



# ROYALTY PROGRAM HANDBOOK & AGREEMENT

WRITTEN BY THE LARIMER COUNTY FAIR BOARD QUEEN'S  
COMMITTEE

EFFECTIVE: JULY 15, 2023



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## 1. PURPOSE STATEMENT

- 1.1. The mission of the Larimer County Fair and Professional Rodeo Cowboy Association (PRCA) Rodeo Royalty Program is *to provide a quality county queen contest*.
- 1.2. The competition experience enriches contestants, participants, committee members, and the community.
- 1.3. The committee is positioned to support the Queen as she represents the County, the County Fair and Rodeo, our Western heritage, the sport of professional rodeo, and as she models goodwill and integrity for our County's residents.
- 1.4. The Queen is to represent and promote Larimer County and the Larimer County Fair ("Fair") and Rodeo ("Rodeo") through personal appearances, interviews, and functions.
- 1.5. The Queen and the Committee shall conduct fundraisers to support the scholarship fund to make it self-sufficient financially.

## 2. VISION STATEMENT

- 2.1. The Committee values the Royalty Program and has the vision to hold it in high esteem to uphold Western values and way of life for future generations.

## 3. INTRODUCTION

- 3.1. The Royalty Program Handbook & Agreement ("Handbook") provides guidelines and expected obligations of the Larimer County Fair and Rodeo Queen ("Queen") to ensure she can successfully fill her duty in representing Larimer County.
- 3.2. Applicants and appointees for the Queen Title must comply with the policies and procedures herein.
- 3.3. The Queen is responsible for being the goodwill ambassador for the Rodeo, the Fair, and the agricultural lifestyle they promote.
- 3.4. The Queen is the face and inspiration of the Fair and Rodeo, and she is expected to serve at orchestrated appearances, including fundraisers, autograph signings, speeches, community service events, meet-and-greets, and numerous rodeos.
- 3.5. The Queen is expected to communicate effectively with various groups of people, including children, adults, Fair and Rodeo enthusiasts, and Fair and Rodeo detractors.
- 3.6. The Queen must handle herself with style, dignity, and grace.
- 3.7. The Queen must understand that she is a role model. Children's interactions with the Queen can be pivotal in pursuing rodeo, ranching, agriculture, livestock involvement, etc. The Queen's ability to competently represent the sport of professional rodeo provides further credibility to the sport where many men and women make their living.
- 3.8. The Queen must be a humble servant and continually seek ways to help others.



- 3.9. Larimer County, the Larimer County Fair Board (“Fair Board”), and the Larimer County Queen’s Committee (“Committee”) have written and adopted this Handbook.
- 3.10. The Fair Board has authority over the Larimer County Royalty Program and all associated components.
- 3.11. The Fair Board reserves the right to change policies, procedures, and expectations at any time with written notice given to the Committee, the Queen, and the Larimer County Fair and Rodeo Lady in Waiting.

## **4. QUEEN’S COMMITTEE**

- 4.1. The Committee is a sub-committee of the Fair Board and consists of the following appointees:
- 4.1.1. The Chairperson
  - 4.1.2. At most, three Fair Board members
  - 4.1.3. Up to five community volunteers, which may include the Queen’s parents or guardians, a Queen’s coach, a Coordinator, and Wardrobe Coordinator; the Chairperson recommends all members. If most of the Committee objects to an appointment, it shall be reviewed before the Fair Board, which will make a ruling vote.
- 4.2. The Committee is responsible for the following functions:
- 4.2.1. The Chair of the Committee shall set the agenda for all Committee meetings and conduct the meetings. In the Chair’s absence, the Chair will designate another committee member to conduct the meeting.
  - 4.2.2. Conducting orientation with the new Queen and parent/guardian. Orientation will occur before the first Committee meeting and after the new Queen’s announcement.
  - 4.2.3. Direct and coordinate the activities of the Queen.
  - 4.2.4. Organize and coordinate the Queen’s annual selection process.
  - 4.2.5. Develop the Queen’s bio and profiles for rodeos, parades, websites, autograph sheets, and promotional events.
  - 4.2.6. In conjunction with the Rodeo Board, plan the presentation format during The Larimer County Fair PRCA Rodeo.
  - 4.2.7. Oversee and assist in clinics, including speaking, public relations, salesmanship, makeup, wardrobe planning, horsemanship, and other sessions as needed.
  - 4.2.8. Develop goals and a timeline of activities to be submitted to the Fair Board at the beginning of each reigning year.
  - 4.2.9. 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 funds to pay bills within any adopted budget approved by the Fair Board, Executive Board, or Larimer County. Funds spent must be at most current account balances, including scholarship awards.



## 5. QUEEN RESPONSIBILITIES

- 5.1. The Queen's responsibilities during her reining period include but are not limited to:
- 5.1.1. Demonstrating enthusiasm and knowledge of the following:
    - 5.1.1.1. The sport of Rodeo.
    - 5.1.1.2. 4-H Programming.
    - 5.1.1.3. FFA Programming.
    - 5.1.1.4. The Fair Board's mission statement and agenda.
  - 5.1.2. Attending the Fair and Rodeo, including events, livestock shows, meeting participants, exhibits, and attractions.
  - 5.1.3. Knowledge of the community's history, the local rodeo, and how the Fair Board and Committees function.
  - 5.1.4. Public and interpersonal communication skills, including acquiring and acknowledging sponsors.
  - 5.1.5. General Horsemanship, including basic equine safety, health and care, appropriate arena etiquette, and the use and care of tack.
  - 5.1.6. Attending all required events as outlined in this Handbook.
  - 5.1.7. Attending the Fair Board meetings typically held in person on the fourth (4<sup>th</sup>) Wednesday of each month at 7:00 P.M. The Committee Chair must excuse any absence.
  - 5.1.8. Participating in the grand entry of the Rodeo on horseback.
  - 5.1.9. Meeting and greeting rodeo guests, VIPs, and contestants.
  - 5.1.10. Providing photographs required for publicity purposes including, but not limited to, autograph sheets, website photos, and advertising. All such pictures must include a crown, sash, and buckle. Approval by the Committee and The Ranch Executive Director is required before any distribution.
  - 5.1.11. Promoting the Fair and Rodeo through public appearances at regional rodeos and presentations to school and community groups as outlined in this Handbook and as directed by the Committee.
  - 5.1.12. Participating in fundraisers approved by the Committee.
  - 5.1.13. Representing the Fair and Rodeo at 4-H judged events, Larimer County Fair Classes, and the Livestock Sale as directed by the Committee.
  - 5.1.14. Keeping accurate records of activities and sponsorship contacts, including visiting with sponsors, writing thank you notes when appropriate, and submitting expense receipts for reimbursement monthly.
  - 5.1.15. Participating in the Pancake Breakfast during the Fair.
  - 5.1.16. 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.
  - 5.1.17. Abiding by the "Code of Conduct" herein.
  - 5.1.18. Attending local area parades and events, riding horses (unless directed otherwise), and dressing appropriately, including sash, buckle, and hat.



- 5.1.19. To improve the Royalty Program, participate in an exit interview and assist in the transition of the new Queen; the Committee Chair selects interviewers.
- 5.1.20. Returning emails or phone calls from the Committee or Fair Board members within 24 hours.
- 5.1.21. The Queen does not legally or financially represent Larimer County in any way.
- 5.1.22. The Queen must ensure the Ranch Director approves and signs contracts and agreements.

## **5.2. Queen's Clinics**

- 5.2.1. After March 1 and no later than June 30, the Queen will host a "Queen's Clinic" for people 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.
- 5.2.2. The Committee may coordinate ongoing clinics for all ages to improve the upcoming contestant base's talent. This clinic is designed to help contestants learn about the contest and will provide advice on hair, clothes, makeup, horsemanship, public speaking, etc. The Queen will be there to encourage the contestants and answer any questions.
- 5.2.3. These clinics may have a minimal fee associated with them.

## **5.3. Larimer County Fair Parade and Queen's Luncheon**

- 5.3.1. In conjunction with the Committee, the Queen will 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. Before distribution, all invitations must be reviewed and approved by the Committee Chair and The Ranch Director or their designees.
- 5.3.2. 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, Fair and Rodeo Board members, Committee members, Queen contestants, contest judges, and other special guests.
- 5.3.3. Arrangements for the Queen's Banquet must be made by June 30.
- 5.3.4. The location for the luncheon shall be selected with the input and approval of the Committee and The Ranch. When choosing the site, the Queen must consider the time element, the number of guests, and the cost.

## **5.4. Publicity**

- 5.4.1. No later than the first week of July, the Queen must coordinate radio, newspaper, and promotional interviews with the Committee Chair and The Ranch. The Committee may wish to have a representative of the Committee present during these interviews.



## **5.5. Horse**

- 5.5.1. The Queen must ride the same horse she used in competing for her reign. She must notify the Committee if her horse cannot 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 determine if a different horse may be used.
- 5.5.2. Horses must always be well groomed.
- 5.5.3. Aggressive handling of the horse is prohibited.

## **5.6. Promotional Material**

- 5.6.1. The Committee and the Ranch shall approve and coordinate all promotional material.
- 5.6.2. 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. A few posters may be posted in Cheyenne, Greeley, Longmont, and Boulder. The posters must all be distributed as soon as they are made available by the marketing department.
- 5.6.3. Parents: Generally, the program is designed to let the Queen make choices and decisions with the Committee to guide her. While we encourage parents to support their daughter as Queen, their actions should always be in the background.





## 6. THE QUEEN CONTEST

- 6.1. The Larimer County Queen Contest will be held annually during the month 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. Adjusting the contest's structure based on facility and faculty availability may become necessary.
- 6.2. The following are general guidelines.
  - 6.2.1. The Committee updates the application form for the Queen's Contest in early March.
  - 6.2.2. Applications will be available during the first week in June at the administrative office at The Ranch and on the internet at <https://www.treventscomplex.com/events/larimer-county-fair/royalty>. The entry deadline will be provided on the application.
  - 6.2.3. Each contestant will be judged on horsemanship, appearance, knowledge, and personality.
  - 6.2.4. Contest Rules and qualifications for queen contestants will be included in the Larimer County Fair and Rodeo Queen Application.
  - 6.2.5. Contestants must understand that 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 the necessary duties.
  - 6.2.6. Contestants must be 16 years of age with a valid driver's license at the time of her crowning and cannot be older than 22 ending her Reining period.
  - 6.2.7. Contestants must have access to a horse when needed, as agreed and outlined in the Application.
  - 6.2.8. Contestants are expected to be competent riders and understand and practice horses' basic safety, health, and welfare requirements.
  - 6.2.9. Contestants must be single, never married, never had a child, nor be pregnant during their Reign. If the Queen becomes married or pregnant, her title is automatically forfeited, and she shall be terminated as outlined herein.
  - 6.2.10. The Queen must not live with a significant partner during their reign.
  - 6.2.11. Upon selection, the Queen and the parents or guardians must sign an agreement, including a liability waiver.
  - 6.2.12. Each contestant must wear Wrangler blue denim jeans and a plain white long-sleeved, cuffed, and collared button-up shirt - No design or adornments, sequins, beading, etc., or any design in the shirt's material is allowed. A black western hat or helmet and western boots are required during all contest portions. Jackets or vests are not permitted.
  - 6.2.13. The contest begins with the pageant. The pageant will take place at The Ranch.. Each contestant will be asked to introduce herself and 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 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.

- 6.2.14. The written test portion of the contest will consist of questions to allow the contestant to demonstrate an in-depth knowledge of matters of horsemanship and PRCA rules and regulations.
- 6.2.15. The horsemanship portion of the contest will be hosted by the current Queen and held at The Ranch immediately following the pageant.
- 6.2.16. 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, remount, and exit the arena. The last part of this contest portion 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 the arena at a gallop, then hand off the flag and run a Queen's ride at a gallop. The Committee may provide an alternate horse that may be substituted for each contestant to ride as part of the contest. The Committee will provide alternate horses, and a lottery drawing will determine the horse each contestant rides as the alternate.
- 6.2.17. After 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 if the chosen contestant cannot fulfill her duties. The new Queen will be officially crowned at the Tuesday evening PRCA Rodeo performance.
- 6.2.18. The newly elected Queen will be required to attend the Fair Parade, Queen's Banquet, Larimer County Fair events and classes, the Pancake Breakfast, and the Larimer County PRCA Rodeos as the Lady in Waiting.



## 7. PARADE, LUNCHEONS, GRAND ENTRIES & RODEOS

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

7.2. If the Queen cannot attend an event, she must obtain approval from the Committee Chair or their designee at least 30 days before the event. The Queen must refrain from participating without prior permission, and failure to comply is grounds for dismissal and forfeiture of benefits and awards.

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

7.3. The Queen may attend at least some parades, rodeos, and events, but it is optional. The Queen must get approval from the Committee before entering any nonmandatory events.

• MRC Clinic (February)	Greeley
• Pikes Peak or Bust Parade and Rodeo (July)	CO Springs
• Adams County Fair and Rodeo (August)	Brighton
• CSU Homecoming Parade (Sept. /Oct)	Ft Collins
• Parade of Lights (November) NOT ON HORSEBACK	Estes Park
• National Western Stock Show Parade (January) NOT ON HORSEBACK	Denver
• Laramie Jubilee Days Parade (July)	Laramie, WY
• Cheyenne Frontier Days Parade, Luncheon, NOT ON HORSEBACK	Cheyenne, WY



- 7.4. Invitations to the various parades, luncheons, grand entries, and rodeos are usually sent to the Queen, the Committee, or The Ranch administrative office. Once the Committee approves the entry, the Queen should acknowledge the invitation within 24 hours. Upon approval of an invitation, the Queen will make arrangements for attending the event, including transportation for herself and her horse.
- 7.5. As soon as the Queen arrives at an event, she should tell her hostess she is there. The Queen must arrive on time and be ready to wave and smile without excuse. The hostess will usually inform the Queen about the luncheon plans and tell her where she may put her horse. If the rodeo has a grand entry, the Queen should attend if possible. If she stays for the rodeo performance as a guest, the Queen must 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.
- 7.6. The Queen should be appropriately dressed at all events she attends.
- 7.7. Other events the Queen will be required to attend are helping as hostess for Larimer County Fair classes, 4-H classes, 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.
- 7.8. The Committee will try 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.
- 7.9. If the Queen wishes to attend an event not approved by the Committee, she may not participate in Queen's attire.

## **8. BUDGET: SEPTEMBER 1 – AUGUST 31**

- 8.1. The Fair Board determines the funds allocated to the Queen's Royalty Program budget. The Fair Board will review the proposed budget, make necessary changes, and approve a final version. The outgoing Queen, the incoming Queen, and the Committee will meet in September to develop a new budget to present to the Fair Board.
- 8.2. The Queen should keep track of any expenditures they incur during their reign and provide receipts for purchases to the Committee Chair monthly. 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 in the approved budget.

### **8.3. Outgoing Funds**

- 8.3.1. All expenditures must be submitted to the Committee for approval.
- 8.3.2. Upon approval, a voucher will be submitted with two signatures to The Ranch.
- 8.3.3. All approved expenses incurred and requests for reimbursement will be submitted monthly.
- 8.3.4. A check will be distributed to the third party.
- 8.3.5. The Accounting Manager of The Ranch must sign all checks or other orders to pay money.



8.3.6. An expenditure must be submitted to the Committee within 30 days to be considered for reimbursement.

#### **8.4. Incoming Funds**

- 8.4.1. All incoming funds or donations will be designated to the Queen's General Fund or the Queen's Scholarship Fund.
- 8.4.2. Two members of the Committee will verify all incoming funds (cash donations). All funds or assistance will be submitted to the Accounting Manager of The Ranch.
- 8.4.3. All funds shall be deposited in the specific program or fund per Larimer County Finance Policy.

#### **8.5. Sponsorships**

- 8.5.1. Any business 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.
- 8.5.2. The Queen must meet and maintain contact with sponsorship contributors at least quarterly.
- 8.5.3. Appreciation and respect must always be shown to sponsors.
- 8.5.4. Visits to sponsors are required wearing Royalty attire.
- 8.5.5. The Queen cannot obligate Larimer County in any way and must not misrepresent her relationship with Larimer County.
- 8.5.6. The Queen is responsible for meeting the requirements of all Sponsorship Contracts.

### **9. DISTRIBUTION OF EDUCATIONAL SCHOLARSHIP FUND**

- 9.1. The Committee shall recommend to the Fair Board the amount to be contributed and distributed to the outgoing Queen's educational scholarship fund. The Fair Board shall advise The Ranch Director on the amount contributed and allocated to the outgoing Queen's academic scholarship fund. The distributed amount will not exceed current account balances.
- 9.2. 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 Ranch Director. The amount awarded from Larimer County shall be at most \$2,000.00 without a prior recommendation from Fair Board and approval from the Executive Committee.
- 9.3. 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 Ranch Director.
- 9.4. 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.
- 9.5. 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 the



recipient and paid only to the Educational Institution (or educational entity approved by the Fair Board) where the recipient is enrolled.

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

## **10. QUEEN CODE OF CONDUCT**

- 10.1. The Queen must always maintain a positive image. She is consistently in the public eye, even when not on official business, and her responsibility is to uphold and maintain an outstanding appearance. All royalty should always exhibit high moral standards and appropriate behavior. Always behave politely and graciously.
- 10.2. Behavior that 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 conduct violates the terms of this provision are at the sole discretion of the Committee and Fair Board. Such decisions shall be made through the disciplinary process outlined herein.
- 10.3. 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.
- 10.4. 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 professionally and positively. The Queen is expected to be helpful, generous, and non-divisive after her reign and continue to support the Royalty Program.
- 10.5. Visible tattoos or face/body piercings are not permitted. A single ear piercing is allowed.
- 10.6. The Queen must always wear the designated attire (dress code) when representing the Fair and Rodeo. Clothing should be clean and pressed. Hair should be neatly styled. Official attire must comply with PRCA rules and 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 nonriding events but must be approved by the Committee or Wardrobe Coordinator.



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

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

10.7.1.1. Wrangler jeans or approved alternate (blue denim) (Sponsor)

10.7.1.2. 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)

10.7.1.3. Crown (Sponsor)

10.7.1.4. Belt buckle (Sponsor)

10.7.1.5. Chaps (Sponsor)

10.7.1.6. Briefcase or Satchel (Sponsor)

10.7.1.7. Sash (Provided by Larimer County)

10.7.1.8. Shirts (long sleeve, button down, collar, Sponsor)

10.7.1.9. Pair of boots

## **10.7.2. Equestrian Supplies**

10.7.3. Saddle blanket

10.7.4. Equine Grooming Supplies

10.7.5. Horse Trailer

10.7.6. Saddle (sponsor)

10.8. Items listed below will be provided by the Fair Board and must be returned at the end of the Queen's reign:

10.8.1. Horse butt trap

10.8.2. Breast collar and headstall

10.8.3. Shirts

10.8.4. Vests (1 royal blue, 1 pink, & 1 red/white/blue)

10.8.5. Jacket (royal blue)

10.8.6. Gauchos (1 pair royal blue)

10.9. The Queen's belt buckle is their identity for the reign period. While inappropriately conducting oneself is prohibited, doing so while wearing designated attire, including the belt buckle, shall be considered an aggravating circumstance.



- 10.10. It is essential that the Queen demonstrates “A western way of life.” She must always use proper horse handling. The display of aggressive or abusive handling of a 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 horse. She may seek assistance, but such service shall not be in place of the Queen herself and only for time management. A Queen’s horse is their most important partner, and to treat it in any way less is disrespectful to their service and is a bad reflection on spectators.
- 10.11. The Queen shall not use the Internet in an inappropriate or unsafe manner. Any use of websites, including but not limited to any form of social media, must be appropriate. Larimer County Royalty must never include the city, address, or any other contact information other than an e-mail address on any website.
- 10.12. The Queen may never post inappropriate photographs or suggestive or sexual content or comments. All other rules apply when using the internet, social media, or websites. Committee members must be able to view the content of Internet presence. Posts of sponsorship visits and news are allowed.
- 10.13. Cell phone, smartphone, or smartwatch use during an official event is prohibited. These tools are for emergency or authorized use only. This includes accessing the internet, using apps, texting, instant messaging, calling, or using any other feature on the phone.
- 10.14. A Parent, Guardian or Committee member should accompany the Queen in a chaperone capacity and must do so if the Queen is a minor. The chaperone may not attend a meeting or event IN PLACE OF the Queen.
- 10.15. The Queen must not violate local, state, or federal laws, regulations, or ordinances.

## **11. DISCIPLINE**

- 11.1. The Committee and Fair Board must ensure the Queen appropriately represents the Larimer County Fair and Rodeo. 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 inquiry.
- 11.2. 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, the expulsion 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, not a right. Acceptance into the program and continued participation is at the sole discretion of the Fair Board or the Executive Committee.





- 11.3. While a warning may be issued, under extreme circumstances, no warning or other advisory is required before the Fair Board implements disciplinary action, up to and including dismissal from the program and forfeiture of awards.
- 11.4. Types of Violations to be considered for disciplinary action include but are not limited to:
  - 11.4.1. Inappropriate attitude/behavior.
  - 11.4.2. Habitual tardiness.
  - 11.4.3. Inappropriate usage of technology.
  - 11.4.4. Lack of communication with the coordinator.
  - 11.4.5. Insufficient sponsor contacts.
- 11.5. The above actions will result in the following disciplinary measures:
  - 11.5.1. First offense – verbal warning.
  - 11.5.2. Second offense - written warning, possible suspension of title.
  - 11.5.3. Third offense - suspension of title, possible termination.
- 11.6. More severe violations to be considered for disciplinary action include but are not limited to:
  - 11.6.1. Missing a mandatory event.
  - 11.6.2. Making non-approved appearances as Larimer County Queen.
  - 11.6.3. Inappropriate conduct of friends/family that the Queen is unwilling to address.
  - 11.6.4. Inappropriate use of social media, personal or professional.
- 11.7. The use of drugs or alcohol may lead to suspension or immediate termination.
- 11.8. Other actions that the Committee or Committee Chair may require include:
  - 11.8.1. Requiring individual to issue a formal apology or response.
  - 11.8.2. Requiring the individual to perform some corrective action.
  - 11.8.3. Requiring the individual to perform some service for the benefit of the community in addition to any other obligations already required.
  - 11.8.4. Forfeiture of specific items of attire, which shall be returned to the Fair Board within ten days of a decision.
  - 11.8.5. Forfeiture of any title, which shall not be used in any future correspondence or referenced as having ever been obtained.
  - 11.8.6. Requiring individual to go before the Fair Board and explain her actions and answer questions the Fair Board members may have.
- 11.9. Dismissal from the program - Dismissal will result in Queen or Lady-In-Waiting forfeiting all items of attire: belt buckle, sponsored saddle, sash, crown, horse blanket, chaps, satchel, and sponsored hats.
- 11.10. Dismissal will result in scholarships, sponsorships, prizes, equipment, awards, titles, or other benefits being forfeited. Upon dismissal, the individual shall return all such items to the Fair Board within ten days of any decision.



- 11.11. Should a member of the Larimer County Royalty Program decide to resign, regardless if such resignation was instead of any discipline, they will forfeit all sponsorships, prizes, equipment, and awards to the Committee, as if they were dismissed from the program.
- 11.12. Any decision by the Fair Board or the Executive Board is Final and immediately implemented.



## 12. 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 am bound to abide by the guidelines. 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.

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Queen

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Date

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Queen's Parent/Guardian

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Date

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Queen's Committee Chair

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Date

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Fair Board Chair

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Date