive his or her End of Year Award(s).
 - 1. Extenuating circumstances allowed.
 - iii. Donations may be accepted at any time during the competition year. However, any donations to be designated to a specific class must be made by April 1st.
 - 1. All donations made after April 1st will go into the general awards fund.
 - iv. At the end of the competition year, each of the first-place winners in the 4D Open Barrels is to receive a saddle.
 - v. Only the high money earner for the 4D Novice Horse Barrels will receive a saddle.
 - vi. The first-place winner in the 1D of the 2D Youth Barrels will receive a saddle.
 - vii. In the event that CGRA is not financially able to purchase the above –designated awards, the Board, the Directors, or the Awards Committee will submit suggested substitutions to the membership for approval.
- b. Eligibility
 - i. To be eligible for Year End Awards:
 - 1. A member must participate in at least five (5) sanctioned shows, for the competition year.
 - 2. Each member will be responsible for working two (2) regular events and one “big” event per year.
 - a. “Big” events are the Team Race, Dream Race, and the Running for the Green Race.
 - b. For members that join after the Running for the Green Race they will be allowed to substitute the Buddy Race, as long as they work both days.
 - 3. Each member will be responsible for obtaining a “sponsor” donation in the amount of \$100.00, minimum, to go towards the added money barrel races. Sponsor donations must be submitted by July 1st to be eligible for End of Year Awards.
 - a. Members joining after June 1st will have an extension.
 - i. Depending upon date of membership.
 - ii. Board Members will decide on date as needed.
 - b. Additional sponsor money can still be turned in after July 1st but, will not be used for eligibility for End of Year Awards.
 - c. If mailing sponsor donation, it must be post marked by July 1st.
 - d. Sponsorship will be turned in to secretary only and a receipt will be given.
 - e. Please use sponsorship form found on website for sponsor’s receipt.
 - 4. Members will be required to work the added money events unless prior notification to the Board for excusal.
 - 5. If a member works at a CGRA race and accepts payment from the Association for that time worked, that member will not be able to count the time worked towards meeting their eligibility requirement.
 - a. Paid help must notify Secretary **before** the race begins.
- c. Class Determined by either Points or Money
 - i. The 4D Novice Horse Class winner will be determined by total money won at CGRA events
 - 1. Money own in any division will count towards End of Year Awards.

- ii. The 4D Open, 8 and Under, 2D Youth, Novice Rider barrels and 8 and Under, 3D Open Poles will be determined by points.
- iii. If placing in more than one division, points will count towards the division only for End of Year Awards.
- iv. In the event a non-member places in a division, points will be redistributed to members placing lower in the class.
- v. In the event a rider places on more than one horse in a division, points will count only on the highest placing horse. Additionally, points **will not** be redistributed to members placing lower in the class.

IX. New Board Training

The purpose of this training is to ensure that all board members understand and can fully participate in the financial running of the association. After this training, you should know:

1. All the important forms that need to be filed to keep our non-profit status in good standing and all deadlines.
2. How to break down entry fees to determine how much the association makes off each entry fee so that you will be able to make decisions about added money races and awards.
3. Understand the total cost of putting on a race at different facilities.
4. You will know all the areas that need to be audited so that the books are ready to close at the end of the season.
5. Understand all the IRS rules that we must comply with to maintain our non-profit status.

Forms

At the end of the Season, after the election of the new board, the new officers will need to be filed with the State of New Mexico. You will have to log onto the NM – SOS portal to efile this information. Secretary has the user ID and password. There is a \$10 charge. The names of 3 officers will have to be on file with the state at all times. They will have to digitally sign the document, so they need to be present. There must be at least 2 officers present for all forms being completed online.

The second form that needs to be filed is the form 990, which is basically our tax return for the association. This should be completed by an accountant but will be signed by all board members before it is filed. The due date for the form 990 is January 15th, or 3 months and 15 days from the last day of the Season (August 31). The penalty for filing late is \$20 per day, so this needs to be completed and filed ASAP. All forms mailed to the IRS must be sent priority with delivery confirmation, or be sent certified mail.

1099's will be the final thing to complete for year. The secretary is responsible for keeping a list of all competitor's earnings. Everyone earning more than \$600 (January 1 to December 31) will be issued a 1099 misc. These must be filed by January 31st and recipients must receive them by February 15th.

Areas that must be Audited

1. All races that are put on by CGRA
2. All points for each race
3. Checking Account

4. Financial Statement

These audits must be done by at least 2 board members and should at least be done quarterly so the financial can be approved and posted on the website.

Sanction Fees: BBR \$40 - \$55 WPRA \$35

Pay Workers or Announcer if requested $(\# \text{ entry fees} \times \$5) / \# \text{ of workers} = \text{Worker pay}$

Secretary \$1.25 per run, expo, riding slot

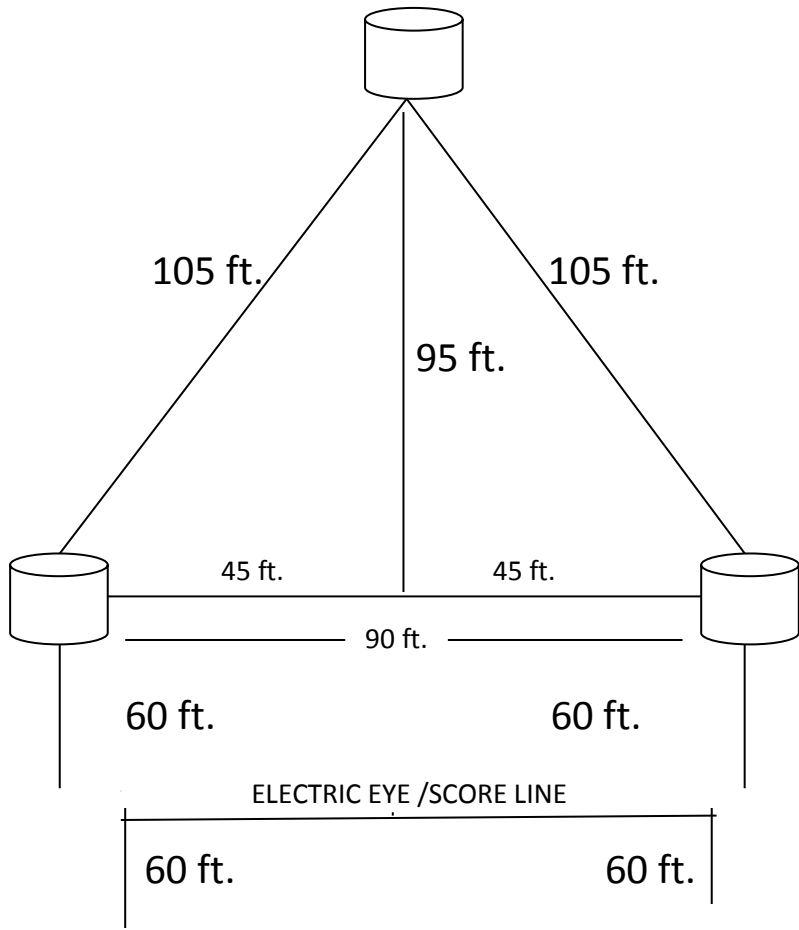


DIAGRAM 1

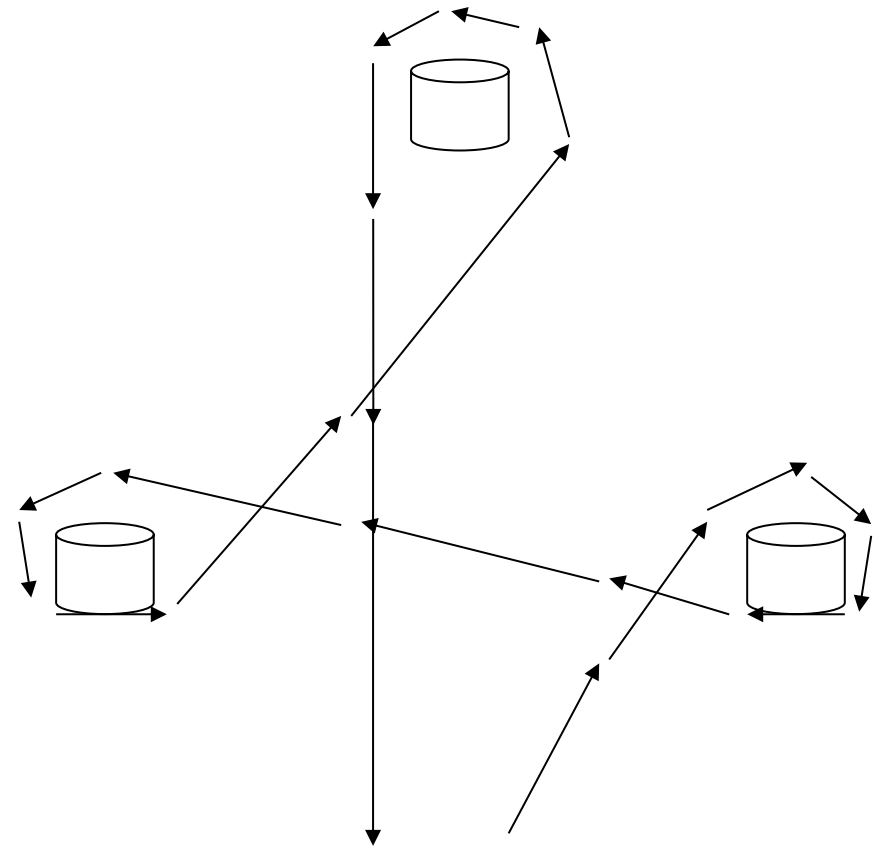


DIAGRAM 2

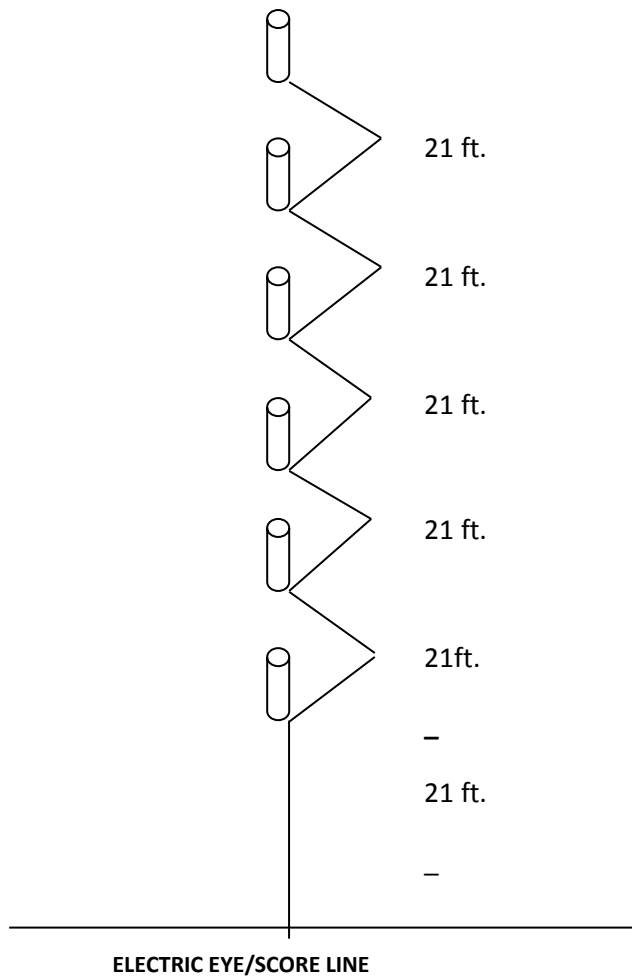


Diagram 3

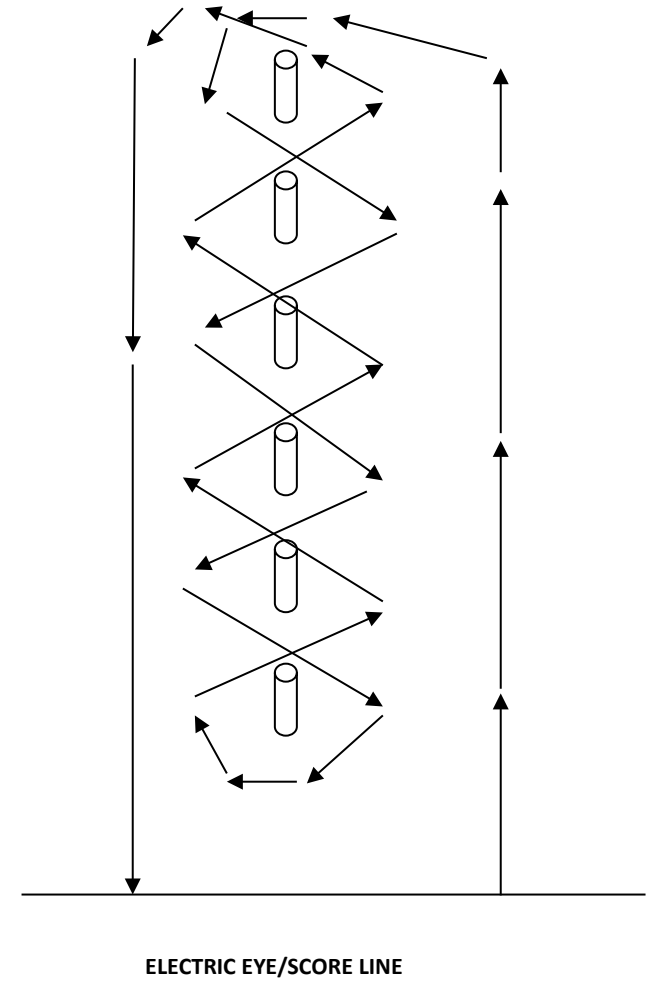


Diagram 4