

Alberta High School Rodeo Sanction Form 2020

All blanks must be filled in or approval on the sanction will be delayed or refused. No committee is allowed to charge a contestant admission fee to a sanctioned rodeo. Sanction fees to be submitted with Sanction Form.

Rodeo: _____ Town: _____

Dates : _____ CES Date: _____ (to be filled in by AHSRA)

Physical Address of Rodeo: _____

Directions to Location: _____

High School Rodeo District # _____

Date: Day 1 _____ Start Time _____

Date: Day 2 _____ Start Time _____

If rough stock events are not being held during the regular performances, please indicate what day they will be held or if both days of rough stock will be held on one day. _____

Cutting: Yes No

Reined Cow Horse: Yes No

Date: Day 1 _____ Start Time _____

Date: Day 1 _____ Start Time _____

Date: Day 2 _____ Start Time _____

Date: Day 2 _____ Start Time _____

Physical Address for Cutting/Cow Horse: _____

Junior Division Rodeo District # _____

Date: Day 1 _____ Start Time _____

Date: Day 2 _____ Start Time _____

Host Committee Contact:

Name _____

Address _____ Email: _____

Phone Numbers _____ Cell # _____

E-mail to send program/entries from CES: _____

Hospital Name: _____ Ambulance: _____
Hospital Address: _____ Hospital Phone# _____

Rough Stock Contractor

Name, phone #, cell # & email: _____

Timed Event Contractor

Name, phone #, cell # and e-mail address: _____

Bullfighters: (2 required). _____

Pick Up Men: _____

Minimum required is 2 pickup men and 2 bull fighters.

Announcer: _____

Judges:

1. _____ 2. _____

Timers:

1. _____ 2. _____

Stalling: YES NO Type: _____ Cost: _____

If yes, contact info to bookstalls:

Self Penning allowed? Yes No

Host Hotel: Yes No

Name & Address: _____

Phone # _____ Rate & other details: _____

Camping fee: Yes No

Do you have any social activities planned for the contestants: Yes No

Provide details including times and locations: _____

Any other relevant details about your rodeo:

We the undersigned agree to conduct the AHSRA sanctioned event in accordance with current rules in the NHSRA rulebook & any Alberta specific rules.

Authorized Signatures:

*(1) _____

*(2) _____

(1) Cell # _____ Email: _____

(2) Cell # _____ Email _____

Date: _____

Date: _____

FEE SCHEDULE: A sanction fee of \$200 for EACH performance & division is payable to the AHSRA. All rodeo sanction fees must be paid when sanction form is submitted.

Sample breakdown: If the committee is hosting 1 JR performances & 2 HS performances on the same weekend, the fee would be \$600.00

It is the committee's choice if they host a combined event for both divisions or stand alone for either JR or HS.

Total Sanction Fee Included: \$ _____

Submit this form to your District Secretary with the sanction fee. All sanctioned rodeos must be approved by the District Executive

HIGH SCHOOL & JUNIOR HIGH DISTRICT EXECUTIVE SIGNATURES

1. _____ 2. _____

1. _____ 2. _____

ADDITIONAL NOTES:

- The AHSRA/NHSRA Safety Policy Form MUST accompany the Sanction Forms.
- The committee sanction form must be submitted to the district 60 days prior to the date of the rodeo.
- Proof of insurance for your event must be sent to the District Secretary 2 weeks prior to the event.
- For any questions or help with your rodeo, contact the District Executive that pertains to your rodeo.
- If your committee is using the AHSRA logo, or letters A.H.S.R.A. on any awards provided you must contact the Alberta National Director for permission prior to ordering any awards
- If the rodeo is cancelled the host committee will forfeit the sanction fees.



AHSRA/NHSRA SAFETY POLICY FORM

STATE/PROVINCE/DISTRICT _____

RODEO LOCATION: _____

AMBULANCE PROVIDER: _____

DEDICATED TRAINED INDIVIDUAL (MINIMUM ACCEPTED: EMR) _____ YES _____ NO

NAME AND CONTACT INFO: _____

AED (Automated External Defibrillator) ON SITE _____ YES _____ NO

FIRST AID SUPPLIES INCLUDING THOSE TO TREAT AIRWAY EMERGENCIES _____ YES _____ NO

HOSPITAL: _____

TELEPHONE NUMBER: _____

Signature and Date

****It is the responsibility of the Host Committee to ensure that proper Medical Personnel are present****

RODEO SANCTION & APPROVAL PROCESS

- It is the job of the District Executive to find and secure host committees within their district interested in hosting sanctioned AHSRA Event(s).
- District Executive are to contact previous host committees to see if they are interested in hosting an AHSRA event(s) or to contact prospective host committees should they have openings they would like to fill with events.
- The sanction form and supporting documents can be found on the website. The package contains additional information to help the committee produce a rodeo, explanation of the rodeo package that will come to the committee after entries close through to completion of the rodeo.
- All blanks must be filled in or approval on the sanction will be delayed or refused
- **Sanction fees to be submitted with sanction form. Rodeos may not be approved without a sanction fee.**
- FEE SCHEDULE: A sanction fee of \$200 for EACH performance & division is payable to the AHSRA.
E.g. If the committee is hosting 2 JR Division perfs & 2 High School perfs on the same weekend, the fee would be \$800.00
- It is the committee's choice if they host a combined event for both divisions or stand alone for either High School or Junior Division It is also their decision as to how many performances the host for each division.
- The committee sanction form must be submitted to the district 60 days prior to the date of the rodeo.
- Should a committee not meet the 60-day rule, there is a possibility the rodeo may not be approved.
- The host committee agrees to conduct the AHSRA sanctioned event in accordance with current rules in the NHSRA rulebook & any Alberta specific rules.
- If the rodeo is cancelled the host committee will forfeit their sanction fees.
- Proof of committee insurance must be emailed to the district secretary 2 weeks prior to entries. District secretaries will retain the certificate of insurance with a copy of the sanction form for records.
- The district/division executive must review the sanction form to ensure there are not conflicting dates with another committee's in that district.
- Before approving the rodeo, the executive must be satisfied that the rodeo personnel, Contractors, stock and any official or extra activities listed on the sanction form are suitable for the requirements needed for a successful event\Minimum required for rough stock events are 2 pickup men and 2 bull fighters.
- If there are concerns with anything on the form, it is the job of the District Executive to contact the host committee for clarification or suggested changes to make the event a success.
- The District Executive may not approve the sanction if they feel it is not in the best interest of the membership of their district or division membership.
- If the executive approves the information on the sanction form, they **MUST** sign the sanction form. the form and fees are forwarded to the Provincial secretary for approval by the National Director and the NHSRA.

- It is the District Executive job to inform host committee's if they are using the AHSRA logo, letters A.H.S.R.A. on any awards provided they must get approval from the provincial board.
- The host committee determines if they are going to award prizes or payout, and how many placings.
E.g. by performance or over the average of the number of performances.
- If the committee is awarding payouts on the average it is their responsibility to calculate the average placings.
- District secretaries are responsible for posting all information for an approved rodeo on the respective pages on the website. (front page of their district/division and the events page) e.g. start time, directions, special activities, stalls etc.
- No committee can charge a contestant admission fee to a sanctioned rodeo
- Provincial secretary will set the rodeo up for the online entry system.
- It is very important that the following instructions are given by the district executive; to the host committees to share with their committee's regarding timing the rodeo events. As per the NHSRA Rulebook:
 - TIME ALL EVENTS that are hand flagged ONLY TO 10ths (SW, CR, TR, BAW , GT, RR)
 - DO NOT record times in the SW, CR, TR, BAW , GT, and RR with any more digits or decimal places than 1.
 - Pole Bending and Barrel Racing must be timed with the electric eye and recorded to thousandths. A back up watch time must be taken as well in case of a timer fail.
 - The contestants MUST hand in a Rodeo Release Form when paying fees.
 - They **cannot** compete until the rodeo secretary or office personnel have receive the completed rodeo entry form and the fees. There is no trading out or moving contestants around in the program to accommodate them for any reason.
 - AHSRA sanctioned events are set up that each performance is separate rodeo.
 - The District Education coordinator will pick up the rodeo entry forms after entries close.
 - It is very important for the district executive to remind the host committee that all 3 judge's sheets for each event be faxed or e-mailed to the points secretary. (Followed up by these original judges/timers' sheets sent by mail). Current address will be included in the sanction package. These are the official documents the AHSRA uses to award the rodeo points and without all 3 sheets for each event the AHSRA cannot do the audit of the rodeo and points posted.
- Each district rodeo is responsible for collecting a Finals Fee and Insurance Fee from each contestant \$5/fee/performance. This information is provided on the Balance Sheet provided in the rodeo package. It is the responsibility of the committee to forward this to the Provincial Secretary within 14 days of the completion of their rodeo. Turnouts must be noted, and an explanation provided if the cheque amount does not equal the original amount indicated on the balance sheet for these fees.

SAFETY & ANIMAL WELFARE RULES

- Applies for all sanctioned AHSRA events:
- Refer to the NHSRA Rule Book on their Animal Welfare Policy
- Contestants are not allowed to run horse(s) down the arena or lope circles prior to your run in the rodeo arena. Contestant will be disqualified from the event and asked to leave the arena.
- Contestant's doubling on horses is not permitted and is subject to further discipline.
- Contestants will not be allowed to ride a horse at any AHSRA sanctioned event on the grounds bareback in a halter. A full bridle/hackamore is required. Contestant's not adhering to the rule will be subject to further discipline.

ADDITIONAL AHSRA EVENT RULES

- **Team Roping:** AHSRA allows for only 2 loops in the team roping events at qualifying rodeo's and provincial finals.
- **Steer Wrestling:** When steer wrestling contestant cannot touch the steer after being thrown after the flags been dropped unless it to aid the animal in regaining its feet. If the contestant should touch the steer for any other reason than to aid the animal to regain its feet, it will result in a no time.
- **Tie Down Roping and Ribbon Roping:** NO JERKDOWN RULE. A contestant will receive no-time for that run if the rope brings the animal over backwards (between 10 and 2 on a standard clock) with the animal landing on his back or head with all four feet in the air.

Ribbon Roping, Chute Dogging and Tie Down Roping: The Executive/Stock contractors/Event directors can choose to use the 1 min optional time limit. This is directly related to the stock involved in each event and if it is in the best interests of the stock and contestants to adjust the time limits. The time limit change must be addressed prior to the rodeo and shared with each contestant. If there is a change in the time limit at a specific rodeo, this information must be communicated to the Points person.

Rerun Policy for All Timed Events

- The matter of rerun shall be totally at the discretion of the Judges whose decision shall be final
- Reruns should be granted in the timed events by the Judge to provide a fair and safe opportunity to contest with the benefit of the doubt going to the contestant.
- A rerun may be awarded in the following situations:
 - Livestock turning back sharply during a run.
 - Livestock stopping provided the livestock has not been caused to do so by the contestant or a hazer (if applicable).
 - Livestock ducking under, in front of or colliding with a horse.
 - The contestant receives a Bad Gate.
 - The livestock stumbles, affecting the contestant's ability to make a clean run or causing the barrier to be broken.
 - Livestock hanging up in the chute.
 - Livestock fails to break the neck rope in a clean manner.

OPTIONAL RULES THE AHSRA HAS CHOSEN TO OPT OUT OF

- AHSRA does not support the optional draw partner rule in all team events.

SAFETY POLICY

Each Sanctioned rodeo and finals must have the following as a minimum

- Basic Life Support Ambulance is mandatory where a rodeo is held without hospitals, with the option to call in another Ambulance for transport if needed, but the following are the minimum standards accepted:
- Minimum of an Emergency Medical Responder (EMR) on site
- To be considered adequate, safety personnel must have: AED (Automated External Defibrillator), First Aid supplies, Backboard and Neck Stabilizer.
- Mobile Treatment Unit with a Minimum of Emergency Medical Responder is acceptable at rodeos where a Basic Life Support Ambulance is located in the town.
- Committees must submit on their Sanction Form the nearest hospital to rodeo site
- Must submit with sanction form the nearest Emergency Responder with contact info
- Must have a reliable landline or cell phone signal
- The Rodeo Officials will not start or continue a performance or without EMS on site and/or ambulance present.
- On the approval form, committees MUST state the company and/or firm supplying the SAFETY OR Ambulance Service.
- In the event that EMS/safety personal are busy with a contestant, or should have someone in the ambulance, it is most important the rodeo is stopped or held up until such time the emergency service personnel are available and their full attention can be given back to the events at hand.
- It will be the responsibility of the adult district/division executive in attendance to enforce the safety protocols laid out and to communicate this to the committee.

Veterinarian & Care of Injured Livestock

- A veterinarian must be at minimal ON CALL for each performance with the proper equipment should it become necessary to euthanize an animal. Ideally a vet is in attendance.
- A suitable conveyance, such as a stone boat, must be available to remove crippled stock from the arena and tarps to cover or surround an injured animal.
- All injured and/or crippled livestock must be attended by a qualified veterinarian, be isolated from other livestock and/or removed from the premises.
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GROUND, FACILITY & ORDER OF EVENT POLICY

Facility:

If at any AHSRA event a contestant (or families associated with contestants) should not comply with:

- Parking or stalling directions from the host committee,
- Committee requests to clean up their site/stalls upon leaving
- Causes any damages to the venue or facility

The AHSRA will be made aware of these infractions or situations and the contestant not complying

with the committee directions or requests will be fined \$50.00 payable to the committee plus any damages that have to be repaired.

Ground Conditions:

Rodeo Personnel/committees/ cannot just cancel one event. The whole rodeo must be cancelled. A contestant always has the option to turn out of the rodeo if they have safety concerns. It is the responsibility of the committee to supply the safest ground conditions possible for all the events.

Weather:

The Arena Director & District Executive will decide whether to continue the rodeo due to inclement weather or arena conditions. Postponements will be decided by the Board of Directors of that rodeo. (Board of Directors refers to the District Executive board members at the specific rodeo)

Event Order:

- The only time the event order can be manipulated is due to safety or animal welfare concerns.
- It must be recommended by the host committee, arena director and final approval from the National Director.
- The entire process must be documented, and a copy kept at the district level and forwarded to Provincial office.

RESULTS AND BALANCE SHEETS

AHSRA sanctioned events approve each performance as a separate rodeo. Official results with points will be posted on the website as soon as they are audited and available.

After the rodeo is over, it is very important that all 3 sheets for each event are emailed immediately to: Jamie.ahsra@gmail.com. These are the official documents the AHSRA uses to award the rodeo points and without all 3 sheets for each event we cannot audit your rodeo.

Please send the original Judge's and Timer's cards EXPRESS POST the first working day after the event to:

Jamie Thorsteinson
Box 31, Botha, AB
T0C 0N0
Phone: 403-740-3575
Fax: 403-742-2153

Please submit the Balance Sheet and All Insurance Fees and Finals Fees Collected - \$10/contestant/performance to:

Trish Seitz
Provincial Secretary, AHSRA
Box 5844, High River, AB
T1V 1P3

Please note- A balance sheet is provided with each rodeo. If your contestant count is different than on the Balance Sheet, please provide an explanation. It is extremely helpful if the secretary provides the following breakdown on the cheque or Balance Sheet:

Jr. Final Fees \$##, Jr. Insurance \$##, HS Finals Fees \$### and HS Insurance \$###. Our accounting process requires this to all be split up.

Notified TO's do NOT have to pay the insurance/finals fees. Non-notifieds MUST pay insurance and finals fees.

Thank for your support of the AHSRA. We encourage you to review the Policies and Procedures Manual and the NHSRA Rulebook before your event. We appreciate all the work and effort our committees do on behalf of our membership and the AHSRA.

SAMPLE BUDGET FOR A RODEO

INCOME

RODEO ENTRY FEES \$ _____
SPONSORSHIP \$ _____
GATE MONEY \$ _____
STALL MONEY \$ _____
EXTRA ACTIVITY INCOME \$ _____
PROGRAM SALES \$ _____

TOTAL INCOME \$ _____

EXPENSE:

TIMED EVENT STOCK \$ _____
ROUGH STOCK \$ _____
GOATS \$ _____
ARENA RENTAL \$ _____
JUDGES \$ _____
TIMERS \$ _____
ASSOCIATION FEES \$ _____
ANNOUNCER \$ _____
FEED \$ _____
AMBULANCE \$ _____
INSURANCE \$ _____
OFFICE \$ _____
PAYOUT OR PRIZES \$ _____
INSURANCE TO AHSRA \$ _____

TOTAL EXPENSES \$ _____

FINAL TOTAL (profit or loss)

