

# **LARIMER COUNTY FAIR & RODEO**

## **ROYALTY HANDBOOK & AGREEMENT**



**Written by the Larimer County Fair Board  
Queen's Committee. Revised: November 2017**

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**I. INTRODUCTION**

All applicants and all eventual appointee as Larimer County Fair & Rodeo Queen are required to comply with all policy and procedures adopted by Larimer County, the Larimer County Fair Board and the Larimer County Queen Committee, including this handbook. The Larimer County Queen Committee shall also oversee the Queen's compliance.

This handbook is intended to outline the policies, procedures, and expectations of The Larimer County Fair Board. It outlines various duties and obligations for anyone who holds the titles of Larimer County Fair & Rodeo Queen. The Larimer County Fair Board reserves the right to reasonably change policies, procedures and expectations at any time with written notice to the Larimer County Royalty Queen's Committee and members of Royalty.

The Larimer County Executive Committee has complete authority over the entire Larimer County Royalty Program, Queen's Contest and activities that involve the Royalty Program and Queen contestants.

As Larimer County Fair and Rodeo Queen you are responsible to be the good will ambassador for the PRCA Rodeo as well as the County Fair and the agricultural lifestyle it promotes. You are the face of the Fair and Rodeo. You will be required to serve at orchestrated appearances including fundraisers, autograph signings, speeches, community service, meet-and-greets at public schools, and of course numerous rodeos. You will be required to communicate effectively with various groups of people including children, adults, fair and rodeo enthusiast as well as fair and rodeo detractors. You should be able to handle yourself with style, dignity and be knowledgeable in any situation. Especially when dealing with children, it is important that you understand that you are looked up to as a role model. Their interaction with you can be pivotal in their decision to pursue rodeo, ranching, agriculture, livestock involvement etc. Your ability to represent the sport of professional rodeo competently will provide further credibility to the sport in which many men and women make their living. Be a humble servant, helpful and skillful in all your interactions with others. Look for ways to help others!

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**II. MISSION STATEMENT**

The mission statement of the Larimer County Fair and Rodeo Royalty Program is to provide a quality county queen contest, where contestants, participants, and committee members will be enriched by the experience of the contest. To support the queen as she represents the county, the county fair, our western heritage, the sport of professional rodeo, and as she models goodwill and integrity for the people of our county. To represent and promote Larimer County and the Larimer County Fair & Rodeo through personal appearances, interviews and functions. Conduct fund raisers to financially support the scholarship fund with the goal of making it self-sustaining.

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**III. VISION STATEMENT**

Larimer County Fair & Rodeo Queen's Committee values the Royalty Program and works toward holding it in high esteem, upholding western values and way of life in future generations.

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**IV. QUEEN'S COMMITTEE**

- 1) The Queen's Committee is a sub-committee of the Larimer County Fair Board and consists of the following appointees:
  - a. The Chairperson – A member of the Fair Board
  - b. At least two other Fair Board members
  - c. The Queen
  - d. Community volunteers, up to five (5) which may include the Queen's parents or guardians, a Queen's coach, Coordinator and Wardrobe Coordinator, all appointed by the Chairperson, but if a majority of the Queen's Committee object, the appointment shall be brought to the Fair Board for approval
  - e. Only Fair Board members will have a vote on final decisions.
  
- 2) The Queen's Committee is responsible for the following functions:
  - a. Chair of the Queen's Committee shall set the agenda for all Queen's Committee Meetings and shall conduct the meetings. In the absence of the Chair, another committee member may be designated by the Chair to conduct the meeting.
  - b. The Queen's Committee will conduct an orientation with the new Queen and parent/guardian. This will take place before the first Queen's committee meeting and following the announcement of the new Queen.
  - c. Direct and coordinate the activities of the Queen
  - d. Organize and coordinate the Queen annual selection process
  - e. Develop Queen profiles
  - f. Plan format for presentations during The Larimer County Fair PRCA rodeo, working with the Rodeo Committee Chair for arena activities
  - g. Oversee and assist in clinics to include: speaking, public relations, salesmanship, makeup, wardrobe planning, horsemanship and other sessions as needed.
  - h. Develop goals and a time-line of activities that shall be submitted to the Fair Board at the beginning of each reigning year.
  - i. Develop and submit a budget for approval to the Fair Board at the beginning of each reigning year.
  - j. The Fair Board authorizes the Queen's Committee to allocate monies and pay bills, within any adopted budget approved by the Fair Board, Executive Board or Larimer County. No funds shall be spent in excess of currently existing account balances, including scholarship awards.

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**V. QUEEN RESPONSIBILITIES**

- 1) Responsibilities include but are not limited to:
  - a. Demonstrating enthusiasm and knowledge of the following:
    - i. The sport of rodeo
    - ii. 4-H Program
    - iii. FFA Program
    - iv. Larimer County Fair Board's mission statement and agenda

- v. The history of the community, the local rodeo, and how the Larimer County Fair Board and Queen's Committee functions within the community.
- vi. Public and interpersonal communication skills (including acquiring and acknowledging sponsors)
- vii. Knowledge of horsemanship, basic equine safety, health and care, appropriate arena etiquette and the use and care of tack.

- b. Attending all required events as outlined in this Royalty Handbook in Article VII.
- c. Attending the Larimer County Fair Board meetings on the fourth (4<sup>th</sup>) Wednesday of each month at 7:00 pm or as notified. If not able to attend must be excused by Queen's Committee Chair.
- d. Participating in the grand entry of the Larimer County PRCA Rodeo on horseback.
- e. Meeting and greeting rodeo guests, VIPs, and contestants
- f. Providing photographs required for publicity purposes including, but not limited to, autograph sheets, web site photos, and advertising. All such photographs must include crown, sash, and buckle. Approval by the Queen's Committee is required prior to distribution.
- g. Promoting the Larimer County Fair and Rodeo through public appearances at regional rodeos, presentations to school and community groups as outlined in this handbook and as directed by the Queen's Committee.
- h. Participating in fund raisers approved by the Queen's Committee.
- i. Representing the Larimer County Fair and Rodeo at 4-H judged events and the livestock sale as directed by the Queen's Committee (cattle, swine, fashion review etc.)
- j. Keeping accurate records of activities and sponsorship contacts (visiting with sponsors and writing thank you notes, when appropriate). Submitting expense receipts for reimbursement monthly.
- k. Participate at Pancake Breakfast
- l. Work with the Queen's Committee to develop goals and a time-line of activities for submission to the Fair Board at the beginning of each reigning year.
- m. Abide by the "Code of Conduct" here in and set forth in article X.
- n. Attend local area parades and events, riding horse (unless directed otherwise) and dressed in appropriate attire including sash, buckle and hat.
- o. Any other duties as reasonably directed by the Queen's Committee.
- p. Return emails or phone calls from Queen's Committee or Fair Board members within 24 hours.

2) Sponsorships:

- a. The Queen must meet and stay in contact with all sponsorship contributors at least quarterly. The Queen may not obligate the Larimer County Fair and Rodeo or Larimer County in any way. Contracts may only be executed by Larimer County officials.

3) Queen's Clinic:

- a. In June, the Queen must host a "Queen's Clinic" for anyone who may be interested in learning more about the benefits and requirements of becoming the Larimer County Fair & Rodeo Queen. The committee will assist the Queen by finding educated and quality speakers for the clinic.
- b. This clinic is designed to help contestants learn about the contest and will provide pointers on hair, clothes, makeup, horsemanship, public speaking, etc. The Queen will be there to encourage the contestants as well as answer any questions. Ongoing clinics may be

Larimer County Fair & Rodeo Royalty Handbook & Agreement  
coordinated by the Queen's Committee members for girls' of all ages to improve the talent  
of the upcoming contestant base.

c. These clinics may have a minimal fee associated with them.

4) Larimer County Fair Parade and Queen's Luncheon:

a. The Queen, in conjunction with the Queen's Committee, must send out invitations, to those persons outlined in 4b, for the parade and the Queen's Luncheon six (6) to eight (8) weeks before the first day of the Fair. All invitations must be reviewed and approved by the Queen's Committee prior to being sent.

b. The invitations must request an RSVP and include directions for parking and lining up for the parade. Invitations must be sent to visiting and past Larimer County Queens, the Larimer County Commissioners, Larimer County Fair & Rodeo Board members, Queen's Committee members, Queen contestants, contest judges and any other special guests.

c. Arrangements for the Queen's Luncheon must be made by June.

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

5) Publicity:

a. Radio Interviews – During the first week in July, the Queen must coordinate with the Queen's committee Chair about setting up radio interviews. The Queens committee may wish to have a representative of the committee present during these interviews. The Queen's Committee will supply a list of Radio Stations to be contacted.

b. Newspaper Interviews – During the first week in July, the Queen must coordinate with the Queen's committee Chair about setting up newspaper interviews. The Queens committee may wish to have a representative of the committee present during these interviews. The Queen's Committee will supply a list of Newspaper to be contacted.

6) Horse:

a. The Queen is required to ride the same horse she tried out for her reign. She must notify the Queen's Committee if her horse is unable to be ridden for any reason or has become a safety hazard. A veterinarian may be asked to check the horse for any issues and the Queen's Committee will make the final determination if a different horse may be used.

b. All horses must always be well groomed.

c. Aggressive handling of the horse is not allowed.

7) Posters:

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

8) Parents:

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

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**VI. THE QUEEN CONTEST**

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

1. The Queen's Committee updates applications for the Queen's Contest in early March. Applications are available during the first week in June at the Fairground's Office and on the internet at [www.larimercountyfair.org](http://www.larimercountyfair.org). The entry deadline will remain consistent with Larimer County's deadlines for 4-H entries. Each contestant will be judged on horsemanship, appearance, knowledge and personality. The deadline to enter the contest will be consistent with the deadlines for the 4-H fair entries.
2. The position of queen is a year-long commitment (August to August). If the queen goes to college during her year of service, she will still be required to fulfill all required duties. Contestant must be 16 (with a valid driver's license) at the time of her crowning and will not become older than 22 at reigns end.
3. Contestants must have access to a horse when needed as agreed and outlined in the Queen's Application.
4. The Queen is expected to be competent rider, understand and practice basic safety, health and welfare requirements of horses.
5. Contestants must be single, never married, and never pregnant. In addition, they must not live with significant partner during reign. If any member of Queen's Court becomes married or pregnant, her title is automatically forfeited and shall be terminated as outlined in Article XI.
6. Each contestant, contestant's parents or guardian must sign a liability waiver. Upon selection, the Queen and the parents or guardians must sign an agreement, including a liability waiver.
7. Each contestant is required to wear Wrangler blue denim jeans, a plain white long sleeved, cuffed and collared, button up shirt - No design or adornments, sequins, beading, etc., or any design in the material of the shirt is allowed. A western hat or helmet and western boots are required during all portions of the contest. No jackets or vests are allowed.
  - a. The contest begins with the Larimer County Fair & Rodeo parade. At the parade, each contestant will draw her number to be used throughout the entire contest. Numbers will be distributed by the Queen's Committee.
  - b. On the afternoon after the parade, all contestants will reconvene to the McKee building at The Ranch. Each contestant will be asked to introduce herself and to tell the group about herself. She will then proceed by giving her prepared 3-minute speech. During this portion of the competition, each contestant will be asked to draw impromptu questions that she will be required to answer. The questions will be drawn from PRCA Rodeo regulations, the Larimer County Fair & 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.
  - c. The written test portion of the contest will consist of essay questions with the intent of allowing the contestant to demonstrate an in-depth knowledge on matters of horsemanship and PRCA rules and regulations.
  - d. The Horsemanship portion of the contest will be performed by the current Queen and held at the Larimer County fairgrounds (The Ranch) during the 4-H horse show on a date to be determined. The current Queen must be present on horseback and in proper attire. Each

contestant will groom and saddle a horse to ride in the pattern portion of the contest. and also carry a flag around arena at a gallop to see response of horse. They will then approach the judges, dismount, visit briefly, and remount and exit the arena. An alternate horse, chosen by the committee, may be substituted for each contestant to show her abilities. A lot draw will determine the horse each contestant rides as the alternate horse. The last part of this portion of the contest is the Queen’s ride. Each contestant will individually enter the arena in the same order as before to do a Queen’s ride.

- e. At the conclusion of the horsemanship portion, the new Queen will be announced. The current Queen will hand out participation awards to each contestant. The name of the first runner-up will be announced and then the name of the new Queen. A runner- up is named in the event the chosen contestant cannot fulfill her duties. The new Queen will be officially crowned at the Tuesday evening PRCA Rodeo performance. Her reign will begin in August with the conclusion of the Tuesday night PRCA rodeo.
- f. The newly elected Queen will be required to attend the Queen’s luncheon and the Larimer County PRCA Rodeo, as the Lady in Waiting.

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

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

If for some reason the Queen cannot make an event, it must be approved by the Queen’s Committee in advance. Failure to participate (without prior approval) is grounds for dismissal and forfeiture of all/any benefits and awards.

Autograph Signings with sponsored businesses	To be decided
Annual CAFS Convention (usually the first weekend in November)	Colorado Springs
Berthoud Day Parade (June)	Berthoud, CO
Greeley Independence Day Parade, Luncheon, Grand Entry (July)	Greeley, CO
Rooftop Parade, Luncheon, Grand Entry (July)	Estes Park, CO
Larimer County Fair Parade, Queen’s Luncheon (July/August)	Loveland, CO
Larimer County Junior Rodeos (July/August)	Loveland, CO
Larimer County PRCA Rodeos (August)	Loveland, CO
Corn Roast Parade (late August)	Loveland, CO
A minimum of 4 community service events to be determined with committee	
Larimer County Fair Board meeting on the 4 <sup>th</sup> Wednesday of every month	Loveland, CO
Queen’s Committee meetings. Once a month – date to be determined	Loveland, CO

- 2) The Queen may, but is not required to, attend at least some of the following parades and rodeos. The Queen must get approval from the Queen’s Committee before entering any non-mandatory parades

Pikes Peak or Bust Parade and Rodeo (August)	CO Springs, CO
Adams County Fair and Rodeo (August)	Brighton, CO
CSU Homecoming Parade (Sept. /Oct)	Ft. Collins, CO
Parade of Lights (November) NOT ON HORSEBACK	Estes Park, CO
National Western Stock Show Parade (January) NOT ON HORSEBACK	Denver, CO

Laramie Jubilee Days Parade (July)

Laramie, WY

Cheyenne Frontier Days Parade, Luncheon, Grand Entry & Rodeo (July)

Cheyenne, WY

Boulder County Fair Parade (August)

Longmont, CO

- 3) Invitations to the various parades, luncheons, grand entries and rodeos are usually sent to either the Queen or the Fair office. Once the Queen's Committee approves, the Queen should acknowledge the invitation as soon as possible. Upon approval of an invitation, the Queen will make her own arrangements for attending the event – being prepared to furnish her own transportation for herself and her horse. As soon as the Queen arrives at an event, the Queen should let her hostess know that she is there. The Queen must arrive on time, ready to wave and smile – no matter what! The hostess will usually inform the Queen about the luncheon plans and also tell her where she may put her horse. If there is a grand entry for the rodeo, the Queen should attend if possible. If she stays for the rodeo performance as a guest, the Queen is to remain in her attire and make herself available to the host Queen to work the rodeo if needed. After attending the event, the Queen shall send a thank you note to the host Queen or committee as soon as possible.
- 4) The Queen should be dressed in proper attire at all events referenced above
- 5) Other events that the Queen will be required to attend are helping as hostesses for 4-H events, 4-H award ceremonies during fair week, a minimum of four community service projects and other events that might arise that the Queen's committee feels will help promote the program. The Queen's Committee will make every effort to notify the Queen of any such extra event with as much advance notice as possible. If in doubt about any function, the Queen should contact the Queen's Committee Chair.
- 6) In any events not approved by the Queen's Committee that the Queen wishes to attend, she may not attend in Queens attire.

#### Article

#### **VIII. BUDGET SEPTEMBER 1 – AUGUST 31**

- 1) The Fair Board determines the amount of money in the Queen's budget. The outgoing Queen, the incoming Queen and Queen's Committee will meet at the end of August to come up with a new budget to present to the Fair Board. In September the Fair Board will review the proposed budget, make any changes they deem necessary and approve.
- 2) The Queen should keep track of any expenditures they incur during their reign and turn receipts for them into the Queen's Committee Chair. Certain mileage expenses may be reimbursed at the discretion of the Queen's Committee as approved by the Fair Board in advance. Mileage will only be paid, if appropriated for in the budget by the Fair Board.
- 3) Outgoing Funds:
  - a. When expenditure has been submitted to the Queen's Committee it will be voted on and either approved or disapproved.

- b. Upon approval a voucher will be submitted with two signatures to the senior accountant of The Ranch.
- c. All approved expenses incurred and requests for reimbursement will be submitted on a monthly basis.
- d. A check will then be distributed to the party.
- e. All checks or other orders for the payment of money shall be signed by the senior accountant of The Ranch.
- f. If an expenditure is not submitted to the queen's Committee within the 30-day time frame, it will not be considered for reimbursement.

4) Incoming Funds:

- a. All incoming funds or donations will be designated to either the Queen's General Fund or the Queen's Scholarship Fund.
- b. All incoming funds (cash donation) will be verified by two members of the Queen's Committee.
- c. All funds or donations will then be submitted to the senior accountant of The Ranch.
- d. All parties will sign and verify the deposit in excess of \$250.
- e. All funds shall be deposited in the specific program or fund per Larimer County Finance Policy specifically designated for the Queen's program.

5) Sponsorships:

- a. Any business conducted concerning sponsorships of the Queen's program will be conducted with a member of the Queen's Committee present in addition to the Queen and depending on the time of year, the Lady-In-Waiting.
- b. The Queen may not obligate the Larimer County Fair and Rodeo or Larimer County in any way. Contracts may only be executed by Larimer County officials.

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

- 1) The Larimer County Queen's Committee shall make a recommendation to the Fair Board regarding the amount to be contributed and distributed to the outgoing Queen's educational scholarship fund. The Fair Board shall make the decision regarding the amount contributed and distributed to the outgoing Queen's educational scholarship fund. There is no guaranteed minimum scholarship award and the final amount to be distributed to the outgoing Queen is at the sole discretion of the Fair Board. The amount awarded from Larimer County shall not exceed \$1000.00.
- 2) If the mandatory duties, including but not limited to obtaining sponsorships and donations, are not satisfied, as determined by the Fair Board, the scholarship may be reduced or not awarded. Scholarship funds shall be held until all required items belonging to Larimer County are returned to the administrative office and received by Mary Starck.
- 3) The Queen will complete a student profile verification enrollment to be returned to Queen's Committee, who will file with the recipient's school. Funds will be held in escrow for such recipient and paid only to the Educational Institution (or educational entity approved by the Fair Board) in which the recipient is enrolled.

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

Article

**X. QUEEN CODE OF CONDUCT**

- 1) A positive image must be maintained at all times. You are consistently in the public eye, even when not on official business, and it is your responsibility to uphold and maintain an outstanding image. All royalty should exhibit high moral standards and appropriate behavior at all times. Behave in a polite and gracious manner at all times. Behavior which brings disrepute, contempt or scandal to the Queen's program or Larimer County is prohibited and will not be tolerated. Determination of behavior and whether such behavior violates the terms of this provision are at the sole discretion of the Queen's Committee and Larimer County Fair Board. Such determinations shall be made through the disciplinary process outlined in Article XI. Inappropriate behavior includes, but is not limited to swearing, smoking, chewing tobacco, use of narcotics/drugs (including marijuana), drinking alcohol, open display of affection (e.g. kissing, handholding, sitting on laps) with a significant partner or living with a significant partner.
- 2) You must follow all provisions of this Handbook.
- 3) Visible tattoos or face/body piercing are not permitted. A single ear piercing is excluded.
- 4) You must always wear the designated attire (dress code) when representing the Larimer County Fair & Rodeo. Dress code shall include boots, hat with crown, sash and belt buckle. Hair should be neatly styled. Clothing should be clean and pressed. Official attire consists Wrangler blue denim jeans, 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 but must be approved by the Queen's Committee or Wardrobe Coordinator.
- 5) Queen's Committee Required Apparel and Equipment.

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

- a. Wrangler jeans (blue denim) (Sponsor)
- b. Hats (1 black, 1 Charcoal & 1 white) (2 by Sponsor)
- c. Crown (Sponsor)
- d. Belt buckle (Provided by Larimer County)
- e. Pair of boots (no sponsorship)
- f. Chaps (sponsor)
- g. Sash (sponsor)
- h. Shirts (sponsor)
- i. Other Items (Equestrian Supplies):
  - i. Saddle blanket (sponsor)
  - ii. Equine Grooming Supplies (no sponsorship)
  - iii. Horse Trailer (no sponsorship)

- iv. Saddle (no sponsorship)
  - j. Items listed below will be provided for by Larimer County Fair Board and must be returned at end of Queen's reign:
    - i. Horse butt trap
    - ii. Breast collar (sponsor)
    - iii. Shirts
    - iv. Vests (1 royal blue, 1 pink, & 1 red/white/blue)
    - v. Jacket (royal blue)
    - vi. Gauchos (1 pair royal blue)
- 6) Your belt buckles are your identity for the term of you reign. While conducting yourself in an inappropriate manner is already prohibited, doing so while wearing designated attire, including your belt buckle, shall be considered an aggravating circumstance.
- 7) It is important that the Queen demonstrates "A western way of life". You must always use proper horse handling. The display of aggressive handling of your horse is prohibited. While at an event the Queen must take care of her horse herself. This includes grooming, tacking up and warming up her own horse. She may seek assistance but such assistance shall not be in place of the Queen herself and only for the sake of time management. Your horse is your most important partner and to do anything less is disrespectful to their service to you and is a bad reflection to spectators.
- 8) You shall not use the Internet in an inappropriate or unsafe manner. Any use of websites, including but not limited to Facebook, Twitter, Instagram, LinkedIn or any other forms of social media must be of an appropriate nature. Larimer County Royalty must never include the city, address or any other contact information other than an e-mail address on any web site and may never post an inappropriate photograph or post suggestive or sexual content or comments. All other rules apply during your use of the internet, social media or websites. Queen's committee members must be able to view content of Internet presence. Posts of sponsorship visits and news are allowed.
- 9) Use of a cell or smart phone during an official event is prohibited. These tools are for emergency or official use only. This includes accessing the internet, use of apps, texting, instant messaging, calling or use of any other feature on the phone.
- 10) A Parent, Guardian or committee member should accompany the Queen in the capacity of chaperone, and must do so if the Queen is a minor. They may not appear at a meeting or event IN PLACE OF the Queen.
- 11) You must not violate any local, state or federal laws, regulations or ordinances.

Article

**XI. DISCIPLINE**

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

Committee to complete. The Queen and all members of the Queen's Committee are required to cooperate with any investigation.

- 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, final determination of the appropriate disciplinary action, including but not limited to removal from the program, removal of titles, forfeiture of scholarships (including the requirement that funds awarded but not already spent be returned), forfeiture and return of belt buckle or other identifying items, or other actions, is within the sole discretion of the Fair Board. Participants acknowledge their participation and any awards are a privilege and not a right. Acceptance into the program and continued participation is at the sole discretion of the Fair Board and/or the Executive Committee.
- 3) The determination that conduct, actions or comments made by participants are inappropriate, unprofessional or not within the accepted standards, is within the sole discretion of the Fair Board and/or the Executive Committee. While a warning may be issued, under extreme circumstances no warning or other advisory is required prior to the Fair Board implementing disciplinary action, up to and including dismissal from the program and forfeiture of awards.
- 4) Types of Violations to be considered for disciplinary action, include but are not limited to:
  - a) Inappropriate attitude/behavior
  - b) Habitual tardiness
  - c) Inappropriate cell phone usage
  - d) Lack of communication with coordinator
  - e) Insufficient sponsor contacts

The above actions will result in the following disciplinary measures

- First offence – meet with the Queens Committee or Queens Committee Chair, verbal warning
- Second offence - meet with the Queens Committee or Queens Committee Chair and written warning, possible suspension of title.
- Third offence - meet with the Queens Committee or Queens Committee Chair and possible suspension of title, possible termination

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

- f) Missing a mandatory event
- g) Making non-approved appearances as Larimer County Queen
- h) Inappropriate conduct of friends/family that the Queen is unwilling to address
- i) Inappropriate social media

The above actions will result in the following disciplinary measures

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

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

Other actions that the Queen's Committee or Chair may require include:

- a. Requiring individual to issue a formal apology or response
  - b. Requiring the individual to perform some corrective action
  - c. Requiring the individual to perform some service for the benefit of the community in addition to any other obligations already required
  - d. Forfeiture of specific items of attire, which shall be returned to the Fair Board within 10 days of any decision.
  - e. Forfeiture of any title, which shall not be used in any future correspondence or referenced as having ever been obtained
  - f. Requiring individual to go before the Fair Board and explain her actions and answer questions any Fair Board members may have.
  - g. Dismissal from the program - Dismissal will result in Queen or Lady-In-Waiting to forfeit all items of attire: belt buckle, saddle, sash, crown, horse blanket, chaps and hats. Dismissal will result in all scholarships, sponsorships, prizes, equipment, awards, titles, or other benefits to be forfeited. Upon dismissal the individual shall return all such items to the Fair Board within 10 days of any decision.
- 5) Should a member of the Larimer County Royalty decide to resign, whether or not such resignation was in lieu of any discipline, they will forfeit all sponsorships, prizes, equipment and awards to the committee, as if they were dismissed from the program.

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

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**WORKING AGREEMENT/ACKNOWLEDGEMENT**

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

**I, the undersigned, have read the policies outlined in this handbook/agreement and are bound to abide by the policies set herein. I also certify that I have had ample time to discuss this handbook and its contents with a member(s) of the Queen’s Committee and fully understand its contents.**

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

\_\_\_\_\_  
**Queen**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Queen’s Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Queen’s Committee Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Fair Board President**

\_\_\_\_\_  
**Date**