



# **The Wyoming Junior Rodeo Association, Inc.**

## **HOST COMMITTEE PACKET**

**Thank you for choosing to host a rodeo with the Wyoming Junior Rodeo Association.**

**Must secure rodeo date by February 1<sup>st</sup> 2019**

**[www.WJRA.info](http://www.WJRA.info)**

Please contact WJRA secretary for more info:

Stevie Phillips

[wjrsecretary@gmail.com](mailto:wjrsecretary@gmail.com)

307-752-6140

**In this packet you will find a step by step guide on hosting a rodeo.  
Please read this packet and the rulebook thoroughly.**

**THINGS TO DO TO GET READY FOR THE RODEO:**

- 1) Set your dates and secure your location - no later than **February 1<sup>st</sup>**
  - a. The fairgrounds will often have a contract to fill out and you may need to pay a deposit. You will also probably need to show proof of insurance. The WJRA Secretary will get you a certificate of insurance.
  
- 2) You Must have the eight approved events
  - a. Barrels (Pee Wee/Junior Girls/Senior Girls)
  - b. Poles (Pee Wee/Junior Girls/Senior Girls)
  - c. Goat Tying (PeeWee - Junior Girls/Boys - Senior Girls/Senior Boys)
  - d. Breakaway Roping (Girls Junior/Senior & Boys Junior/Senior)
  - e. Team Roping (Junior/Senior)
  - f. Steer Riding (Junior/Senior Boys)
  
- 3) Pay for insurance
  - a. It is up to each host rodeo committee to pay for their own insurance. The WJRA does a blanket policy and will divide the total yearly premium by how many committees (rodeos) there are. Price determined early Spring of each year and may be different year to year.
  
- 4) Start looking for volunteers. There is a rodeo checklist with details on numbers of volunteers needed.  
**(See Attachment A)**
  - a. The rodeo committee must provide all
    - i. Stock
      1. Cattle (team roping, breakaway, calf tying, steer riding)
      2. Goats (peewees, junior boys, junior girls, senior girls)
    - ii. Host Rodeo Secretary (local-volunteer)
    - iii. Timers x 2
    - iv. Judges x 2
    - v. Arena help (to run the chutes and the stripping chute, announcer, goat holder)
    - vi. It is also encouraged that you have a backup or "helper" in the Breakaway Roping event along with your regular flagger to help clear the arena.

## SUPPLIES WJRA DIRECTOR'S WILL BRING:

- a. Electric eyes
  - b. Barriers
  - c. Flanks
  - d. Protective vests
  - e. Breakaway string
  - f. Gauze
  - g. Barrier string
  - h. Stop watches
  - i. Vests/helmets
- 5) It is the host committee's responsibility to call a meeting of the WJRA Directors and rodeo officials 30 minutes before the start of the rodeo. (arena help, timers, judges, secretaries, etc.)
- 6) Secure and Receive Sponsor Donations
- a. The WJRA is a non-profit organization and those that give money directly to the WJRA can receive a tax benefit.
  - b. Send any sponsor monies received to the current Treasurer (see Website).
  - c. Please have your sponsors designate which rodeo they would like to sponsor, and it will be earmarked accordingly for your use.
  - d. Ask sponsors for banners they would like to display.
    - i. You will need to pick up and return any banners or flags used at your rodeo.
- 7) The average amount needed to raise from Sponsors for a two day rodeo is \$3,500
- 8) Look for donated cattle. The total needed is based on the number of contestants in each event.
- a. Breakaway and Team Roping: you will need 1 cow per 2 contestants (minimum).
  - b. Goat events: 1 per 5 contestants (minimum).
  - c. Steer Riding: 1 per contestant
- 9) Prizes – plan early as buckles take time to receive
- a. Required Daily All-Around Prizes
    - i. Peewee
    - ii. Junior girl
    - iii. Junior boy
    - iv. Senior girl
    - v. Senior boy
  - b. Optional: Other prizes as you deem
  - c. Prize Examples
    - i. Coats/Sweatshirts/Buckles/Halters/Saddle Pads

10) Offer Concessions

- a. Some fairgrounds may require that any vendors/concessions be listed on the contract, please check with fairgrounds on requirements.

11) Stalls and Hookup Fees

- a. Determine fees for each based on agreement with fairgrounds
- b. Please send information to the WJRA Secretary to be added to WJRA Website
- c. **All arrangements will be done by host committee (reserve and receive monies) – WJRA is not responsible to manage**
- d. Please state who the contact will be to reserve and receive the fees

12) **Designate a HOST RODEO SECRETARY**

- a. To whom questions about parking, hook ups, stalls, Etc. can be directed
- b. The secretary will need to be in the office each day of your rodeo to hand out prizes, have thank you cards signed and take pictures of the winners for the sponsors
- c. Please provide WJRA Secretary with this individual's contact information
- d. If host rodeo chooses to sell items it will be there responsibility to designate someone to sell and receive the money during the rodeo

13) Remind volunteers of their commitment to your rodeo

**DAY BEFORE/DAY OF RODEO:**

- 1) Establish the rakes
- 2) Goat changes
- 3) Calf changes
- 4) The WJRA Secretary will send you the draw once entries are taken so that you will have the total number of contestants
- 5) There will be a meeting 30 minutes prior to the rodeo with the WJRA President to determine these numbers.
- 6) The reason to determine the rakes and cattle changes is that you will know the cattle, ground, Etc.
- 7) Measure and stake
  - a. Barrels
    - i. All barrels should be twenty (20) yards from the starting line
    - ii. The distance between the two front barrels shall be thirty (30) yards, and the distance between the two front barrels and the back barrel shall be thirty-five (35) yards
    - iii. Pattern may be sized down to fit arena

- b. Poles
    - i. The distance from the starting line to the first pole shall be twenty-one (21) feet
    - ii. The distance between each pole shall be twenty-one (21) feet
    - iii. End pole must be at least twenty (20) feet from fence
    - iv. Poles are to be six (6) feet in height and with a base no larger than fourteen (14) inches or no less than twelve (12) inches in diameter
  - c. Goats
    - i. Starting line will be 100 feet from stake
    - ii. Goat should be tied to stake with a 10-foot length of rope
- 8) Designate parking areas if needed

#### **DAY OF RODEO:**

- 1) Each rodeo must have a grand entry in which the following flags are carried
  - a. WJRA
  - b. Wyoming
  - c. American (supplied by the WJRA executive committee)
- 2) The National Anthem should be played or sung.
- 3) ALL directors and officers must be introduced so each contestant knows who to contact if needed  
**(See Attachment B)**

#### **WHAT THE WJRA DOES FOR YOU:**

- 1) The secretary will take entries, do draws and send you that info
- 2) The secretary and treasurer will check people in the day of the rodeo
- 3) The directors will be in the arena to help assist you during the rodeo
- 4) The secretary will calculate all results, all-around winners and average winners
- 5) The treasurer will pay out contestant earnings (within a week)
- 6) The treasurer will determine and allocate the entry fees as follows
  - a. **ENTRY FEES** (\$17 per event)
    - i. \$10.00 jackpotted back to the contestant
    - ii. \$2.00 to WJRA State Finals
    - iii. \$3.00 to WJRA State Fund
    - iv. \$2.00 to Host committee
    - v. Currently \$15/Day for Non-Members for Rodeo 1 and Rodeo 2 for operating expenses (State Fund)

**Will be required to sign a document stating that the above is understood and will be in place during the weekend agreed to.**

## Attachment A

### Rodeo Checklist

*Remember this is only a partial list and you may have additional items to take care of.*

#### HELP

- 1) Host Secretary/Points will be provided
- 2) Timers (2-4 volunteers)
- 3) Gates (1-2 at main gate, 1 at out gate, 1 person to catch horses)
- 4) Flaggers/Judges (minimum of 2 judges/flaggers)
- 5) Chute help (roping/stripping/rough stock – 5 volunteers)
- 6) Measure
- 7) Set barrels/poles (2-4)
- 8) Rake (1 person tractor)
- 9) Hold goats (1 goat holder and 1 goat handler)
- 10) Announcer
- 11) Concessions

#### **STOCK - # needed is based on contestant numbers –**

##### **Minimum steers and calves 1 per 2 contestants; goats 1 per 5 contestants)**

- A. Breakaway and Team Roping: you will need 1 cow per 2 contestants (minimum)
- B. Goat events: 1 per 5 contestants (minimum)
- C. Steer Riding: 1 per contestant

#### SUPPLIES

- Gauze
- Barrier string and equipment
- Rakes
- Barrels
- Stop Watches
- Clip boards
- Measuring tape
- Judges flags
- Breakaway roping string
- Stakes
- Goat stake, rope, & collars
- Poles
- Stools for secretaries/crow's nest
- Whistles
- Hammer

#### BEFORE RODEO

- Fill out official timer's sheets with the draw
- Mark goats/Sort Cattle
- Check P.A. system
- Prizes
- Water & work arena
- Change for concessions

Please note the WJRA does have a lot of these supplies if you are not able to provide them. Please communicate with the WJRA Secretary on anything you may need.

## Attachment B

### 2018/19 WJRA Board of Directors

#### EXECUTIVE COMMITTEE MEMBERS

- **PRESIDENT**  
Chad Westbrook                      307- 262-3670
  
- **VICE PRESIDENT**  
Cody Hutchison                      406-925-1373
  
- **SECRETARY**  
Stevie Phillips                      307-752-6140  
wjrasecretary@gmail.com
  
- **TREASURER**  
Connie Longwell                      307- 251-0809  
wjratreasurer@gmail.com
  
- **OFFICE ASSISTANT**  
Mandi Westbrook                      307-262-3095  
wjrainfo@gmail.com
  
- **CALENDAR COORDINATOR**  
Kayla Hutchison                      307-756-2755

#### DIRECTORS

- **STEER RIDING**
  - Will Farrell                      307-921-8437
  - Chris Loyd                      307-331-4527
  
- **GOATS**
  - Josh Manke                      605-210-0552
  - Cameron Castleberry      307-299-4724
  
- **BREAKAWAY**
  - Jeff Longwell                      307-680-7374
  
- **POLES**
  - Toby Knez                      970-629-2163
  - Charlie Sadler                      307-752-5096
  
- **BARRELS**
  - Reba Sundseth                      307-358-0162
  
- **CALF TYING**
  - Bub Barkhurst                      307-710-3111
  
- **TEAM ROPING**
  - Josh Longwell                      307-921-0729
  - Travis Capelle                      307-359-9644