



## EPWH, INC & ROOFTOP ROYALTY CODE OF CONDUCT AND ETHICS

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Name \_\_\_\_\_

### Statement of Intent

The purpose of the Rooftop Rodeo Royalty Code of Ethics is to provide royalty and parents with an ethical and responsible framework from which to serve. This document also serves as an obligation outline for the Royalty Representative.

Royalty for the Rooftop Rodeo have a personal investment in maintaining ethical conduct and an ethical organization. This includes all aspects of the organization: the organizational structure, all communication among committees, royalty, volunteers, committee members, executive officers, board, public, fairgrounds staff and the Town of Estes Park.

Estes Park Western Heritage Inc, (EPWH) is a proud supporter of the RTR Royalty Program. This agreement is between the royalty member and family and EPWH Inc. organization.

### **AS A ROYALTY REPRESENTATIVE, YOU ARE REQUIRED TO ABIDE BY THE FOLLOWING RULES:**

#### **🤠 Reign Term and Representation :**

- The Reign of RTR Queen and Attendant will begin at the conclusion of the Rodeo the year of the Competition and will end at the next RTR Rodeo. For Example; 2016 Reign will begin at the end of the 2015 RTR Rodeo. The Reign will be for one year.

#### **🤠 Represent and promote the RTR and the Sport of Rodeo at all official events in a manner that is complimentary to the organization. Events include but are not limited to**

- Area Rodeos
- County Fairs
- Area Schools
- Area Parades
- Hospitals
- Charitable Events
- Sponsor Events
- Radio/TV
- RTR Committee Meetings
- Royalty Luncheons and Functions
- RTR or EPWH Inc. Sponsored Events
- In addition to attending events, you are requested to keep accurate records of activities attended, requested website updates, and distribution of thank you notes as appropriate.
- Assist with the Clinic and Competition for the following year's incoming contestants (Queen/Attendant).
- You agree to make your personal social media available to the royalty committee.
- Most importantly, have fun and make the most out of the year ahead.

### **📌 Event Participation/Coordination:**

- Be prepared to participate in all approved/required events unless **excused prior** to the event by the coordinators.
- Remain at each event or assigned duty for the entire scheduled time unless special permission is received by the coordinators.
- Function attendance by any of the Royalty must be approved through the committee/coordinator.
- Coordination of all communications and/or invitations must be done through the committee and/or coordinator.
- All Fund Raisers must be coordinated with and approved by the committee prior to any communication of the event is posted.
- All Email communication regarding the RTR royalty and/or coordination of events must be sent to the coordinator/committee or they must be copied on the communication.

### **📌 Required Events:** The below are the majority but may change and are not limited to the below.

- July – Participate in the Greeley Stampede Parade and Miss Rodeo Colorado Luncheon
- July –Rooftop Rodeo week. Be prepared to commit your time for the entire week
- July – Attend Cheyenne Frontier Days luncheon and appear in one parade.
- July – Attend Larimer County Parade and Queen’s luncheon
- August – Attend Douglas County Fair and Rodeo
- October —Distribute candy at the Estes Park Halloween Celebration
- November – Estes Park Catch the Glow Parade and downtown events.
- January– Attend at least 2 days of the National Western Stock Show and Parade
- February –Attend the Miss Rodeo Colorado Clinic
- May – Tryouts
- June – Participate in and attend the Elizabeth Stampede Rodeo, parade and luncheon
- June—Participate in and attend the Evergreen Rodeo, parade, and luncheon

### **📌 Conduct:**

- Act in an ethical and respectful manner to all RTR Committee members, visiting royalty and any others that you may come in contact with while representing the RTR and EPWH inc.
- Listen carefully to RTR committee members and follow directions given.
- Respect and support the decisions of the RTR committee members, stock contractors and fairgrounds staff in regard to the success of the rodeo.
- Support the RTR Committee without interfering with their duties or undermining authority.
- Keep well informed of rodeo news and Estes Park information.
- Help curtail any negative conversations or rumor related comments.
- Represent all whom this organization serves and refrain from bringing in your personal interests.
- Keep all confidential issues within the circle of involved individuals.
- It is the duty of the Royalty Member and their Parents/Guardians to minimize the drama.
- Respect fellow royalty members and visiting royalty in all my actions and conversations.

### **📌 Supervision:**

- Royalty will be supervised/chaperoned at all times by parent/coach/guardian or coordinator. Princesses and Wranglers are required to have an adult present at all functions that they are attending. Friends are not allowed to accompany royalty during rodeo week and other functions during the year.

- A Parent/coach/guardian should be available to their daughter/son at all times when attending a function as an RTR representative.
- Parents/coaches/guardians should not consume or be under the influence of drugs or alcohol while supervising royalty.
- As representatives of the RTR the royalty court must be perceived as a team. Therefore the court must remain together unless other arrangements have been made and the coordinator has approved those arrangements in advance.
- Princesses and Wranglers that are riding in the parade are required to have an **adult walking** with them. There will be no vehicles following the royalty entry.

### **Equine Safety:**

- Each Royalty must show proof to the committee that they are mounted on a well broke horse that is accustomed to loud noises and commotion. Should the committee determine that the horse is unsafe, the ladies will be asked to find a different horse, or the committee will help them locate one.
- Horses that are not accustomed to parades, will require a walker during the parade. It is up to the discretion of the royalty committee as to whether a walker is required or not.
- Horses that are unruly during rodeo grand entries may not be allowed in the arenas. Determination will be up to the discretion of the royalty committee and/or arena coordinator.
- Proof of Health and Coggins as well as West Nile vaccinations will be required for all royalty horses.
- Maintain proper tack and safe transportation.
- Royalty will not discipline their horses in the arena or any other public venue. If caught doing so, that person will receive an infraction.

### **Sponsorships:**

Estes Park Western Heritage Inc. covers many of the Queen and Attendant expenses including but not limited to:

- Buckle, coat, and sashes
- Vehicle magnets
- Photographs and autograph sheets
- Miss Rodeo Colorado clinic expenses
- Rooftop Queens luncheon
- Budgeted travel expenses (mileage, food and hotel) to be agreed upon at beginning of reign

We have generous royalty program sponsors. The individuals selected as Queen/Attendant are expected to personally contact each of these sponsors for introduction.

All sponsorships or interested sponsors must go through the RTR EPWH Royalty committee and must adhere to all current RTR EPWH, Inc Sponsorship Guidelines. The monies will be allocated to the program but not to the individual young lady.

The Queen and Attendant may obtain personal monetary donations but nothing may be promised in return. Personal sponsors may not display banners of logos at the fairgrounds, or on the truck/car and horse trailer. The Queen and Attendant may not wear personal sponsor logo apparel while representing Rooftop Rodeo and EPWH Inc. in an official capacity. Cash sponsorships **may not** be obtained from businesses.

### **Accountability:**

All royalty share the responsibility of maintaining the Code of Conduct and Ethics. It is the duty of the Royalty coordinator/committee to ensure that the royalty represents the RTR with the upmost respect and dignity in all situations such as direct one-on-one communication with the person involved in the discussion privately; at a larger meeting; or speaking to a RTR committee member.

There is an infraction program in place to ensure the quality of representation is upheld during each reign. While in reign, should royalty commit any of the following, the coordinator/committee shall issue a Code of Conduct infraction to the person who committed the act. Three Code of Conduct infractions for the Queen/Attendnt and the committee will recommend to the EPWH Board disqualification and/or removal from reign. Two Code of Conduct infractions for the Princess/Wranglers and the committee will recommend to the EPWH Board disqualification and/or removal from reign.

### **Types of Infractions:**

- Refusal to travel to a required Event without being excused prior to the event by the committee/coordinator.
- Representing the RTR at events without prior approval by the Royalty committee and/or coordinator.
- Use the organization for my personal advantage or that of my friends or relatives.
- Disciplining a horse in the arena or in a public venue.
- Drinking or smoking, Display tattoos, face, or multiple body piercing. One piercing is allowed in each ear while in royalty attire and/or representing the RTR.
- Display disrespectful or inappropriate behavior such as rudeness, fighting, displaying affection with a boyfriend/girlfriend in public, etc. toward any person or venue while acting as a representative of the RTR and EPWH.
- Usage of Sponsor Horse Trailer for events while not representing the RTR.
- Use disrespectful language such as cussing, swearing, gang slang, gestures while in royalty attire and/or representing the RTR
- Any young lady who conducts herself in a manner that is unladylike or with conduct that is embarrassing to the RTR or EPWH inc.
- Use the internet and social media in an inappropriate or unsafe manner
- Use a cell phone, iPod, MP3 player or similar device during official events. Cell phones are for emergency or official use only
  
- Princess/Wranglers are not allowed to obtain personal sponsorships.
- Princess/Wranglers must be in assigned areas at all times during their assignment or unless excused by a Royalty Committee Member.
- Princess/Wranglers must have, at minimum, one parent with them at all times during their assignment or unless excused by a Royalty Committee Member.
- Princess/Wranglers must adhere to the appearance guidelines set forth in the RTR Handbook.

### **Disqualification:**

- For whatever reason should royalty be asked to resign, she will be required to forfeit all RTR Property described below.
- Any royalty that is arrested or is issued a ticket for drinking, drugs or any violent acts is grounds for immediate dismissal.
- Becomes pregnant, enaged, married or is cohabitating situation.

**📌 Articles Provided:**

\_\_ Queen: The Rooftop Crown, leather banner, queen magnets and leather sarape are property of Western Heritage/RTR and must be returned at the end of your reign or if the royalty committee needs any of the items during the year.

\_\_ Attendant: The Rooftop Crown, Attendant buckle, leather banner, attendant magnets and leather sarape are property of Western Heritage/RTR and must be returned at the end of your reign or if the royalty committee needs any of the items during the year.

\_\_ Princess: The Rooftop banner and neck tie are property of Western Heritage/RTR and must be returned on the last night of Rooftop Rodeo. If the princess is participating in other events during the year they will be given the banner and neck tie for the event, and must return them at the end of the event.

\_\_ Wrangler: The Rooftop chinks and neck tie are the property of Western Heritage/RTR and must be returned on the last night of Rooftop Rodeo. If the wrangler is participating in other events during the year they will be given the chinks and neck tie for the event, and must return them at the end of the event.

By signing this document, and as a RTR Royalty member or family member of RTR Royalty, I agree to adhere to and to be responsible for maintaining the above Code of Conduct and Ethics and abiding by the EPWH Royalty Handbook.

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Signature of royalty

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Date

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Signature of parent/guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of parent/guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of EPWH representative

\_\_\_\_\_

Date