



## Royalty Handbook and Code of Conduct

The Eastern Colorado Roundup Royalty serves as ambassadors for the Eastern Colorado Roundup ("ECR") as well as all of Washington County. The Royalty represents the ECR as well as the community with the highest level of poise and integrity. Each recognizes the importance of promoting a positive image.

Selection to serve as Royalty is a privilege and an honor. The Royalty willingly fulfills responsibilities with grace, dignity, and courtesy at all times. The Royalty serve as role models who exhibit good moral character and social behavior.

### Liability & Release

- This Royalty Handbook policies and procedures for the Eastern Colorado Roundup Royalty program effective as of November 2019, supersedes all previous editions of the Royalty Handbook and other policies and procedures of the past.
- These policies and procedures of this Royalty Handbook do not constitute a contract or agreement of any kind. The Eastern Colorado Roundup Royalty serves at the will of the Washington County Fair Board and may terminate the Queen with or without cause at any time, and without advance notice, procedure or formality. The Washington County Fair Board, at any time and in its sole discretion and without prior notice, may change or delete any of these policies, with the exception that there will be no change to our "at will" policy.
- The Handbook does not have any monetary value.

### Eligibility Requirements

All eligible applicants must meet the following criteria. Each year there will be one Queen and one Princess crowned. Please contact the Royalty Advisor appointed by the Fair Board with any questions. **Advisor:** Christine Young      **Phone:** 970-554-6558

- Contestant must be a Washington County resident and involved in 4-H or FFA.
- Contestant must be single, as in never married or pregnant, and must remain so throughout her reign.
- Must not have a criminal history.
- Contestant must have access to a horse worthy of competition and the tasks required for the Fair & Rodeo. (i.e. horse parade ready; not easily spooked; good around other horses, livestock and people)
- Queen must be between the ages of 15-19 years, as of January 1<sup>st</sup>.
- Princess must be between the ages of 12-14 years, as of January 1<sup>st</sup>.
- Must maintain a 2.5 GPA

## **Award of Title**

The title of Queen and Princess will be awarded to the individuals with the highest score of out the possible 15 points in their respective categories.

### **Prizes: Must carry the full length of title to be eligible to keep prizes.**

- Queen: Belt Buckle, Sash, and Chaps. The Queen must be active in her reign and a positive role model.
- Princesses: Belt Buckle and sash

Upon award of title, appointed Queen, Princess and their parents will be required to sign a code of conduct and acknowledgement of responsibilities that will be valid until the end of their reign.

## **Responsibilities as Queen**

(include but are not limited to)

- Reign begins September 1st and runs for one full year.
- Attend Washington County Fair Board Meetings on the fourth Monday of the month at @ 7 p.m. unless excused by Royalty Advisor.
- Organize and host a luncheon for visiting Royalty, sponsors, dignitaries and family
- Ride in all Grand Entries at the Fair & Rodeo.
- Help with Mutton Bustin', and other duties as requested.
- Assist with as many 4-H events as possible.
- Invite royalty from other counties to the Eastern Colorado Roundup Fair & Rodeo.
- Write thank-you notes for all events attended.
- Assist in all Eastern Colorado Roundup Fair & Rodeo promotions as requested by the Washington County Fair Board.
- Assist the Royalty Advisor with the following years Royalty Clinic and Contest.
- Royalty cannot hold any other Rodeo Queen/Princess titles in or out of Washington County during their reigning year.

## Required Events

- Eastern Colorado Roundup Fair and Rodeo
- 4-H benefits including Potato Supper and Carnival
- A minimum of three outside events/appearances after which you are responsible for writing articles about the events/appearances and submit them to local newspapers, the Otis Telegraph and Akron News Reporter within 5 days of the event. Articles must be submitted to the Royalty Advisor for prior approval before the final draft goes to the newspapers.

\* As a representative for the Eastern Colorado Roundup, you will be invited to attend certain events. Many of the events you will attend will be by invitation only and the Eastern Colorado Roundup Royalty will respect and follow the rules set forth by the *host* of these events. The amount of days dedicated to the National Western Stock Show and Cheyenne Frontier Days will be determined by the Queen separately based on their schedule, budget and approval of parents.

## Budget

The Washington County Board of Commissioners determines the budget for the Eastern County Roundup annually. Within that budget there is a line item that is designated specifically for the Royalty Program. The Queen will be required to operate within that budget with minimal sponsorships (max of \$1,000) as to not abuse the generosity of local businesses and community members. All donations, fundraisers and royalty luncheon income must be paid to the Washington County Royalty program and will be allocated from there to pay for expenses. The Royalty Advisor, Queen, and parents/guardians will meet in August to discuss the royalty budget breakdown for the upcoming year.

### **\*ALL EXPENSES MUST BE PRE-APPROVED BY THE ROYALTY ADVISOR\***

- In order to be reimbursed for expenses to must turn your receipts in to the Royalty Advisor. The advisor will then turn the receipt along with an approval voucher into the county accounting department. No expense will be reimbursed without a detailed receipt (**NOT** handwritten by parent/guardian) and a signed voucher.
- Travel expenses (meals, lodging & entry fees) are only reimbursed for the Queen and **ONE** chaperone.

## **Royalty Code of Conduct**

- Conduct yourself as a lady at all times when representing the ECR Fair & Rodeo, whether in Queen/Princess attire or not. This includes behaving in a polite and gracious manner at all times. The Queen/Princess should never be seen arguing with anyone (this includes family). Yelling and acting out towards others is considered inappropriate behavior.
- The Queen/Princess must remember that she is in the public eye and is expected to represent the ECR Fair & Rodeo properly.
- The Queen/Princess is expected to attend all required events in a punctual manner.
- The Queen/Princess is allowed to attend events that are not required as long as they are run through the Royalty Advisor prior.
- The Queen/Princess and her mount must always be appropriately groomed and well turned out. The Queen's/Princess's mount must show good care and the Queen/Princess must remember this at all events. The Queen/Princess should have no visible tattoos or piercing with the exception of having piercing in the ears.
- The Queen/Princess will always wear the designated attire when representing the ECR Fair & Rodeo. This includes colored jeans, belt, buckle, tiara, western boots with a heel, black hat and long sleeve shirt that matches the rest of her attire. Clothing should be clean and pressed. All clothing should be modest and tactfully worn. Hair and makeup should be nicely and tastefully done. The Queen/Princess should also wear her sash.
- The Queen's/Princess's tack, no matter how old or new, should also be clean and show good care. This includes checking tack often for any needed repairs.
- The Queen/Princess should always remember that even when not in official attire, she is in the public eye. This means that swearing, vulgarity, crude remarks, smoking, chewing tobacco, illegal drug use, and drinking alcoholic beverages are inappropriate and can result in a reprimand or dismissal.
- Always remember to handle your horse as a horsewoman. All training and discipline should be done at home or in lessons. If discipline is needed, it should be done in a tactful and inconspicuous manner.
- The Queen/Princess should, in no way, display any affection with a significant other. This includes but is not limited to kissing, hand holding and sitting on laps. The Queen/Princess cannot live with a significant other.
- If the Queen/Princess is a minor (under 18), she should be supervised by a chaperone/parent at all times.
- The Queen/Princess will refrain from slandering others. The Queen/Princess must avoid all inappropriate behavior and or language. This includes all information and slanderous remarks made via text, phone, photos, internet chat, Twitter, Myspace, Facebook or other social media outlet. During the time you are a member of the Eastern Colorado Roundup Royalty, NEVER include your city, address, or any other contact information other than your email address on ANY web site you maintain.

- If the Queen/Princess, or their families have questions or issues these must be directed through the Eastern Colorado Roundup Fair & Rodeo Royalty Advisor first. If the issue cannot be resolved, then consult the County Fair Board. If the issue is still not resolved, contact the county commissioners.
- The ECR Rodeo Queen/Princess is representing the ECR Fair & Rodeo and all of Washington County. This should be a fun and positive experience.
- The experience as ECR Fair & Rodeo Royalty can be as fulfilling as you want to make it. It is entirely up to the Queen/Princess as to how much or how little she experiences. The Royalty Committee is your aid to determining your experiences over the next year. It is expected that the Queen/Princess and her family respect the opinion of and decisions made by the Royalty Advisor, Fair Board, or Washington County Commissioners. Failure to comply with Royalty Advisor, Fair Board, or Washington County Commissioners will result in a warning and potential loss of title – no negotiation.
- Most importantly, if you have questions, ASK! Call your Royalty Advisor, Christine Young @ 970-554-6558

## **Dress Code**

- Royalty are always expected to wear a hat, tiara, sash, buckle and western wear.
- No undergarments should be visible at any time.
- Clothing shall be neat and clean, western boots must be worn at all times.
- Unacceptable clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, etc. includes spaghetti strap shirts; clothing that leaves bare or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts; items with reference to drugs, tobacco, alcohol, or weapons; items that are of a sexual nature; articles which by virtue of color, arrangement, trademark, or other attribute denote membership in gangs or advocate drug use, violence, or disruptive behavior; or obscene, profane, vulgar, lewd, or legally libelous clothing. No visible body adornments (e.g. tattoos) are permitted.

## **Resignation**

- If a member of the ECR Fair & Rodeo Royalty has resigned or has been dismissed, that member cannot compete in future Royalty tryouts.
- If the resignation was due to circumstances beyond the member's control, such as family illness, personal illness or other acceptable reasons, under the discretion of the Royalty Advisor and Fair Board, that member may tryout the following year.
- If there is a resignation or dismissal, all prizes must be forfeited and returned to the Royalty Advisor. Failure to do so may result in possible legal action.

## **Disciplinary Procedures**

- For any violation of the code the Royalty Advisor and Fair Board will determine disciplinary action to be taken and their decision is final.
- If an individual is dismissed, the prizes will be forfeited.
- The Royalty Advisor and Washington County Fair Board will investigate any possible rule violation and/or misconduct and appropriate disciplinary action will be taken, which may include written reprimand and/or immediate dismissal based on the severity of the violation.

## **PARENTS**

**The role of parents in the Eastern Colorado Roundup Royalty program is to *support your daughter* first and foremost. However, you will be coordinating your daughter's events and appearances with the assistance of the Royalty Advisor appointed by the Fair Board. Please remember that this honor is your daughter's and it is her responsibility to represent the Eastern Colorado Roundup and Washington County.**

The following rules apply to anyone traveling with a member of the Eastern Colorado Roundup Royalty.

- 1) Any person traveling with a member of the Eastern Colorado Roundup Royalty will be expected to be cordial and friendly to the Advisor, other Royalty groups, and any other persons associated with the event they are attending.
- 2) Information about travel, luncheons, tickets, etc. should be directed to the Eastern Colorado Roundup Royalty Advisor and NOT the visiting coordinator.
- 3) Remember to keep your personal issues private. Airing your grievances publicly hurts our program the Queen. All problems can be resolved by using our chain of command, Step#1 Advisor, Step#2 Fair Board Chairman, Step#3 Fair Board as a whole, Step#4 County Commissioner.

I HAVE RECEIVED A COPY OF THE EASTERN COLORADO ROUNDUP ROYALTY POLICY AND PROCEDURE HANDBOOK AND CODE OF CONDUCT AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ADHERE TO THE POLICIES CONTAINED HEREIN AND TO ANY AND ALL FUTURE REVISIONS APPROVED FOR INCLUSION IN THE MANUAL WHILE I AM A MEMBER OF THE EASTERN COLORADO ROUNDUP ROYALTY PROGRAM .

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Print Name

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Signature

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Date

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Print Name (Parent/Guardian)

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Signature (Parent/Guardian)

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Date

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Print Name (Royalty Advisor)

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Signature (Royalty Advisor)

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Date