

RODEO COMMITTEE GUIDELINES



Canadian Professional Rodeo Association

Revised October 2018

The information contained in this document is for reference purposed only. The C.P.R.A. Rulebook is the official guideline for all rodeos and special events and will supersede any information contained in this document.

Rodeo Approval Process and Information

Rodeo Approval

All professional rodeos must be approved by the Canadian Professional Rodeo Association Board of Directors. The Rodeo Administrator may approve rodeos adding \$5,000 or less per event with the consent of 3 directors.

Rodeo approval applications must be submitted to the C.P.R.A. office one hundred and twenty (120) days prior to the beginning of the rodeo. **Approvals not received one hundred and twenty (120) days in advance are subject to a 10% approval fee penalty.**

After a rodeo has been approved by the CPRA, rodeo information must be posted a minimum of 60 days on the CPRA website – **no exceptions**. If dual approved with the PRCA, rodeos must also be published in two (2) editions of the *Pro Rodeo Sports News*, Colorado Springs, CO – **no exceptions**.

Once a rodeo has been approved, any changes to the purse and/or ground rules must be approved by the Board of Directors and posted for at least 30 days on the CPRA website.

SECTION III. B. 9.

No single or special event will be approved by the CPRA Board of Directors if it is in conflict with or will draw contestants away from a performance of a CPRA Rodeo.

When any rodeo committee is required by the Association to place prize money in escrow, the Association may also require that rodeo committee to place in escrow money to cover any contracts signed with an Association member. In the case of an Association rodeo committee not upholding their financial obligations in regard to prize money, the Association will make every effort that these obligations be upheld. However, in the event these obligations are not full-filled by a committee, the Association would not be liable.

CPRA Rodeo Approval Form

Approval forms are sent out to all CPRA member rodeo committees, available on www.rodeocanada.com under members tabs and are available from the CPRA office. The Approval Form must be completed in full, including signatures, prior to being submitted for approval. All incomplete forms will be returned to the committee for completion.

Please ensure that all information on the Approval form is accurate. This information is used to approve your rodeo and if incorrect information is discovered after approval, the rodeo will have to be re-approved by the Board.

It is imperative the Committee Contact Information & Committee voting rights sections are filled out in full. We ask who is designated with the Committee voting rights so voting ballots are given to the correct members at conventions and the Annual General Meeting. For a member to run for Committee Representative, their name MUST be in the approval form in one of the three (3) spaces mentioned above.

If you have questions about the approval form, please contact the CPRA office. The approval form must be filled out in full prior to being approved by the CPRA Board of Directors.

Rodeo Approval Costs

Once your rodeo has been approved you will receive an invoice. A breakdown of approval costs is outlined below.

CPRA Approval Fee

The CPRA approval fee is a percentage of the purse money added by the committee. The scale is as follows:

<u>Purse per Event</u>	<u>% on Added Prize Money</u>
\$1,000 or less	10% of added prize money
\$1,001 to \$2,000	9% of added prize money
\$2,001 to \$4,000	8% of added prize money
\$4,001 to \$6,000	7% of added prize money
\$6,001 to \$8,000	6% of added prize money
\$8,001 and over	5% of added prize money

The CPRA Approval Fee is subject to GST.

Novice saddle bronc, novice bareback and steer riding will not be subject to an approval fee.

Special Events

All CPRA approved special events are subject to a flat rate of 15% of the added purse money for an approval fee (plus GST)

Special events must have a minimum of ten thousand (\$10,000) added and are limited to one (1) major event. Inclusion of optional novice/steer riding events is subject to approval by the Association board.

Alberta Circuit Fee

All rodeos in Alberta contribute to the Alberta Circuit. The fee is \$50 per performance

Duane Daines Saddle Bronc Series/Kenton Randle Bareback Series – optional

If you would like to participate in either the Duane Daines Saddle Bronc Series or Kenton Randle Bareback Series, the minimum sponsorship amount is \$250. Please indicate the sponsorship amount on the approval form.

PRCA Approval – optional

If you would like to be sanctioned by the Professional Rodeo Cowboys Association (PRCA), you must indicate this on your CPRA Approval Form. Once the rodeo is approved by the Board of Directors it will be forwarded to the PRCA for approval. **The PRCA requires rodeo approvals be submitted to their office a minimum of ninety (90) days prior to the start date of a rodeo.** The approval fee is a flat rate of five hundred (\$500) dollars USD Funds.

WPRA Approval – optional

Like the PRCA approval, if you would like to be sanctioned by the Woman’s Professional Rodeo Association (WPRA) you must indicate this on the CPRA Approval Form. The approval fee is fifty (\$50) dollars.

Sample of Approval Fee Invoice

2017 Approval Fee	3,360.00
\$56,000 x 6% (major events)	
GST on Approval Fee	168.00
AB Circuit Fee (4 Perfs @ \$50 each)	200.00
Duane Daines Series	250.00
Kenton Randle Series	250.00
PRCA Approval Fee	600.00
(\$500 USD @ \$1.20)	
WPRA Approval Fee	50.00
3 PERFS x 3 JUDGES x \$275	2475.00
1 SLACK x 3 JUDGES x \$75 (deposit)	225.00
TIMED EVENT BARRIER FEE	<u>100.00</u>
Invoice Total	7678.00

The fee for the all Pro Rodeo Officials will be invoiced by the CPRA using the following scale:

Rodeo performance	\$275 per official per performance
Slack – same day as rodeo	Min. of \$75 per official per slack
Slack – day prior to rodeo	Same as performance amount

As per the current CPRA Rulebook, the committees will be invoiced \$100 for the barrier fee.

If available, we ask that you provide a hotel room for the judges.

Slack rates are determined by the number of contestants in each event. The minimum being seventy-five dollars (\$75) per judge per slack performance.

The fee for the Pro Rodeo Officials is paid by the committee.

General Approval Form Information

Events

Major events – saddle bronc riding, bareback riding, bull riding, tie-down roping, steer wrestling, ladies barrel racing, and team roping.

Optional events – novice saddle bronc riding, novice bareback riding and steer riding.

Prize Money

Prize money must be equal in all major events. Three (3) events may be featured, meaning more money can be added in any three (3) of the seven (7) major events. The maximum amount an event can be featured is double that of a non-featured event (I.E. \$5,000 added in saddle bronc, feature bareback with \$10,000 added).

Rodeo committees may add a maximum of 10% of the total purse in the seven (7) major events to each optional event.

Example - \$10,000 added in the seven (7) major events the maximum that can be added to the optional event is \$1,000.

If you are a part of the Calgary Stampede Novice Tour, please be sure to specify the amount of the prize money added by the committee, and then by the Calgary Stampede.

All new rodeos will be approved at the discretion of the Association Board of Directors and must have a minimum of one thousand dollars (\$1,000) added per event per performance.

First year rodeos must have the funds or a letter of credit for the total amount of the prize money, approval fees, and judge's costs in the Association office ninety (90) days prior to the event.

If additional prize money is added equally to the major events after the initial approval and listing of the rodeo, points will count, providing the increase to the purse is approved by the Rodeo Administrator and posted on the Official Association Website for a minimum of 14 days prior to entry dates.

Permits

Each committee may exclude permit holders in any or all events. This must be indicated on the Approval Form under "Permits Accepted" in the following manner:

Yes – ALL permit holders will be accepted

No – NO permit holders will be accepted

Permits Max – 2 permit holders must be taken for each paid performance offered. (The stock contractor and/or committee can decide after entries close if they want to accept only the 2 permit holders per paid performance or all permit holders.)

Rodeos with two (2) or more performances adding less than \$3,099 per event must accept permits in all events. Rodeos with \$3,100 to \$4,000 per event must accept permits maximum in all events.

Rodeos with \$4,001 or more per event have the option of NOT accepting permits.

High Point or All Around Awards

If you are going to have a High Point or All Around Award, it must be on the Approval Form and be posted on the association website and, if applicable, the *Pro Rodeo Sports News*.

All Around Award – will be awarded to the contestant who wins the most money and is competing in 2 or more of the major events (ladies barrel racing excluded), one event must a rough stock event and one event must be a timed event.

High Point Award – will be awarded to the contestant with the most money won (or points) in any two (2) of the major events (ladies barrel racing excluded).

The committee should publicize the All Around and High Point Awards, setting out the method of determining the winner. The ground rules outlining the method of determining the winner should also be posted in the rodeo office prior to the first performance, including slack.

Ground Rules

SECTION III A. 3. Ground rules contradictory to or in addition to the CPRA rules set out in the rule book must be submitted with the rodeo approval form and approved by the CPRA Board of Directors.

- a. Rodeo Committees requesting special competition ground rules must submit a copy of the proposed ground rules along with the application for approval at least one hundred and twenty (120) days prior to the rodeo start date and must be approved by the Board of Directors . Any special ground rules approved by the CPRA will be enforced and corresponding fines will be assessed and collected by the CPRA.

Ground rules would include rodeo entry qualifications, go-round set up, payout, etc. Ground rules cannot be deviated from once approved by the board.

Contestant Information

Any information the committee would like communicated to the contestants should be submitted with your approval form. This information will be included with the rodeo approval information on the CPRA website. Contestant information would include practice restrictions, parking, rodeo performance order, Tough Enough to Wear Pink, etc.

Event Numbers

The performance splits must be communicated to the CRES office within thirty (30) minutes of the entry closing time from either the committee or stock contractor.

Position Draw/Slack – Rough stock Events

A minimum of 10 contestants for each performance of a rodeo will be set for the draw before a slack can be scheduled in the rough stock events.

When the required minimums have been set for each performance, if by adding two (2) contestants to each scheduled performance will eliminate the slack, then slack will be eliminated.

Position Draw/Slack – Timed Events

Performances must be set with a minimum of ten (10) contestants and a maximum of twelve (12) contestants per performance unless approved by the event representative.

Slack will be created when a maximum of twelve (12) contestants have been placed in each performance unless special approval is given by the event representative.

Slack Order

The suggested slack order is as follows: tie down roping, steer wrestling, team roping and ladies barrel racing.

The slack order MUST be submitted with the approval form. Once a rodeo has been approved, the slack order CANNOT change within thirty (30) days of the entry date

In slack, each event must be completed, or one run on the cattle must be completed prior to going on to the next event. If a rough stock slack is required, the events will run either before or after the timed events are completed.

Entry Date & Time

Entry date & time will be determined by the CPRA

Rodeo Personnel

All stock contractors (Main, timed event and any additional stock contractors) as well as announcers, timers, secretary, bull fighters, pick up men and all contract acts must be on the Rodeo Approval Form along with the party held responsible for hiring the various personnel. **The indicated party will be held responsible for any outstanding fines if the person does not hold a current CPRA membership card.**

All rodeo personnel – stock contractors, timers, announcers, clowns, bullfighters, secretaries, pick up men and contract acts must be members of the CPRA.

A place must be provided for the official timers and announcers to work without obstruction or interference.

An appropriate space must be provided for the rodeo secretary to work. The rodeo office telephone number must be accessible to the rodeo secretary three (3) hours prior to and during the rodeo performance or slack. It is also strongly recommended to provide the rodeo secretary with an internet connection.

Payout of Rodeo

To simplify the payout process, *the committee member responsible for paying the CPRA must contact the payout clerk to advise their name and contact information prior to the rodeo.* The office will process each rodeo as quickly as possible and confirm the required payout amount given by the rodeo secretary. Payment is required from committees immediately as the contestants cheques cannot be sent out until these funds are received by the CPRA. We ask that payment be done by wire transfer or direct deposit into the CPRA's account at the Royal Bank. The banking information will be supplied by the payout clerk.

Please keep in mind that on weekends with multiple rodeos, it could take more than one (1) business day for your rodeo to be processed. The rodeo processing time also depends on how quickly the rodeo secretary is able to get the results package back to the CPRA office and how accurate the package is.

Committee Responsibilities

Ambulance

An ambulance licensed in the jurisdiction where the rodeo is held and fully approved to transport patients in critical condition must be in attendance for all rodeo performances, including slack, and MUST have emergency transportation available. To be considered adequate, the ambulance attendant must have Emergency Medical Technician (EMT) qualifications or higher. **The Pro Rodeo Officials will not start or continue a performance or slack without an ambulance present.** Failing to comply with this rule will be subject to a one thousand dollar (\$1,000) fine per performance and/or section of slack.

It has become MANDATORY for all committees to submit on the approval form who the company and/or firm is providing the Ambulance service.

Veterinarian & Care of Injured Livestock

A veterinarian must be in attendance for each performance and slack with the proper equipment should it become necessary to euthanize an animal.

Suitable conveyance, such as a stone boat, must be available to remove stock from the arena and tarps to cover or surround an injured animal if needed.

All injured and/or crippled livestock must be attended by a qualified veterinarian, be isolated from other livestock and/or removed from the premises.

The rodeo will not be permitted to start without the above mentioned present.

Timed Event Barrier

It will be the responsibility of the Association judges to provide and set up standard rodeo barrier equipment for the timed events. Committee to pay a one hundred dollar (\$100) fee per rodeo for this service. This will not apply where there is not a standard barrier set up or if management has hired a person to specifically look after the timed event end and the judges approve the equipment used.

Rodeo Committee Personnel Conduct

Everyone connected with the production of a rodeo is subject to the rules, policies and standards of conduct of the CPRA. This includes committee members and volunteers.

Only contestants and those who have signed a waiver releasing the management and producers of liability are allowed into the arena.

Photographers

Official photographers, that are current members of the CPRA, must be used at Association rodeos. As CPRA members, photographers have accountability to the association and its members in how photographs are used. They are covered by association insurance. Contestant and animal safety is a priority at all rodeos and member photographers are experienced in and around the rodeo arena and with rodeo stock.

Local media on assignment at a CPRA rodeo are asked to sign a photo release form indicating that they are aware that any images taken at a CPRA rodeo are to be used for editorial purposes only, and are not to be made available for resale or any other use.

Local Entries

Local entries are not permitted

Gate Admission

Gate admission for contestants is as per the C.P.R.A. Rulebook, Section III, A. 11. Each contestant will receive upon his entry or reporting to fulfill their contract, a car pass, an extra tax free seat and gate pass for all performances, unless other arrangements are approved by the Board of Directors.

Television

Individual rodeo committees cannot enter into a television contract where CPRA members will be shown unless such contracts are signed by an executive officer of the CPRA. This does not include general media (local media) coverage.

Liability Insurance

All CPRA rodeo committees must carry a minimum of two million dollars (\$2 million) per occurrence of public liability insurance. Proof of insurance, naming Canadian Professional Rodeo Association as an additional insured, must be submitted to the CPRA as soon as possible, but not less than sixty (60) days prior to the first performance of the rodeo. For rodeos that are also sanctioned by the PRCA, Professional Rodeo Cowboys Association, must also be listed as an additional named insured.

Events List

The event list for each rodeo is available from the CRES office after entries close and all trades are complete in both PDF and Text file formats. *A committee representative must contact the CRES office to advise who should receive the event list and where it should be faxed or emailed.* The list provided after entries close is the position event list, a second event list will be supplied once the stock draw is completed and contestant stock callback started.

Note: event lists cannot be distributed and/or published until stock call back. The CRES office will advise the date of the stock callback.

As per CPRA rules, contestants have twenty four (24) hours after callback to trade positions. All changes are reflected on the event list including stock.

Performance Event Order

It is asset both the CPRA, the Rodeo Committee and the contestants if committees submit a performance event order on the Approval form with the rodeo ground rules.

Event Information

Timed Events Stock (tie-down roping, steer wrestling, team roping)

The required number of timed event cattle for a one (1) head rodeo will be no more, no less than half enough plus 2 (I.E. if there are 50 contestants entered in a timed event, the required number of cattle would be 27) OR one animal for every contestant plus 2.

The minimum number of cattle for a two (2) go-round rodeo is half the number of entries (I.E. if there are 50 contestants entered in a timed event, the required number of cattle would be 25).

It is mandatory to submit on your approval form whether the cattle will be run once, or half plus two (2) for each of the timed events.

Tie-Down Roping Stock

The minimum weight for the tie-down roping calves is 220lbs, maximum weight is 280 lbs. All tie-down roping calves must be pre-conditioned, weaned calves.

Unless approved by the Board of Directors, all calves must be tied prior to the competition. If the stock contractor advises the judges that the calves need to be tied down, the contestants are responsible to tie the calves down under the supervision of the judges. The calves must be finished being tied down at least two (2) hours prior to the start of the rodeo performance.

All rodeo committees must provide suitable shelters complete with shavings (not straw) for the health, safety, and protection of the roping calves. The judges and/or event representative present will ensure the suitability of the environment of the calves.

Steer Wrestling Stock

The minimum weight for the steer wrestling steers is 450lbs, maximum weight is 700lbs. The steers must have suitable horn length as approved by the steer wrestling representative.

If the stock contractor advises the judges that the steers need to be thrown down, the contestants are responsible to throw down the steers under the supervision of the judges.

Team Roping Stock

All team roping cattle must be all steers or all heifers (cannot be mixed pens) and weigh between 450-600 lbs.

Timed Event Boxes

The length of the steer wrestling, tie-down roping and team roping box must be a minimum of **sixteen (16) feet long and no more than ten (10) feet wide**. Barrier heights must be between **thirty-two (32) and thirty-six (36) inches**.

The back and side of the timed event box must be lined from ground level to a minimum of 4' high with a solid panel (metal or minimum ¾" plywood) and also extend 4' in length. Box pads must be of the same length and height and a minimum of 2" of dense foam.

Barrier

As per the 2017 CPRA rulebook – Section VIII, B, 1 (b);

Automatic barriers must be used when barriers are required, and there must be a scoreline at the point where the barrier trips.

Section VIII, B, 1. (e);

When a neck rope is used to release the barrier, it must be set to pull in a horizontal direction along the side of the chute.

Ladies Barrel Racing

The Rodeo Administrator or the Board of Directors can approve the positioning of the Ladies Barrel Racing event at rodeos and further that the grounds must be worked after the event, regardless of its position in the rodeo, to the satisfaction of the rodeo judge.

No more than twelve (12) positions will be drawn for a performance unless there is a tractor drag after twelve (12) (or less) unless approved by the LBR event representative.

The ground must be tractored in slack after the equivalent number of contestants as a performance.

Rough Stock Events (saddle bronc, bareback and bull riding)

Rodeo committees and/or stock contractors must lease stock from a member stock contractor, or a riding event stock contractor permit holder.

Committees have the ability to help select the stock taken to their rodeo. Be sure to discuss this with your stock contractor prior to the stock list being submitted to the CRES Office.

Association stock contractors are required to include a clause in their contracts with any rodeo releasing them from the contract work, appear or perform in the arena if the Association does not approve the rodeo or does not grant permission to member stock contractors to provide or supply stock to a non-approved event.

Steer Riding

Steer riding cattle must be yearling heifers, steers or small cows with a weight limit between 700 to 1100 pounds. Bulls or horned cattle are not permitted. **Please indicate on the approval form who is supplying the steer riding cattle for your rodeo. Steer riding contractor must be a Association member to supply stock.**

Non Sanctioned Events, including Horse Racing, Cow Milking & Wild Pony Race

Non sanctioned events include horse racing, cow milking and children's events.

All non-sanctioned events must be held **before or after** CPRA sanctioned events. ***To receive an exception to this rule, you will need to include what non sanctioned event(s) you will be holding and when they will be held during the rodeo performance in your ground rules submitted for approval by CPRA Board of Directors.***

All participants in non-sanctioned events must sign a release form (waiver), with a parent or legal guardian signing for participants under eighteen (18) years of age.

Please submit completed approval forms to:

Attention: Randa Nugent

**Mail: 272245 RR 2
Airdrie, AB T4A 2L5**

Email: rodeoadmin@rodeocanada.com

Fax: (403) 945-0936

NOTES:



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