

Ranch Hands Informational Handbook



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We adhere to the mission statement of the Larimer County Fair & Rodeo BY:

- Providing a unique, quality experience
- Honoring the diverse heritage of the Northern Front Range
- Promoting a sense of community
- Educating and entertaining
- Conducting a safe and comfortable environment
- Providing a showcase for 4-H and residents of Northern Colorado

📍 Guiding Principles

Larimer County will add *value* to the lives of its *citizens today* and in the *future* by:





May 20, 2022

To: Ranch Hands,

I would like to take this opportunity to welcome you as an important link to the Larimer County Fair and Rodeo. The time you will donate to the Fair is greatly appreciated by the County Commissioners, Ranch Staff, and the Larimer County Fair Board.

Our role as volunteers is to make sure that the patrons to the Fair have an enjoyable time and we offer that customer service that they will remember and return many times each year and for years to come.

I would like to point out what makes the Larimer County Fair special and sets it apart from other Fairs in the State of Colorado. There is no parking charge, no general admission to the Fair and many free attractions on the fair grounds. The Fair patrons have the opportunity to visit one of the nicest carnivals in the Western United States and attend one of the great Professional Rodeos in Colorado.

While you are at the Fair, be sure to enjoy the Commercial Exhibit booths and the well-organized open exhibits in the First National Bank building. What Fair would not be complete without a visit to the 4-H displays of sewing, baking, energy projects and of course the livestock, dogs, rabbits, and horses at the Fair. Did you know the Larimer County 4-H program is the largest in the State of Colorado?

The Fairgrounds that we have in Larimer County is one of the top facilities in North America. We have so much to be proud of and thankful that we live, work, and raise our families in such a great setting.

Thank you so much for being part of this Experience.

Sincerely,

Marvin Witt

Marvin J. Witt
Chairman
Larimer County Fair Board

BE A “FIRST-CLASS” RANCH HAND

Ranch Hands are the volunteers of and for the Larimer County Fair and Rodeo. Ranch Hands are one of the most valuable resources of the Larimer County Fair (LCF) and Rodeo, its staff, and its guests. There are many Ranch Hand positions available to fill at the LCF and Rodeo. Being a LCF Ranch Hand is a rewarding position. Ranch Hand shifts are generally 4-5 hours each. Most Ranch Hand shifts occur during the dates of August 5th – August 9, 2022, however, some may be sooner. In return, Ranch Hands shall agree to perform their duties to the best of their abilities. They will remain loyal to the mission of the LCF and Rodeo and operate according to its procedures.

RANCH HANDS GENERAL INFORMATION

Ranch Hands are extremely important to the success of the Fair because they often have the first contact with guests. You must be 16 years or older to be a Ranch Hand and at least 13-years- old to be a Co-Ranch Hand. Co-Ranch Hands must have a parent who is a Ranch Hand. The parent will be assigned the same Ranch Hand spot as the child.

Each Ranch Hand should be:

Friendly –Meet and greet the guests and vendors with a smile and willing hand.

Focused –Know his/her job. Work with and assist the Fair Board, The Ranch, and Extension Office staff to continue to make the Larimer County Fair and Rodeo the best it can be and to promote growth and interest in the Fair activities.

Flexible – Understand that changes are inevitable and be ready to help out where needed.

RANCH HAND RESPONSIBILITIES

Each Ranch Hand is expected to:

- Attend mandatory Ranch Hand Orientation on **Thursday, July 28th 6:00 pm** in the Timnath/LaPorte meeting rooms in the McKee 4H Building. Alternative date Tuesday, August 2nd 6:00 pm in the same rooms.
- Honor his/her commitment. If unable to fulfill your commitment, contact **Kristine Miller**, Ranch Hand Committee Chair, at **970-290-8890**, as early as possible.
- Check in **15 minutes before your shift(s) begins** and out at the Ranch Hands Headquarters Office in the Timnath and LaPorte meeting rooms in the McKee 4H Building
- Always finish a shift unless released by the Chair of the Ranch Hands Committee.
- Be familiar with the current day’s activities, including the location of events and attractions, and event times. Also know the location of the restrooms, first aid station, lost and found, and vendor booths.
- Wear your Ranch Hand T-shirt and name tag during Ranch Hand hours. The shirt and name tag must be worn while you are Ranch Handing at the Larimer County Fair and Rodeo. Please do not make any alterations to the shirt while you are Ranch Handing.
- Dress appropriately for scheduled events. (Insect repellent, sunscreen, jacket/raincoat, hat, etc.)

- Be alert, sober, and drug free while Ranch Handing.
- Accept the guidance and direction of the Ranch Hands Chair, Kristine Miller.
- Speak up about problems and concerns so that they may be discussed and resolved. Don't wait until after the Fair. Be sure to ask questions about things you don't understand.
- Offer constructive suggestions about matters involving your assignment. Don't merely criticize.
- Cooperate with the staff.
- Act professionally, which includes respecting all confidences.
- Complete the post-fair survey and share your experience in the way of comments that can be used to continue to improve Fair services.

RANCH HANDS SHOULD NEVER:

- Engage in any form of confrontation.
- Direct questions or persons to the Ranch Hands Headquarters.
- Ask vendors for merchandise, discounts, or other items.
- Accept tips
- FEED ANY OF THE LIVESTOCK!!!

RANCH HAND BENEFITS

- Every Ranch Hand receives a T-shirt, hat (if you would like to wear one) and a name tag to be worn during their Ranch Hand hours.
- Water and snacks will be available at the Ranch Hands Headquarters Office while the Fair is in progress. Food vouchers are available for those who work shifts over lunch or dinner. Ask for vouchers at the Ranch Hands Headquarters.
- Being a Ranch Hand gives you the opportunity to serve your community, make new friends, and support the Ranch Staff, Larimer County Fair and Rodeo Board, and other Ranch Hands to deliver a quality Fair experience for guests, vendors, and participants.

ATTIRE: As a Ranch Hand you will be required to wear your name badge, jeans, slacks, or walking shorts (no short shorts), comfortable shoes and the Larimer County Fair Ranch Hand T-Shirt. A hat is optional and will be provided.

NOTE: Please do not alter your Ranch Hand T-Shirt, e.g., cutting, cropping half T-shirts, etc.

SUNGLASSES: Yes, please bring and wear sunglasses. Your eyes need protection too.

WATER: Feel free to bring your own water bottle but we will have a cold supply of bottled water available to you during your shift located at the Ranch Hands Headquarters .

ARRIVAL & CHECK IN: Please arrive 15 minutes prior to your scheduled shift to check in at the Ranch Hands Office. There you will ensure you have all components of your uniform, go over the day's highlights, check out a radio (if required) and your shuttle (if required), and review any changes in events. The fair operates rain or shine so please report to your shift with appropriate gear for your assigned position.

RANCH HAND Job Descriptions

HEADQUARTERS RANCH HAND:

This position serves as the communication hub for the Fair Board, Ranch Hands, Ranch Staff, and emergency responders and will be in the Ranch Hand Headquarters. Requirements for this position are organizational skills and the ability to handle minor office duties. The Headquarters Ranch Hand will oversee staff members who will oversee checking Ranch Hands in and out of their assigned shifts, show them their work area, and answer questions regarding the Larimer County Fair schedule. Headquarters staff may be contacted by the general public and may be asked to contact specific individuals on behalf of fair personnel. The Ranch Hands Chair, Kristine Miller or a Vice Chair, will be always at the Ranch Hands Headquarters to assist.

Responsibilities:

- Coordinate Ranch Hands Check-In:
 - Have each Ranch Hand complete the sign-in sheet, making sure to document check-in time
 - Verify each Ranch Hand has checked in on the Schedule Chart
 - Ensure each Ranch Hand is wearing a Ranch Hand T-shirt and name tag
 - Issue radios to Ranch Hands as needed and record to whom they were assigned
 - Notify shuttle drivers by radio to report to headquarters when a relief Ranch Hand has checked-in
- Coordinate Ranch Hand Check-Out
 - ALL Ranch Hands **must return** to Ranch Hands Headquarters to sign-out. *(This is especially important for the Ranch Hands in the Tax Work-Off Program because credit will not be given unless they sign in and out.)*
 - Ensure assigned radios, keys, and other equipment are returned
 - Verify a Ranch Hand's next work schedule, if applicable
 - Thank the Ranch Hands for their services
 - Document any concerns or problems in a logbook
- Provide breaks and relief for Ranch Hands when needed.
- Respond to questions when possible and find an answer from other personnel as needed.
- Secure assistance as requested such as emergency service, lost and found, maintenance, or a service external to fair personnel. MAKE SURE YOU ALSO SWITCH OVER TO THE CAMPUS RADIO AND NOTIFY A COORDINATOR. FOR MANY SITUATIONS A LARIMER COUNTY INCIDENT REPORT MUST BE FILLED OUT BY A COUNTY EMPLOYEE AND SENT TO RISK MANAGEMENT, SO THEY MUST BE NOTIFIED.
- Other duties as assigned

WELCOME RANCH HANDS:

Welcome Ranch Hands workstations include the Main Entrance at Gate 1 and the Main Entrance at Gate 2. Welcome Ranch Hands will greet guests and distribute Fair maps and information brochures and should be willing to interact with guests as they come in.

Responsibilities:

- Greet guests with a warm smile and welcome them to the Fair
- **Actively** distribute Fair maps and information brochures
- Be familiar with daily activities, vendors, event calendar, attractions and locations
- Promote and answer questions regarding the activities and events
- Communicate with Headquarters Ranch Hands when a problem is identified so that additional assistance can be secured

INFORMATION SHACK RANCH HANDS:

The Information Shack is located inside the fairgrounds in front of the 1st National Bank Building by Gate 2 entrance and will house the minor first aid station and Lost & Found. The Information Shack Ranch Hands will provide general information about the daily activities at the Larimer County Fair and Rodeo.

Responsibilities:

- Greet guests with a warm smile and welcome them to the Fair.
- Distribute Fair maps and information brochures
- Provide directions to the activities, rest rooms, shuttle stops, etc.
- Collect lost items and return to Ranch Hands Headquarters to be secured at night.
- Provide minor first response to patrons with first aid concerns (band-aids, insect repellent, sunscreen, hand sanitizers)
- Communicate with Headquarters Ranch Hands when additional assistance is required

SHUTTLE DRIVER (SD) RANCH HANDS:

Shuttle Driver (SD) Ranch Hands will provide transportation for patrons and exhibitors to and from various pickup points to all areas of the fairgrounds, assist with transporting patrons to the various livestock shows/events at the Mac Equipment Indoor Arena and other event areas , including the North 40 parking lot (Gate 4/Lot F). Shuttle service is free to patrons/exhibitors and NO TIPPING is allowed.

Shuttle drivers must be 21 years or older, have a valid driver's license (copy required) and be able to assist participants, elderly and guests with disabilities

Shuttle routes will be distributed at the Ranch Hand mandatory meeting.

Responsibilities:

- Greet the public with a warm smile and welcome them to the Fair
- Pass out Fair brochures and Daily Event Schedules

- Become familiar with daily activities, vendors, event calendar, attractions and locations
- Promote and answer questions regarding the activities and events
- Ensure the elderly and guests with disabilities have shuttle service priority
- **If you ever must leave your cart, take your key with you. Do not leave a cart with a key in the ignition or a radio lying in the cart.**
- Absolutely DO NOT go into the paved parking lots around Arena Circle
- In case of rain, do not operate in the North 40 parking lot (Gate 4/Lot F) parking lot (located across Arena Circle by the livestock barns) because of the mud
- At the end of the day, park the cart on the east side of the McKee building, next to the Ranch Hands Headquarters. Turn your key and radio into the Ranch Hands Headquarters staff.
- Notify the Ranch Hands Headquarters if you have problems with a cart

PARADE RANCH HAND:

Work the parade route by providing directions to the participants in the parade and traffic control. Parade Ranch Hands will meet up and park off Railroad Avenue in front of Pavilions 1 & 2. Parking is also available off 5th Street SW near the ball fields. Security will be tight so identify yourself as a Ranch Hand assisting with the parade. Some Ranch Hands will direct participants and sign in participants at the start of the parade and pass out fair information after the parade. Some walkie-talkie use is required. Daryl English, Parade Committee Chair, will provide leadership and support at the Parade Route.

KIDS RANCLAND RANCH HANDS:

Kids Ranchland Ranch Hands will facilitate and monitor the children's area (Ranchland) which includes the Bounce Houses,

Responsibilities: Bounce Houses

- Opening: Inflate the bounce houses before the Fair opens by pushing an easily identifiable button on the fan pump located at each bounce house to inflate the house.
- Closing: Announce the closure time, ensure all children are out of the houses, and deflate the houses around dusk by turning off the fan pump and ensuring all air is removed.
- In cases of inclement weather, such as high winds or heavy rain, make a safety call to deflate the bounce houses. Notify the Ranch Hands Headquarters of weather and ask for direction whether the bounce houses need to be deflated due to weather.
- Ensure children obey the rules of the bounce houses and monitor the number of children in each house. (See Attachment 1 for Bounce Area rules)

Responsibilities: Ever Blocks

- Ensure children obey the rules, and do not leave with any of the blocks

Responsibilities: Ninja Nation

- Ninja Nation Staff will be present. Follow their instructions

PANCAKE BREAKFAST RANCH HANDS:

Pancake Breakfast Ranch Hands assist to make the Pancake Breakfast an enjoyable event for our guests.

Responsibilities:

- Clean the tables before/during/after the breakfast
- Pick up trash
- Take items to kitchen area and wash out some dishes.
- Assist where needed to make sure breakfast items (syrup, butter, coffee cups, drink cups, etc.) are stocked on serving tables.
- Help make sure serving trays have pancakes and ham

John Foley, LCF Board Member, is the contact for the Pancake Breakfast and will assign duties.

OPEN CLASS RANCH HANDS:

CHECK IN RANCH HANDS will assist with checking in exhibitor's items.

Responsibilities:

- Make sure exhibitor items are entered in correct area or refer exhibitor to correct check point.
- Assist exhibitors to correctly fill out the entry tag form.
- Affix the entry tag on each item and be sure the exhibitor's name is completed covered by fold-over. Each item will then be placed in the correct area for later competition.
- Further instructions will be given at time of assignment.

JUDGE SCRIBE RANCH HANDS will assist the judges evaluating the exhibitor items.

Responsibilities:

- Write the judges' comments on the item tag or comment sheet. Handwriting/printing of the Ranch Hand should be legible and neat.
- Listen attentively to a judge for comments. Keep in mind that the judges may not speak in a loud voice.
- Further instructions will be given at time of assignment.

Emergency Procedures for Ranch Hands-Summary

(Please reference Emergency Action Plan: Notebook will be available in Ranch Hands.)

We make every effort to have a safe environment for our workers, Ranch Hands, patrons and animals. However, we must be prepared for emergencies such as fire, lost persons, weather and first aid. Please familiarize yourself with these procedures. *These procedures should not be considered a substitute for informed decisions and common sense when an emergency occurs.*

Emergencies take many forms and may require several different actions. No one can foresee the type or extent of the emergency, and how it affects people and structures, so it is impossible to provide definitive, all encompassing, advice. The following are general instructions that are designed to guide Ranch Hands regarding safety and emergency procedures for just a few types of actual and potential emergencies.

Fire Procedures

In case of fire, notify the Ranch Hands Headquarters, Security on site or dial 911. Provide them with your name and location of fire. Calmly evacuate the building using the nearest safe exit. There are emergency exits throughout the first and second floors of Ranch facilities which are marked by lit signs. Evacuees should be directed to the outer parking lots. Keep patrons from entering the fairgrounds until it is determined to be safe by authorities. Once evacuation is complete, Ranch Hands should report to Parking Lot C for Ranch Hands roll call.

Lost Persons

Call Ranch Hands Headquarters by radio to report a lost person. If you do not have a radio, find the nearest Ranch Hand or Ranch Staff with a radio to call in. Tell the Ranch Hands Headquarters Ranch Hand who you are, where you are located and that you are reporting a missing person. The Ranch Hands Headquarters staff will notify the Sheriff's Department and Ranch Coordinators who will dispatch law enforcement to your location. If possible, stay by a radio so the authorities can talk to you if they have questions.

Security Concerns

A Ranch Hand may be the first to notice someone who is injured or sick or if there is a security problem such as a rowdy patron. It is your responsibility to determine what and where the problem is and report it immediately. **Call the Ranch Hands Headquarters by radio who will then notify the proper authorities.** Do not try to intervene in a hostile situation. Let the authorities handle the situation.

First Aid

The First Aid station is located at the Information Shack which is in front of the 1st National Bank Bldg. Direct or escort the patron to this location when minor medical attention is required (band-aids, insect repellent, sunscreen, hand sanitizer). Emergency Medical Technicians (EMTs)

will be available and roaming the grounds assisting patrons, vendors and Ranch Hands. Radio the Ranch Hands Headquarters if a guest, vendor, or Ranch Hand requires medical assistance.

Additional Information

Media Interviews

Any media interviews will only be given by the Ranch Staff. Direct all media to the Ranch Staff and do not conduct any interview with the media.

Radio Procedures

Good radio procedures are needed to ensure Ranch Hands who use the radio utilize them in the best manner. Radios should be used for Larimer County Fair and Rodeo business only. Do not use profanity, nor vent anger over the radio. One channel will be utilized for all Ranch Hand activities. The Ranch Hands Headquarters will have an additional radio on a different frequency to communicate with the Ranch Staff, Security, and Medical assistance. There will be instructions given on proper radio procedures at the mandatory Ranch Hand instructional meeting.

When assigned a radio, check to see if it is fully charged, turned on, and is set to the Ranch Hands frequency. At the end of your shift, return the radio to the Ranch Hands Headquarters.

You are responsible for the radio!

Operate the radio by turning it on and verify it is set to the correct channel provided to you by the Ranch Hands Headquarters. To make a call, press and hold the transmit switch/button on the side of the radio. Clearly speak at a normal tone of voice while holding the radio at least 6 inches from your mouth. (Do not whisper or yell.) Begin by identifying yourself, area or location, followed by the party you are communicating to, then release the transmit switch/button. After you receive a response press the transmit switch/button, state your question or request. Release the transmit switch/button and wait for someone to answer you. To speak again, press and hold the transmit switch/button then release for a returned answer.

Cell phone usage

Ranch Hands should use reasonable care in not releasing confidential information over the radio. If there is a need to share names or other personal information and you can use a cell phone, please do so. This applies to other information that appears to not be appropriate for public distribution (radios can be heard by unauthorized individuals). A list of emergency numbers will be available in the Ranch Hands Headquarters.

Ranch Hands Parking

Ranch Hands may park in the 4-H Lot located south of the McKee Building. Please reserve paved parking spaces at the McKee for handicapped Ranch Hands. You must have a valid handicap tag if you park in the marked handicap space or you will be ticketed.

Animal Welfare

The Larimer County Fair and Rodeo supports the well-being of all animals participating in the fair and rodeo events. Owners are responsible to properly care for and always manage their animals. The Larimer County Fair and Rodeo does not tolerate, condone, or permit actions that abuse animals. The Fair and Rodeo recognize that animals may be injured during events and any injured animal is provided prompt veterinary attention and is protected from further harm. Every attempt is made to ensure the injured animal is comfortable and to help it recover if it is dismissed from further participation in the Fair and Rodeo. Any person concerned with an animal's welfare is encouraged to immediately contact the Ranch Staff.

Inclement Weather

The fair operates rain or shine so please report to your shift with appropriate gear for your assigned position. In the case of severe weather warnings will be issued for the immediate area. Each Ranch facility has designated shelter locations. Plan on assisting Ranch staff in directing fair attendees to one of the designated shelters.

Addendum 1 Larimer County 4-H Program

The Larimer County 4-H program has nearly 1100 members in the traditional 4-H club program and is the largest 4-H club program in Colorado. There are a total of 50 4-H clubs, located in every community in Larimer County. There are nearly 50 projects from which to choose. 4-H projects include bicycling, cake decorating, photography, woodworking, livestock projects, and foods and clothing. The new "4-H Out of School STEM" program is reaching hundreds of underserved youth, engaging their interests in staying in school through graduation and entertaining potential careers in science.

About 4-H

4-H began a century ago as an educational program for the nation's rural youth. Today, 4-H meets the needs of and engages young people in positive youth development experiences. These experiences are based on the idea that young people should be regarded as resources to be developed. 2010 marked the state centennial of 4-H in Colorado and a renewed commitment to helping shape youth and communities. In looking to the next century, 4-H further develops its programs and continues its motto of "Making the Best Better."

The 4-H program, emphasizing the development of Head, Heart, Hand and Health, is over 100 years old. It started as a way to teach young people about better ways to raise corn and preserve food. The idea was that adults would learn from their children about these new methods. Today 4-H is in nearly every county in the United States and in many other countries of the world. 4-H is a community of young people learning leadership, citizenship and life skills in partnership with caring adults.

Head : Hands : Heart : Health

4-H Pledge:

I Pledge my *HEAD* to clearer thinking, my *HEART* to greater loyalty, my *HANDS* to larger service and my *HEALTH* to better living for my Club, my Community, my Country, and my World.

4-H Mission:

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

4-H Vision:

A world in which youth and adults learn, grow and work together as catalysts for positive change.

4-H Motto:

To make the best BETTER.

4-H is one of a kind! **4-H** is family and community-oriented. **4-H** is a publicly-supported informal education program. **4-H** is flexible. **4-H** youth are more likely than others to report that they:

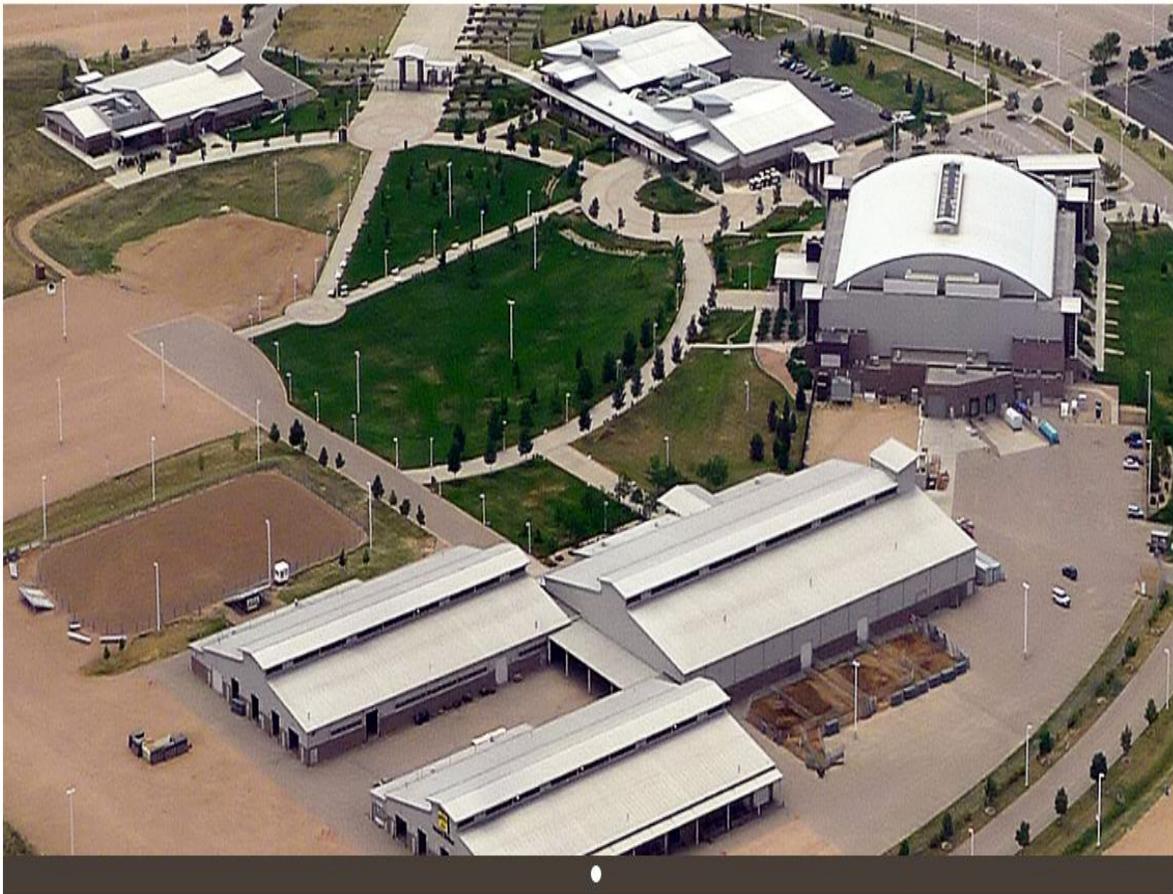
- succeed in school, getting more as than other youth,
- are involved as leaders in their school and the community,
- are looked up to as role models by other youth,
- and helping others in their community.

Addendum 2

Fair Grounds Information

The Ranch Events Complex is a 244-acre site located in Loveland, CO. It is placed strategically at the hub of the tri-city area (Loveland, Fort Collins, & Greeley) together known as Northern Colorado. It is 45 minutes North of Denver, CO and 30 minutes South of Cheyenne, WY on Interstate 25.

Our facility is designed on a circular plot, and when standing at the center, a person is never more than 300 yards from any one space. The Courtyard is a beautiful location for any outdoor event; it features beautifully manicured grass and shrubs on 8 acres. The view from our facility is unparalleled with a panorama of the Rocky Mountains, notably, Longs Peak. Arena Circle, the perimeter road gives easy access to the back of each building for easy load-in/load-out. The facility has a total of over 2,500 paved or gravels parking spaces.



Centu

Attachment 1

BOUNCE HOUSE RULES

- DO NOT allow anyone in the Inflatable if you are not going to be in attendance.
- No more than 8 patrons allowed in the Inflatable at a time. If they are younger and smaller you can do 8, if they are bigger or a mix of heights and weight do less than 8.
- Make sure patrons remove all sharp or pointed objects; shoes, eyeglasses, hats, and jewelry before allowing them to enter Inflatable.
- DO NOT allow food, gum, drinks, pots, or sprays inside the Inflatable.
- DO NOT allow rough play inside Inflatable unit.
- DO NOT allow pregnant women or patrons with physical problems in the Inflatable.
- DO NOT allow all the patrons to play near the entrance or exit or jump against, climb or lean near the exterior sides or walls of the Inflatable.
- If weather starts to turn and the wind exceeds 10 MPH shut down the Inflatable, IMMEDIATELY until the weather returns to a safe condition for the patrons.
- If the Inflatable begin to deflate, get the patrons to stop playing, remain calm, and carefully help them to exit the Inflatable.
- You are not responsible for lost or damaged items left or brought in the area.



Attachment 2 Shuttle Cart Rules

Fueling Protocol

- All Carts must be returned to the East Side of McKee at the end of each day to be topped off with fuel.
- *The cars are very fuel efficient and should not run out of fuel during the day. If for some reason they do, radio the Ranch Hands Headquarters and notify them of your location.*

Routes

- Carts are to be driven only on the route labeled in **YELLOW** on the map below. The Shuttle Routes will ONLY go in a **counter clockwise direction**. For liability and safety purposes, we are not allowed to cross Arena Circle or mix with vehicle traffic in the parking lots; with the exception of Parking Lot F (dirt lot across from Gate 4).
- Shuttle stops are marked in **BLUE**. Please do not pull up directly in front of the glass doors of any buildings. This is for safety, fire code, and to respect our pedestrian patrons.
- One shuttle will be assigned to the Gate 4 route: Gate 4 (Parking Lot F) to MAC Arena stop and return. Any other shuttles will drive the "bowl".

Cart Etiquette

- PLEASE DO NOT "SPEED" WHEN DRIVING!
- Please drive the carts in a safe and respectful manner. Please operate the carts at slower speeds, being cautious of pedestrians, horses, and other livestock.
- Do not take any tips for any reason.

THANK YOU FOR RANCH HANDING YOUR TIME AT THE 2021 LARIMER COUNTY FAIR!

