

LARIMER COUNTY FAIR & RODEO

ROYALTY PROGRAM HANDBOOK &  
AGREEMENT



**Written by the Larimer County Fair Board**

**Queen's Committee**

Effective: June 8, 2021

# Larimer County Fair & Rodeo Royalty Program Handbook & Agreement

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## **Article I. INTRODUCTION**

This Handbook provides a set of guidelines for the Larimer County Fair and Rodeo Queen to successfully fill her role in representing Larimer County throughout her year as Queen, including the Larimer County Fair and PRCA Rodeo.

All applicants, and all eventual appointees to Larimer County Fair and Rodeo Queen, must comply with all of the policy and procedures indicated in this Royalty Program Handbook. This Handbook has been written and adopted by Larimer County, the Larimer County Fair Board and the Larimer County Queen's Committee.

This Handbook is a set of guidelines intended to outline the policies, procedures, and expectations of The Larimer County Fair Board. It outlines various duties and obligations for anyone who holds Larimer County Fair and Rodeo Queen's title. The Larimer County Fair Board reserves the right to change policies, procedures, and expectations at any time with written notice to the Committee, the Larimer County Fair and Rodeo Queen, and the Larimer County Fair and Rodeo Lady in Waiting.

The Larimer County Fair Board has complete authority over the Larimer County Royalty Program and all associated components, including the Queen Contest and all Royalty Program activities.

The Larimer County Fair and Rodeo Queen is responsible for being the goodwill ambassador for the PRCA Rodeo and the Larimer County Fair and the agricultural lifestyle it promotes. The Queen is the face and inspiration-of the Fair and Rodeo. She will be required to serve at orchestrated appearances, including fundraisers, autograph signings, speeches, community service events, meet-and-greets at public schools, and of course numerous rodeos. She will also be required to communicate effectively with various groups of people including children, adults, fair and rodeo enthusiasts, and fair and rodeo detractors. She should handle herself with style, dignity, and grace in any situation, especially when dealing with children. The Queen must understand that she is a role model. Children's interactions with the Queen can be pivotal in their decision to pursue rodeo, ranching, agriculture, livestock involvement etc. The Queen's ability to represent the sport of professional rodeo competently provides further credibility to the sport in which many men and women make their living. The Queen must be a humble servant, helpful and skillful in all interactions with others, always looking for ways to help others!

## **Article II. MISSION STATEMENT**

The Larimer County Fair and Rodeo Royalty Program's mission is to provide a quality county queen contest. The experience of the competition will enrich contestants, participants, committee members, and the community.

To support the Queen as she represents the County, the County Fair, our western heritage, the sport of professional rodeo, and as she models goodwill and integrity for our County's people.

To represent and promote Larimer County and the Larimer County Fair and Rodeo through personal appearances, interviews, and functions.

Conduct fund raisers to financially support the scholarship fund with the goal of making it self-sufficient.

**Article III. VISION STATEMENT**

The Committee values the Royalty Program and works toward holding it in high esteem, upholding western values and way of life in future generations.

**Article IV. QUEEN'S COMMITTEE**

The Committee is a sub-committee of the Larimer County Fair Board and consists of the following appointees:

The Chairperson – A member of the Fair Board

At least two other Fair Board members

The Queen Community volunteers, up to five (5) which may include the Queen's parents or guardians, a Queen's coach, Coordinator, and Wardrobe Coordinator, all recommended by the Chairperson. If a majority of the Committee objects to the appointment, it shall be brought before the Fair Board for review. Only Fair Board members will have a vote on final decisions.

The Committee is responsible for the following functions:

- A. The Chair of the Committee shall set the agenda for all Committee Meetings and shall conduct the meetings. In the Chair's absence, the Chair will designate another committee member to conduct the meeting.
- B. Conducting orientation with the new Queen and parent/guardian. This orientation will take place before the first Committee meeting and following the announcement of the new Queen.
- C. Direct and coordinate the activities of the Queen.
- D. Organize and coordinate the Queen annual selection process.
- E. Develop the Queen's bio and profiles for rodeos, parades, website, autograph sheets, and promotional events.
- F. Plan format for presentations during The Larimer County Fair PRCA Rodeo, working with the Rodeo Board for arena activities.
- G. Oversee and assist in clinics to include speaking, public relations, salesmanship, makeup, wardrobe planning, horsemanship and other sessions as needed.
- H. Develop goals and a time-line of activities that shall be submitted to the Fair Board at the beginning of each reigning year.
- I. Develop and submit a budget for approval to the Fair Board at the beginning of each reigning year. The Fair Board authorizes the Committee to allocate monies and pay bills, within any adopted budget approved by the Fair Board, Executive Board or Larimer County. No funds shall be spent in excess of currently existing account balances, including scholarship awards.

**Article V. QUEEN RESPONSIBILITIES**

Responsibilities include but are not limited to:

- A. Demonstrating enthusiasm and knowledge of the following:
  - a. The sport of rodeo
  - b. 4-H Program
  - c. FFA Program
  - d. Larimer County Fair Board's mission statement and agenda.
- B. Attending the Larimer County Fair and Rodeo, including events, livestock shows, participants, exhibits, and attractions.
  - a. Knowledge of the community's history, the local rodeo, and how the Larimer County Fair Board and Committee functions within the community.
- C. Public and interpersonal communication skills. (including acquiring and acknowledging sponsors)
- D. Horsemanship including basic equine safety, health and care, appropriate arena etiquette and the use and care of tack.
- E. Attending all required events as outlined in this Royalty Program Handbook in Article VII.
- F. Attending the Larimer County Fair Board meetings on the fourth (4<sup>th</sup>) Wednesday of each month at 7:00 pm or as notified. The Committee Chair must excuse any absence.
- G. Participating in the grand entry of the Larimer County PRCA Rodeo on horseback.
- H. Meeting and greeting rodeo guests, VIPs, and contestants.
- I. 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. Approval by the Committee and The Ranch is required before any distribution.
- J. Promoting the Larimer County Fair and Rodeo through public appearances at regional rodeos, presentations to school and community groups as outlined in this Handbook and as directed by the Committee.
- K. Participating in fund raisers approved by the Committee.
- L. Representing the Larimer County Fair and Rodeo at 4-H judged events, Larimer County Fair Classes, and the Livestock Sale as directed by the Committee. (cattle, swine, fashion review etc.)
- M. Keeping accurate records of activities and sponsorship contacts (visiting with sponsors and writing thank you notes, when appropriate). Submitting expense receipts for reimbursement monthly.
- N. Participating in the Pancake Breakfast.
- O. Developing goals and a timeline of activities for submission to the Fair Board at the beginning of each reigning year in conjunction with the Committee.

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- P. Abiding by the “Code of Conduct” herein and outlined in Article X.
- Q. Attending local area parades and events, riding horse (unless directed otherwise) and dressed in appropriate attire including sash, buckle, and hat.
- R. Participating in an exit interview with Committee Chair, Fair Board Chair, acting Coordinator, and administrative assistant with the Ranch to review the year and assist in the transition of new Queen and the Royalty Program’s betterment. In the absence of the Committee Chair the Larimer County Fair Board Chair may conduct the interview or designate another Fair Board member to do so.
- S. Returning emails or phone calls from the Committee or Fair Board members within 24 hours.
- T. Sponsorships:
  - a. The Queen must meet and stay in contact with all sponsorship contributors at least quarterly. Appreciation and respect must be shown to sponsors at all times.
  - b. Visits to sponsors are required, dress in Royalty Attire during visits.
  - c. The Queen may not obligate the Larimer County Fair and Rodeo or Larimer County in any way. Sponsorship Contracts may only be executed by Larimer County officials. The Queen is responsible for meeting the requirements of all Sponsorship Contracts.

### **Queen’s Clinics:**

- A. After March 1 and no later than June 30, the Queen must host a “Queen’s Clinic” for people who may be interested in learning more about the benefits and requirements of becoming the Larimer County Fair and Rodeo Queen. The Committee will assist the Queen by finding educated and quality speakers for the clinic.
- B. This clinic is designed to help contestants learn about the contest and will provide pointers on hair, clothes, makeup, horsemanship, public speaking, etc. The Queen will be there to encourage the contestants as well as answer any questions. Ongoing clinics may be coordinated by the Committee for all ages to improve the upcoming contestant base’s talent.
- C. These clinics may have a minimal fee associated with them.

### **Larimer County Fair Parade and Queen’s Luncheon:**

- A. In conjunction with the Committee, the Queen must send out invitations, to those persons outlined in 4B, for the parade and the Queen’s Luncheon six (6) to eight (8) weeks before the first day of the Fair. All invitations must be reviewed and approved by the Committee and The Ranch prior to being sent.
- B. The invitations must request an RSVP and include directions for parking and lining up for the parade. Invitations may be sent to visiting and past Larimer County Queens, the Larimer County Commissioners, Larimer County Fair and Rodeo Board members, Committee members, Queen contestants, contest judges, and any other special guests.
- C. Arrangements for the Queen’s Luncheon must be made by June 30.

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- D. The location for the luncheon shall be selected with the input and approval of the Committee and The Ranch. When choosing the location, the Queen must consider the time element, the number of guests and the cost.

### **Publicity:**

Interviews – During the first week in July, the Queen must coordinate with the Committee Chair and The Ranch about setting up radio, newspaper, and promotional interviews. The Committee may wish to have a representative of the Committee present during these interviews.

### **Horse:**

- A. The Queen is required to ride the same horse she used in competing for her reign. She must notify the Committee if her horse is unable to be ridden for any reason or has become a safety hazard. A veterinarian may be asked to check the horse for any issues and the Committee will make the final determination if a different horse may be used.
- B. All horses must always be well groomed.
- C. Aggressive handling of the horse is not allowed.

### **Promotional Material:**

- A. The Committee and the Ranch shall approve and coordinate all promotional material.
- B. The Queen and the Committee shall distribute approved promotional material at the direction of The Ranch. Posters may be distributed to various stores in Fort Collins, Loveland, Wellington, Estes Park, Red Feather, Windsor, LaPorte, Berthoud and other Larimer County communities. If possible, posters (small amount) should also be posted in Cheyenne, Greeley, Longmont and Boulder. The posters must all be distributed as soon as they are made available from the marketing department

Parents: In general, the program is designed to let the Queen make her own choices and decisions with the Committee to guide her. While we encourage parents to be supportive of their daughter as Larimer County Queen, their actions should always be in the background.

## **Article VI. THE QUEEN CONTEST**

The Larimer County Queen Contest will be held each year during the last week of July. The newly elected Queen is crowned during the Larimer County Rodeo and shall reign as Queen through the conclusion of the Tuesday night PRCA rodeo the following year (generally the following August). It may become necessary to adjust the structure of the contest based on facility and faculty availability. The following are general guidelines.

- A. The Committee updates the application form for the Queen's Contest in early March. Applications will be available during the first week in June at the administrative office at The Ranch and on the internet at [www.treventcomplex.com](http://www.treventcomplex.com). The entry deadline will remain consistent with Larimer County's deadlines for Larimer County Fair entries. Each contestant will be judged on horsemanship, appearance, knowledge, and personality. Contest Rules and qualifications for queen contestants will be included on the Larimer County Fair and Rodeo Queen Application.

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- B. Contestants must understand the position of Queen is a year-long commitment (August to August). If the Queen attends college during her service year, she will still be required to fulfill all required duties.
- C. Contestant must be 16 years of age (with a valid driver's license) at the time of her crowning and will not be older than 22 at reigns end.
- D. Contestants must have access to a horse when needed as agreed and outlined in the Application.
- E. Contestants are expected to be competent riders, understand and practice basic safety, health, and welfare requirements of horses.
- F. Contestants must be single, never married, never had a child, nor be pregnant during reign. Also, they must not live with a significant partner during their reign. If the Queen becomes married or pregnant, her title is automatically forfeited, and she shall be terminated as outlined in Article XI.
- G. Upon selection, the Queen and the parents or guardians must sign an agreement, including the liability waiver.
- H. Each contestant is required to wear Wrangler blue denim jeans, a plain white long sleeved, cuffed and collared, button up shirt - No design or adornments, sequins, beading, etc., or any design in the material of the shirt is allowed. A black western hat or helmet and western boots are required during all portions of the contest. No jackets or vests are permitted.
- I. The contest begins with the Larimer County Fair and Rodeo parade. At the parade, each contestant will wear her number to be used throughout the entire contest. The Committee will distribute numbers at the mandatory contestant orientation meeting before the contest.
- J. On the afternoon of the parade, all contestants will reconvene at The Ranch. Each contestant will be asked to introduce herself and to tell the group about herself. She will then proceed by giving a prepared 2 ½ -minute speech. During this portion of the competition, each contestant will be asked to draw impromptu questions that she will be required to answer. The questions will be drawn from PRCA Rodeo regulations, the Larimer County Fair and Rodeo Premium Book, general facts about Larimer County and situational questions. Following the impromptu questions, the judges will conduct private interviews with each contestant. The interviews will not exceed 15 minutes.
- K. The written test portion of the contest will consist of questions with the intent of allowing the contestant to demonstrate an in-depth knowledge on matters of horsemanship and PRCA rules and regulations.
- L. The horsemanship portion of the contest will be hosted by the current Queen and held at the Larimer County Fairgrounds during the Larimer County Fair horse classes on a date to be determined. The current Queen must be present on horseback and in proper attire. Each contestant will groom and saddle a horse to ride in the pattern portion of the contest. They will then approach the judges, dismount, visit briefly, and remount and exit the arena. The last part of this portion of the contest is the Flag run and Queen's ride. Each contestant will individually enter the arena in the same order as before to carry a flag around arena at a gallop, then hand off the flag and run a Queen's ride at a gallop. The Committee may choose to provide an alternate horse that may be substituted for

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each contestant to ride as part of the contest. The Committee will provide alternate horses, and a lot draw will determine the horse each contestant rides as the alternate.

M. At the conclusion of the horsemanship portion, the new Queen will be announced. The current Queen will hand out participation awards to each contestant. The name of the first runner-up will be announced and then the name of the new Queen. A runner-up is named in the event the chosen contestant cannot fulfill her duties. The new Queen will be officially crowned at the Tuesday evening PRCA Rodeo performance.

N. The newly elected Queen will be required to attend the Queen's Luncheon, Larimer County Fair events and classes, the Pancake Breakfast, and the Larimer County PRCA Rodeos as the Lady in Waiting.

### **Article VII. PARADE, LUNCHEONS, GRAND ENTRIES & RODEOS:**

A. The following are parades, luncheons, and rodeos that are mandatory for the Queen to attend. In all parades the Queen shall participate in the event on horseback except for those noted below.

If the Queen cannot attend an event for some reason, she must obtain approval from the Committee Chair or Co Chair at least 30 days in advance of the event. Failure to participate (without prior approval) is grounds for dismissal and forfeiture of all/any benefits and awards.

- |  |               |
|--|---------------|
| 1. Autograph Signings with sponsored businesses                                  | To be Decided |
| 2. Annual CAFS Convention (first weekend in November)                            | CO Springs    |
| 3. 4H Carnival (March)   | Loveland      |
| 4. Berthoud Days Parade (June)   | Berthoud      |
| 5. Greeley Independence Day Parade, Luncheon (July)                              | Greeley       |
| 6. Rooftop Parade, Luncheon, Grand Entry (July)                                  | Estes Park    |
| 7. Larimer County Fair Parade, Queens Luncheon                                   | Loveland      |
| 8. Larimer County Junior Rodeos  | Loveland      |
| 9. All Event Days of Larimer County Fair and the PRCA Rodeos                     | Loveland      |
| 10. Loveland Corn Roast Parade (late August)                                     | Loveland      |
| 11. National Western Stockshow – minimum 2 days (January)                        | Denver        |
| 12. Larimer County Fair Board meetings: 4 <sup>th</sup> Wednesday of every month | Loveland      |
| 13. Queen's Committee meetings: once a month                                     | Loveland      |
| 14. A minimum of 4 community service events to be determined with the Committee. |               |

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B. The Queen may, but is not required to, attend at least some of the following parades, rodeos, and events. The Queen must get approval from the Committee before entering any nonmandatory events.

- |  |              |
|--|--------------|
| 1. MRC Clinic (February)   | Greeley      |
| 2. Pikes Peak or Bust Parade and Rodeo (July)                    | CO Springs   |
| 3. Adams County Fair and Rodeo (August)                          | Brighton     |
| 4. CSU Homecoming Parade (Sept. /Oct)                            | Ft Collins   |
| 5. Parade of Lights (November) NOT ON HORSEBACK                  | Estes Park   |
| 6. National Western Stock Show Parade (January) NOT ON HORSEBACK | Denver       |
| 7. Laramie Jubilee Days Parade (July)                            | Laramie, WY  |
| 8. Cheyenne Frontier Days Parade, Luncheon, NOT ON HORSEBACK     | Cheyenne, WY |
| 9. Boulder County Fair Parade (August)                           | Longmont     |

Invitations to the various parades, luncheons, grand entries and rodeos are usually sent to either the Queen, the Committee or The Ranch administrative office. Once the Committee approves, the Queen should acknowledge the invitation as soon as possible. Upon approval of an invitation, the Queen will make her own arrangements for attending the event –prepare to furnish her transportation for herself and her horse. As soon as the Queen arrives at an event, the Queen should let her hostess know that she is there. The Queen must arrive on time, ready to wave and smile – no matter what! The hostess will usually inform the Queen about the luncheon plans and tell her where she may put her horse. If there is a grand entry for the rodeo, the Queen should attend if possible. If she stays for the rodeo performance as a guest, the Queen is to remain in her attire and make herself available to the host Queen to work the rodeo if needed. After attending the event, the Queen shall send a thank you note to the host Queen or committee as soon as possible.

The Queen should be dressed in proper attire at all events she attends.

Other events that the Queen will be required to attend are helping as hostess for Larimer County Fair classes, 4-H classes, and award ceremonies during fair week, a minimum of four community service projects, and other events that might arise that the Committee feels will help promote the program. The Committee will make every effort to notify the Queen of any such extra event with as much advance notice as possible. If in doubt about any function, the Queen should contact the Committee Chair.

In any events not approved by the Committee that the Queen wishes to attend, she may not attend in Queen's attire.

**Article VIII. BUDGET: SEPTEMBER 1 – AUGUST 31**

The Fair Board determines the amount of money in the Queen's Royalty Program budget. The outgoing Queen, the incoming Queen and the Committee will meet at the end of August to come up with a new budget to present to the Fair Board. The Fair Board will review the proposed budget, make any necessary changes, and approve a final version.

The Queen should keep track of any expenditures they incur during their reign and turn receipts for them into the Committee Chair. Certain mileage expenses may be reimbursed at the discretion of the Committee as approved by the Fair Board in advance. Mileage will only be paid, if appropriated for in the budget by the Fair Board.

**Outgoing Funds:**

1. All expenditures must be submitted to the Committee for approval.
2. Upon approval, a voucher will be submitted with two signatures to The Ranch.
3. All approved expenses incurred and requests for reimbursement will be submitted monthly.
4. A check will then be distributed to the party.
5. All checks or other orders for the payment of money shall be signed by the senior accountant of The Ranch.
6. If an expenditure is not submitted to the Committee within the 30-day time frame, it will not be considered for reimbursement.

**Incoming Funds:**

1. All incoming funds or donations will be designated to either the Queen's General Fund or the Queen's Scholarship Fund.
2. All incoming funds (cash donation) will be verified by two members of the Committee. All funds or donations will then be submitted to the senior accountant of The Ranch.
3. All funds shall be deposited in the specific program or fund per Larimer County Finance Policy specifically designated for the Queen's Royalty Program.

**Sponsorships:**

Any business conducted concerning sponsorships of the Queen's program will be conducted with a member of the Committee present in addition to the Queen and depending on the time of year, the Lady-In-Waiting.

The Queen may not obligate the Larimer County Fair and Rodeo or Larimer County in any way. Contracts may only be executed by Larimer County officials.

**Article IX. DISTRIBUTION OF EDUCATIONAL SCHOLARSHIP FUND:**

The Committee shall recommend the Fair Board regarding the amount to be contributed and distributed to the outgoing Queen's educational scholarship fund. The Fair Board shall make the decision regarding the amount contributed and distributed to the outgoing Queen's educational scholarship fund.

There is no guaranteed minimum scholarship award and the final amount to be distributed to the outgoing Queen is at the sole discretion of the Fair Board. The amount awarded from Larimer County shall not exceed \$2,000.00 without prior recommendation from Fair Board and approval from the Executive Committee.

If the mandatory duties, including but not limited to obtaining sponsorships and donations, are not satisfied, the scholarship may be reduced or not awarded as determined by the Fair Board. Scholarship funds shall be held until all required items belonging to Larimer County are returned to the Royalty Program assistant in the administrative office at The Ranch and verified by the Committee.

The Queen will complete a student profile verification enrollment to be returned to the administrative assistant at The Ranch, who will file with the recipient's school. Funds will be held in escrow for such recipient and paid only to the Educational Institution (or educational entity approved by the Fair Board) in which the recipient is enrolled.

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After a Queen's reign ends, all scholarship funds must be distributed within two consecutive educational blocks be it semester, trimester, etc.

### **Article X. QUEEN CODE OF CONDUCT**

The Queen must maintain a positive image at all times. She is consistently in the public eye, even when not on official business, and it is her responsibility to uphold and maintain an outstanding image. All royalty should exhibit high moral standards and appropriate behavior at all times. Behave politely and graciously at all times. Behavior which brings disrepute, contempt or scandal to the Queen's Royalty Program or Larimer County is prohibited and will not be tolerated. Determination of behavior and whether such behavior violates the terms of this provision are at the sole discretion of the Committee and Larimer County Fair Board. Such determinations shall be made through the disciplinary process outlined in Article XI. Inappropriate behavior includes, but is not limited to swearing, smoking, chewing tobacco, use of narcotics/drugs (including marijuana), drinking alcohol, open display of affection (e.g., kissing, handholding, sitting on laps) with a significant partner or living with a significant partner, inappropriate photos or comments posted to social media.

The actions and comments of the Queen and the Committee can have a significant impact on the success or failure of the Royalty Program. The Queen and Committee shall be helpful, courteous, and not divisive. All meetings and public appearances shall be conducted in a professional and positive manner. The Queen is expected to be helpful, courteous, and non-divisive after her reign and continue to support the Royalty Program.

Visible tattoos or face/body piercing are not permitted. A single ear piercing is excluded.

The Queen must always wear the designated attire (dress code) when representing the Larimer County Fair and Rodeo. Hair should be neatly styled. Clothing should be clean and pressed. Official attire must comply with PRCA rules and will consist of Wrangler blue denim jeans or approved equal, western style long sleeved, cuffed, and collared, button up shirt, western boots, hat with crown, sash and belt buckle. Fashion Forward attire may be considered at non riding events but must be approved by the Committee or Wardrobe Coordinator.

#### **Queen's Required Apparel and Equipment.**

The items which currently have sponsorships are noted, however the notation of a current sponsor does not guarantee such sponsor will continue. The Queen must be willing and able to provide for all of these items and understand that a sponsor may end their participation at any time, placing the financial responsibility on the Queen.

1. Wrangler jeans or approved alternate (blue denim) (Sponsor)
2. Hats: Must come from the sponsor. Black or additional color as provided by the sponsor: white, silver, grey, tan preferred colors, any other color to be approved by Committee. (Sponsor)
3. Crown (Sponsor)
4. Belt buckle (Provided by Larimer County)
5. Chaps (Provided by Larimer County)
6. Brief case or Satchel (Provided by Larimer County)
7. Sash (Provided by Larimer County)
8. Shirts (long sleeve, button down, collar, Sponsor)
9. Pair of boots

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Other Items (Equestrian Supplies):

1. Saddle blanket
2. Equine Grooming Supplies
3. Horse Trailer
4. Saddle (sponsor)

Items listed below will be provided for by Larimer County Fair Board and must be returned at end of Queen's reign:

1. Horse butt trap
2. Breast collar and headstall
3. Shirts
4. Vests (1 royal blue, 1 pink, & 1 red/white/blue)
5. Jacket (royal blue)
6. Gauchos (1 pair royal blue)

The Queen's belt buckle is your identity for the term of your reign. While conducting yourself in an inappropriate manner is already prohibited, doing so while wearing designated attire, including your belt buckle, shall be considered an aggravating circumstance.

It is important that the Queen demonstrates "A western way of life". She must always use proper horse handling. The display of aggressive or abusive handling of your horse is prohibited. While at an event the Queen must take care of her horse herself. This includes grooming, tacking up and warming up her own horse. She may seek assistance, but such assistance shall not be in place of the Queen herself and only for the sake of time management. Your horse is your most important partner and to do anything less is disrespectful to their service to you and is a bad reflection to spectators.

The Queen shall not use the Internet in an inappropriate or unsafe manner. Any use of websites, including but not limited to Facebook, Twitter, Instagram, Linked-In or any other forms of social media, must be of an appropriate nature. Larimer County Royalty must never include the city, address, or any other contact information other than an e-mail address on any web site and may never post an inappropriate photograph or post suggestive or sexual content or comments. All other rules apply during your use of the internet, social media, or websites. Committee members must be able to view content of Internet presence. Posts of sponsorship visits and news are allowed.

Use of a cell phone, smart phone or smart watch during an official event is prohibited. These tools are for emergency or official use only. This includes accessing the internet, use of apps, texting, instant messaging, calling or use of any other feature on the phone.

A Parent, Guardian or Committee member should accompany the Queen in chaperone's capacity and must do so if the Queen is a minor. They may not appear at a meeting or event IN PLACE OF the Queen.

You must not violate any local, state, or federal laws, regulations, or ordinances.

### **Article XI. DISCIPLINE**

It is the duty of the Committee and Fair Board to ensure that you represent the Larimer County Fair and Rodeo in an appropriate manner. Therefore, the following rules have been set in place to ensure the quality of representation. The Fair Board may investigate any reported violations or at the Fair Board's discretion may refer any investigation to the Committee to complete. The Queen and all members of the Committee are required to cooperate with any investigation.

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Upon completion of an investigation the Fair Board shall have sole discretion regarding disciplinary action. While efforts are made to implement corrective actions rather than punitive actions, the final determination of the appropriate disciplinary action, including but not limited to removal from the program, removal of titles, forfeiture of scholarships (including the requirement that funds awarded but not already spent be returned), forfeiture and return of belt buckle or other identifying items, or other actions, is within the sole discretion of the Fair Board. Participants acknowledge their participation, and any awards are a privilege and not a right. Acceptance into the program and continued participation is at the sole discretion of the Fair Board and/or the Executive Committee.

The determination that conduct, actions or comments made by participants are inappropriate, unprofessional, or not within the accepted standards, is within the sole discretion of the Fair Board and/or the Executive Committee. While a warning may be issued, under extreme circumstances, no warning or other advisory is required prior to the Fair Board implementing disciplinary action, up to and including dismissal from the program and forfeiture of awards.

Types of Violations to be considered for disciplinary action, include but are not limited to:

1. Inappropriate attitude/behavior
2. Habitual tardiness
3. Inappropriate cell phone usage
4. Lack of communication with coordinator
5. Insufficient sponsor contacts

The above actions will result in the following disciplinary measures:

First offence – meet with the Committee or Committee Chair, verbal warning.

Second offence - meet with the Committee or Committee Chair and written warning, possible suspension of title.

Third offence - meet with the Committee or Committee Chair and possible suspension of title, possible termination.

More serious violations to be considered for disciplinary action, include but are not limited to:

1. Missing a mandatory event.
2. Making non-approved appearances as Larimer County Queen.
3. Inappropriate conduct of friends/family that the Queen is unwilling to address.
4. Inappropriate social media both personal and professional.

The above actions will result in the following disciplinary measures:

First offence - Meet with the Committee or Committee Chair and written warning, possible suspension of title.

Second offence - meet with the Committee or Committee Chair and written warning, possible suspension of title, possible termination.

Third offence - meet with the Committee or Committee Chair and written warning, possible suspension of title, possible termination.

The use of drugs or alcohol may lead to suspension and/or immediate termination.

Other actions that the Committee or Committee Chair may require include:

1. Requiring individual to issue a formal apology or response.

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2. Requiring the individual to perform some corrective action.
3. Requiring the individual to perform some service for the benefit of the community in addition to any other obligations already required.
4. Forfeiture of specific items of attire, which shall be returned to the Fair Board within 10 days of any decision.
5. Forfeiture of any title, which shall not be used in any future correspondence or referenced as having ever been obtained.
6. Requiring individual to go before the Fair Board and explain her actions and answer questions any Fair Board members may have.

Dismissal from the program - Dismissal will result in Queen or Lady-In-Waiting to forfeit all items of attire: belt buckle, sponsored saddle, sash, crown, horse blanket, chaps, satchel, and sponsored hats. Dismissal will result in all scholarships, sponsorships, prizes, equipment, awards, titles, or other benefits to be forfeited. Upon dismissal the individual shall return all such items to the Fair Board within 10 days of any decision.

Should a member of the Larimer County Royalty Program decide to resign, regardless if such resignation was in lieu of any discipline, they will forfeit all sponsorships, prizes, equipment, and awards to the Committee, as if they were dismissed from the program.

Any decision by the Fair Board and/or the Executive Board is Final and immediately implemented.



**WORKING AGREEMENT/ACKNOWLEDGEMENT**

This handbook in its entirety is a binding working agreement between Larimer County and the Larimer County Fair and Rodeo Queen.

I, the undersigned, have read the policies outlined in this Royalty Program Handbook & Agreement and are bound to abide by the policies set herein. I also certify that I have had ample time to discuss this Handbook and its contents with a member(s) of the Larimer County Fair Board Queen’s Committee and fully understand its contents.

With this knowledge, I accept the policies outlined herein as a condition of this appointment.

\_\_\_\_\_  
Queen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Queen’s Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Queen’s Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fair Board Chair

\_\_\_\_\_  
Date

