

Regional Rodeo Secretary Job Responsibilities

If you are considering the duty of OR are already a Regional High School Rodeo Secretary, please know that the following duties will be expected of you:

- **READ through all of the information** sent to you via email and/or mail from the State Secretary. (Check your email often please.)
- **PRINT the above information** so that it is readily available to you after you receive informational emails.
- **Have a functioning computer and printer.** If this is a problem, contact your rodeo committees to see if they or you need to update or purchase one.
- **(After March 1) Download the updated software file of member eligibility list** that you will receive from the State Secretary after calendar sales are complete. CALL Brian at 903-954-2026 (office) 832-334-1498 (cell) if you have any questions with the process of downloading it.
- **(No later than May 1) Email confirmations** to the entered contestant's including the rodeo schedule, when done entering contestants into the ARTS Program.
- **(No later than May 1) Report stock numbers** for each event to each rodeo committee chairperson as soon as you are done entering contestants.
- **(No later than May 1) Keep a list of typos or corrections** found in the ARTS program and email them to Ann so she can correct them as well.
- **Continually answer emails and phone calls** from contestants in a timely manner, as they arise.
- **PRIOR to regional rodeo, PRINT all information that will need** to be posted or given to the announcer, Directors, registration and/or calendar-prize personnel.
- **PRIOR to regional rodeo, PRINT a list of cell phone numbers for your key personnel**, should you need them. Also be sure that your own cell phone is available and charged for you. (Wall may not have cell service down at the grounds, but I think everyone else does). You may need to add to this list at the Rodeo.
- **PRIOR to the regional rodeo, print items that were asked to be announced by State Secretary** and have ready on a clip board for the announcer. Be sure to tell him they are there and to be announced.
- **Prior to and during regional rodeo, post any information** as requested by or as needed by the State Secretary or Directors.

- **Prior to the start of the rodeo, print and make copies of relevant rodeo sheets for each area and place on clip boards** for those people needing them—judges, arena directors, student event directors, sorters, timers, recorder, announcer, stock contractor.
- **Prior to the regional rodeos, have enough office and registration help. You are responsible to make sure this have been arranged.** Choose who you want to work with in your office, and assure that they know what their duties will be. Having responsible office persons to help in office/deliver judges' sheets/post scores is KEY to a successful weekend! Your committee's may help you with this personnel, but you need to find out if they have done so.
- **At regional rodeo, have on hand all office supplies needed to use at the rodeo.** These may include: computer, printer, extra printer ink cartridges, printer paper, pens, pencils, rubber bands, baggies for rain covers, clipboards, white out, tape, staple gun to post, office stapler, sleeves—if used, judge's vests and flags, stop watches, draw chips, draw containers, results board, rule books, folders for results and draw, highlighters, ruler, paper clips, calculators for each arena timer and office, batteries for electric eyes and stop watches, printer tape for eye if using eye printers. Be prepared for rain.
- **If part of the regional contest is held off-site, bring computer, draw sheets, rules, contestant order and any other needs to that location as well.**
- **The regional secretary should be at the rodeo BEFORE registration begins or before the draw - whichever is first.**
- **Have all of the documents needed for the registration personnel** - programs, highlighters, pens, money bag, registration sheets, calendar prize sheets and any information or prizes carried over from the first weekend of regional rodeo.
- **Make sure you tell the registration personnel what their expected duties are:** such as the report card requirements and how to check them, check-in timeline, etc...
- **Make sure that Western Attire is worn by contestants when registering for the rodeo.** Send them to change and have them come back if they are not in western attire.
- **During registration at Director request, be prepared to provide phone numbers** for those contestants not yet checked in as the registration deadline nears.
- **Be available in/near the office as needed to answer any questions BEFORE and DURING the rodeos.**
- Before the contestants' meeting, **give announcements from State Secretary and the rodeo host-committee to the directors** to announce at the contestant meeting. *This should include the event Director and student officer election sheets to be filled out at the meeting.*

- Before the contestants' meeting, also REMIND the committee and/or Directors that a **Regional group PHOTO needs to be taken.**
- **After Registration,** make the changes in ARTS as needed, to accurately print draw, judge and timers' sheets.
- **Post the latest, current patterns** for the Queen and Reined Cow Horse contest.
- **Before the DRAW, get stock numbers,** or ask a committee member who will be getting them for you, so you can have the chips and sheets ready in time for the draw.
- **For the DRAW . . .Have everything ready for the draw = chips, pencils, event draw sheets.** Make copies of the draw and distribute as necessary. Talk to your Directors or judges to see how they want you to post the 2nd half of the draw, if needed. Make sure you are there to help if need be during the draw, so that someone else can cover the office. ***The draw is important*** - please be sure that there is an adequate, quiet and confidential area for this to take place.
- **After the DRAW . . .** make copies of the draw sheets and file the originals. Keep these confidential.
- **Posting the DRAW . . . POST the event and stock draw ON TIME** - no later than 1 hour or as early as two hours before the rodeo for all events.
- **BEFORE THE RODEO . . . COMMUNICATE with ALL of your TIMERS!!!** The secretary and timers must be on the same page. *TIMERS are your key to the accurate results.* Make sure that your timers know the correct way to time and what YOU expect of each of them.
 - Two timers and a recorder is needed for each arena.
 - Each timer writes down his/her own time while the recorder does the average then records that calculated average time and the eye time. *OR* the recorder can write all three times down - whichever option you choose. Timers should NEVER just go off the fast time, or just the eye time!!!!!!
- **When the recorders' and judges' sheets are in the office . . .**
 - secretary will then compare the printed tape to the written eye time to check for accuracy
 - then check judges' sheets against recorders' sheets before entering them into the rodeo computer program.
 - Double check the addition/subtraction of times/scores from the timers', recorders' and judges' sheets.

- Post results after each event as soon as you get them entered and printed.
- In the Rough Stock events, the judges score sheets are posted along with the results sheets.
- **BEFORE the rodeo, make sure that you or someone that has been designated will be setting up the eyes and bringing them back in to the office after the rodeo.** Check to be sure there are extra batteries in the eye cases.
- **Immediately following the first regional rodeo weekend and again following the second weekend regional rodeo,** zip up and send Ann the ARTS file for that rodeo, along with any ballots and other tabulations.
- After the first regional rodeo, **MAIL the hard copies of the results to State Secretary the next day,** or send them by a person to her if possible. After the 2nd weekend's rodeo, the hard copies of the results, report cards and entries will **need to be sent by person with someone to Ann.** (*State Finals begins the following Tuesday - no time to wait for mail.*)
- **Within ONE MONTH of the end of each regional rodeo,** provide each rodeo committee with an accurate account of their income/expenses.
- The specifics of using the ARTS Rodeo Software Program are not included in this list of responsibilities.