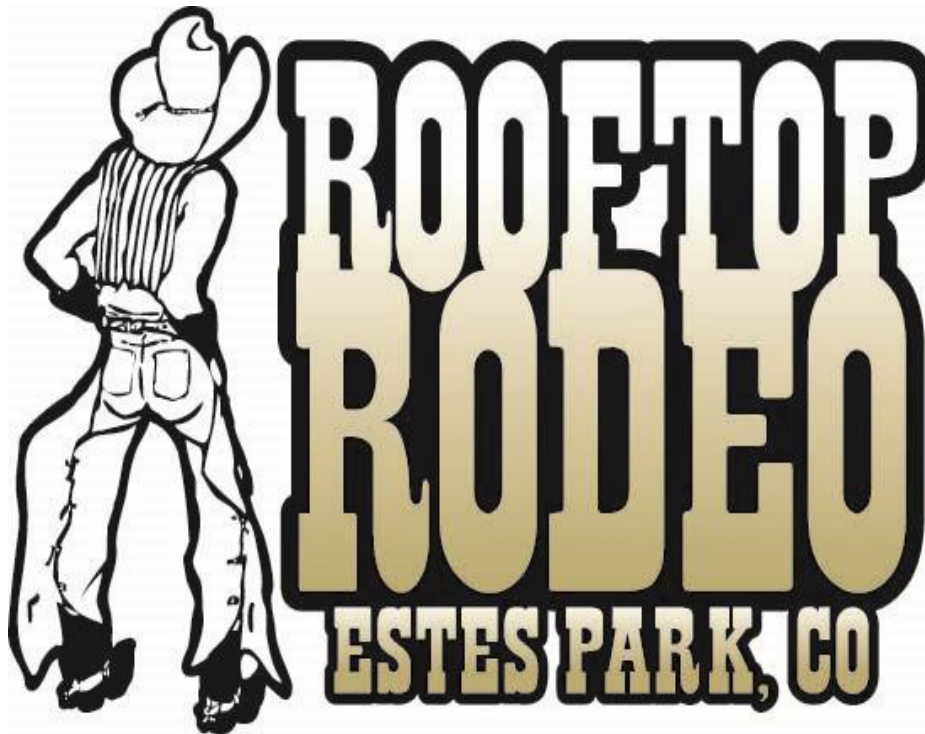

**ROOFTOP RODEO QUEEN AND
ATTENDANT ROYALTY HANDBOOK**

ESTES PARK WESTERN HERITAGE INC.

ESTES PARK, COLORADO





EPWH INC, ROYALTY PRO GRAM

The purpose of the EPWH Inc Royalty Program is to provide an opportunity for young women and men to be ambassadors of the Rooftop Rodeo, EPWH Inc, the Town of Estes Park and the sport of rodeo. As ambassadors, they will have opportunities to develop and enhance interpersonal skills that will benefit them throughout their lifetime.

The EPWH Royalty Court may consist of a Queen, Attendant, Princess, Wrangler, Jr Princess and Jr Wrangler. Each position is important to the success of the program. The goal of the Rooftop Rodeo Royalty program is to participate in as many statewide functions, and engage with Rooftop Rodeo committees wherever possible to promote awareness of our rodeo and increase attendance.

The Queen and Attendant proudly carry the title of Rooftop Royalty with pride and confidence at all times and understands that they are the rodeo ambassadors connecting the fans, the community and other rodeo organizations to the Rooftop Rodeo. Princess, Jr Princesses, Wranglers and Jr. Wranglers act as ambassadors for Rooftop Rodeo and the Rodeo Committee by assisting fans during Rodeo week. The EPWH Inc, Royalty Program is designed and managed by the Royalty Committee. All royalty related correspondence, suggestions, questions or concerns should be addressed to the Royalty Committee Chair.

Royalty Committee Members

Mark Purdy – Chairman

Holly Spreitzer

Megan McEachron

If an issue or concern cannot be resolved within the committee, the escalation structure below is followed for resolution.

Rodeo President

Board of Directors



ROYALTY PROGRAM



Program Requirements

- 👤 All contestants must be single, never married, and never pregnant nor fathered a child. In addition, they must not live in inappropriate situations such as cohabitating with any member of the opposite sex that is not a family or extended family member.
- 👤 If any member of Royalty Court becomes married, pregnant or fathers a child, she/he automatically forfeits her/his title.
- 👤 All royalty contestants, who wish to ride in the arena during Rodeo week and/or ride in parades, must pass riding qualifications prior to the parade and Rodeo. Jr. Princess and Jr. Wrangler are not permitted to ride.
- 👤 Each member of the Royalty Court and a parent or guardian must sign two documents; an Estes Park Fairgrounds Liability Waiver, which is kept on file with the Town of Estes Park and a Royalty Code of Ethics document. Royalty will be required to uphold the Code of Ethics throughout the entirety of their rein. Breach of the Code of Ethics will be grounds for dismissal.



Recommended knowledge and skillsets

Knowledge of the Sport of Rodeo:

- 👤 Demonstrated enthusiasm for learning about and promoting the Rooftop Rodeo and the sport of rodeo
- 👤 Rooftop Rodeo information such as: dates, location, ticket costs, ticket sale locations, order of events, rules, and basic scoring of rodeo events
- 👤 Major rodeos of the region
- 👤 Rodeo circuits & which the Rooftop Rodeo belongs to
- 👤 Basic information regarding the location and timing of the Wrangler National Finals Rodeo

Knowledge of Local History and Culture:

- 👤 Relate information about the Rooftop Rodeo to guests, VIPs, and community groups
- 👤 Knowledge of key national and local rodeo sponsors
- 👤 Basic history of Estes Park
- 👤 Key historical landmarks and points of interest
- 👤 History of the Rooftop Rodeo
- 👤 The Rooftop Rodeo
- 👤 Major events in Estes Park

Public and Interpersonal Communication:

- 👤 Basic and proficient presentation and communication skills including appropriate grammar, eye contact, voice projection, etc.
- 👤 Written communication skills including appropriate grammar
- 👤 Appropriate and timely written communications with RTR Committee and royalty sponsors

Horsemanship:

- 👤 Knowledge of basic horse anatomy, health and diseases including the vital signs
- 👤 Horse care and feeding
- 👤 Saddle and tack care
- 👤 Horse and riding safety in and outside the arena including queens laps, flag runs and parades



Supervision Requirements

As an EPWH Inc representative for the Rooftop Rodeo, members of the Royalty Program are required to attend many events. Listed below are the guidelines set forth by the Committee to help ensure the safety and wellbeing of the Royalty members and EPWH Inc. members.

- 👤 Royalty will be supervised/chaperoned at all times by parent/coach/guardian or coordinator. 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.
- 👤 As representatives of the Rooftop Rodeo and EPWH Inc the court must be perceived as a team, therefore, members of the court must remain together unless other arrangements have been made and the Royalty Coordinator has approved them in advance.
- 👤 Members of the Royalty Committee and/or Royalty Coordinator will monitor social media activities of members of EPWH Inc Royalty. Inappropriate or illegal use of social media will not be tolerated and may result in immediate dismissal from the program. Inappropriate includes use of profanity, inappropriate photos, bullying, criticism of sponsors, the Rodeo, the Town or EPWH Inc. or any other activity that does not represent the Rooftop Rodeo in a positive manor.
- 👤 PETA, any animal rights people are to be reported to Greg Deiker. Do not speak to them.
- 👤 Only immediate family members (limited to 2) are allowed in for free. (Parents and siblings)
- 👤 Only parents/guardian are allowed behind the chutes and in the warm-up area.



Equine Safety

Safety for horse and rider are first and foremost for all royalty and royalty committee members.

- 👤 Members of the Royalty Court, who ride, must demonstrate to the Royalty Committee that they are mounted on well trained horses that are accustomed to loud noises and commotion.
- 👤 Horses should be able to walk in a parade and participate in arena events during rodeo week.
- 👤 Should the Royalty Committee determine that any horse is unsafe; the participant will be asked to ride a different horse, or will not be able to ride. A switch in horses requires a new try out.
- 👤 Determination of the safety of the horses will be at the discretion of the Royalty Committee, the arena coordinator, the stock contractor, or the fairground's manager. Decisions are final.
- 👤 Proof of the health of the horse, vaccinations, and a coggins test are required for all horses that participate.
- 👤 Western tack is required. It must be maintained properly and be safe and humane.
- 👤 Transportation of horses must be safe.
- 👤 Royalty will NOT discipline horses in the arena or at any public venue. If caught or reported doing so, will result in discipline.



QUEEN AND ATTENDANT REIGN

It is preferred that all royalty come from the Estes Park area. The Estes Park area is defined as the boundaries of the Estes Park School District. However, if it becomes apparent by January 1 that there will not be at least three (3) qualified resident candidates for Queen and Attendant; the geographical limits may be expanded to approximately a 60 mile radius, on the Front Range, from Estes Park.

The position of Queen and Attendant are a year-long commitment; July through July. Applicants must be willing to commit to this time frame. The Queen and Attendant are not allowed to try out for other royalty positions until after the Rooftop Rodeo.

A young lady may not run for the position of Queen or Attendant if they have ever held the same position in the past. The below ages are guidelines and exceptions may be made at the discretion of the committee.

Queen

Minimum Requirements are:

- 👤 Age 17 - 25 as of May 1st of the competition year
- 👤 Have access to a horse – ownership is not required
- 👤 Pass a riding qualification each year

Attendant

Minimum Requirements are:

- 👤 Age 16 - 19 as of May 1st of the competition year
- 👤 Have access to a horse – ownership is not required
- 👤 Pass a riding qualification each year



DUTIES & RESPONSIBILITIES

Queen and Attendant duties include but are not limited to:

- 👤 Demonstrating an enthusiasm for and knowledge of the following:
 - The sport of rodeo
 - The history of the community, the local rodeo, and how Estes Park Western Heritage, Inc. functions within the community
 - Public and interpersonal communication skills
 - Acknowledging sponsors (See Appendix E)
 - Knowledge of horsemanship; basic equine safety, health and care; appropriate arena etiquette, and the use and care of tack.
- 👤 Attending the EPWH Inc membership meetings and reporting on recent appearances

- 👤 Participating in the grand entry of the Rooftop Rodeo either on horseback, in a wagon, car, or truck
- 👤 Meeting and greeting rodeo guests, VIPs, and contestants
- 👤 Providing photographs required for publicity purposes including, but not limited to, autograph sheets, web site photos, and advertising
 - All such photographs must include crown, sash, and buckle. Prior approval by the Royalty Coordinator is required before distribution.
- 👤 Promoting EPWH Inc, the Rooftop Rodeo and the sport of rodeo through public appearances at regional rodeos, and presentations to school and community groups
- 👤 Mentoring Princesses and Wranglers
- 👤 Participating in organized fund raisers
- 👤 Keeping accurate records of activities and submitting expense receipts monthly to the Coordinator
- 👤 Visiting with sponsors and writing thank you notes, when appropriate
- 👤 Organizing and hosting a clinic for the following year's royalty candidates
- 👤 Organizing and hosting a luncheon for visiting royalty and VIP's of the rodeo
- 👤 Fulfilling duties according to the rules set forth by the Royalty Committee



TIME EXPECTATIONS

The following schedule is mandatory for the rodeo year include the below but is not limited to:

- 👤 Town Proclamation & Photos related to the Rooftop Rodeo
- 👤 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.
- 👤 August – Attend Larimer County Parade and Queen's luncheon
- 👤 August – Attend Douglas County Fair and Rodeo
- 👤 Attend Rooftop Rodeo committee meetings
- 👤 October – Attend the Hearts Horses Gala
- 👤 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
- 👤 February/March/April – Spring Clinic
- 👤 May/June – Competition
- 👤 June – Participate in and attend the Elizabeth Stampede Rodeo, parade and luncheon
- 👤 June—Participate in and attend the Evergreen Rodeo, parade, and luncheon
- 👤 July – Participate in the Greeley Stampede Parade and Miss Rodeo Colorado Luncheon



APPEARANCE & ATTIRE

Good personal appearance is vital. Hair should be clean, neat and be a natural hair color, fingernails should be clean and manicured. Makeup should be appropriate to the situation. Official clothing must be clean and pressed.

- 👤 The Queen and Attendant are provided a crown and sashes.
- 👤 Buckle (Queen) is provided by EPWH Inc. and is a gift, which she keeps after her service to EPWH Inc.

- 👤 The Queen will provide her own basic wardrobe and is expected to wear appropriate Western attire when appearing on behalf of Rooftop Rodeo and EPWH Inc. in the arena, this will include:
 - Denim jeans must be dark blue not faded, split or have frayed hems. Jeans must fit properly and be pressed.
 - A long-sleeved Western shirt. Shirts may not be worn as a jacket either unbuttoned or un-tucked with a camisole, tank top or t-shirt as the main garment at official functions. Shirts that reveal cleavage are not allowed.
 - Hats must be worn at all times. They must be felt and of traditional Western style and shape. The Queen's crown must be in impeccable condition.
 - Proper Western boots, cleaned and polished; no high heeled or lace up boots.
 - Skirts must be knee length or longer
- 👤 At all other functions, the Queen is expected to wear what is appropriate for the designated function, however, an appropriate felt hat, crown, buckle, and sash must be worn to all functions. Outfits should be well coordinated and reflect current Western fashion.
- 👤 The Queen will coordinate attire for all events so the Queen and Attendant wear complimentary outfits. The Queen and Attendant will work together on this.
- 👤 Rooftop Rodeo/EPWH Inc crown, chaps, and sash may only be worn to, from, and at official functions. 👤 Royalty Coordinator and Royalty Committee members have the final say on appearance.



QUEEN TRAILER GUIDELINES

Sombrero Stables originally donated the horse trailer to EPWH Inc to be used to support the EPWH Inc Royalty program. In 2013 EPWH Inc took full ownership of the trailer. Although ownership of the trailer remains with EPWH Inc, the trailer is assigned to the family of the reigning Rooftop Rodeo Queen. EPWH Inc., will maintain the trailer, pay for annual registration, license plate renewal, and the cost of collision insurance.

Guidelines

- 👤 The trailer will be used only for official Royalty functions. This includes horsemanship practice sessions, rodeo appearances, and other events where the Queen and/or members of her court are representing EPWH Inc, and the Rooftop Rodeo.
- 👤 During the rodeo year, the trailer will be controlled by the reigning Queen.
- 👤 When not in use, the trailer will be parked at the Fairgrounds
- 👤 A travel log, which is located in the trailer, must be completed after each usage.
- 👤 If there is a need for repairs, contact EPWH Royalty Coordinator immediately.
- 👤 Only official royalty program sponsors may be displayed on the truck/car or horse trailer and must be approved by the royalty committee.
- 👤 The Queen has sole usage of the trailer unless at such time the Queen cannot attend a function and the attendant takes her place.



ROYALTY 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 to help with the luncheon, signage on the queen trailer, clothing, hats and boots. Sponsors include Smokin' Dave's BBQ and Rocky Mountain Chocolate Factory for the Queens luncheon, Cinch, and Smith Signs.

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 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. If businesses want to sponsor cash, this will be designated for the EPWH scholarship fund.

The focus of the royalty program is being an ambassador of the Rooftop Rodeo, EPWH Inc., the Town of Estes Park and the sport of rodeo.