

Fountain Riding and Roping Club

General Rules and Committee Rules Revised and accepted in April of 2022.

The most current edition of these Rules supersedes all previous editions.

Rules are a guideline to facilitate the day to day club activities and to insure that members are in good standing. It is expected that members of the FRRC exercise good club citizenship by participating in the operation of the Club; i.e., attend meetings, assist with putting on events, clean up days, etc. It takes the work of numerous individuals to sustain the operations of the Club and provide safe, fun, fair, and enjoyable activities for all. The success of this Club lies in the involvement and dedication of ALL the Club members. Your commitment is appreciated.

Article I. Name and Objectives:

- A) The name of the organization shall be the Fountain Riding and Roping Club, Inc.
- B) The objectives of the Organization shall be:
 - 1) To develop and promote good fellowship and sportsmanship among people who are interested in equestrian activities.
 - 2) To encourage, promote, and develop the owning, care, use, handling and development of riding horses.
 - 3) To promote and develop good horsemanship together with the knowledge and interest in the care, training, and breeding of good horses.
 - 4) To promote and encourage the sport, pleasure, exercise, and recreation of the members.
 - 5) To encourage socializing and friendship among the members.
 - 6) To manage and conduct entertainments, excursions, contests, and social meetings for the members.

Article II. Club Colors:

- A) The current Club colors are red, white and blue. The original colors were yellow on brown.

Article III. Membership and Dues:

- A) Applications
 - 1) No application will be considered unless filled out, signed by an adult or legal guardian, and proper fees turned in.
 - 2) Applications for membership will be accepted from an adult member of the family.
 - 3) New membership applications must be voted on by the general membership at regular Club meetings. This may be by secret ballot if requested by a member.
- B) One year membership dues of \$50.00 shall include:
 - 1) The rights, duties, and obligations of the Club for two (2) adults who live at the same address.
 - 2) The rights, duties, and obligations of a junior member of the Club for children 17 years old and under on January 1st of that year that are in the same family as the adults. (A junior member is defined as any member 17 years old and younger on January 1st of that year.)
 - 3) Any single person 18 years of age or older as of January 1st will pay an individual membership fee of \$50.00.
- C) Renewals are due at \$50.00 per membership
 - 1) payable anytime before or during the March Membership meeting.

D) Supporting Memberships; Anyone who does not actively participate in FRRC events or meetings, may become a supporting member by filling out the FRRC Membership Application and will be considered a non-voting member for a fee of \$25.00 a year.

E) Children may ride under a grandparent's membership at FRRC events when not competing for a year-end award. If visits during the season qualify the children for year-end awards, then a parent membership must be paid, and non-riding parents must qualify the children for Awards in order to receive year-end awards.

F) Membership information:

1) A member is responsible for to notify the secretary in writing of any change of mailing address, telephone number, or e-mail address.

2) A membership that is applied for and voted in at the September meeting or later during the year, will be carried over to the next calendar year.

G) To Qualify for Year-end Awards: All competitors must be members in good standing and:

1) Adult competitors must comply with the FRRC General Rules for eligibility for year-end awards for members in good standing. In addition, adults must attend two (2) monthly general membership meetings and and work five (5) full events. (This includes Friday Night Jackpot Barrel Races, Gymkhanas, Horsemanship Games, Obstacles, Concessions, Work Days, Cleanup Days, and Community Night in the Park.)

2) Parents who do not compete in events for year end awards must qualify all of their children for year-end awards by attending two (2) monthly general membership meetings and working five (5) full events, as listed above in item # 1. This qualifies all of the family's children for year-end awards.

3) Children 17 and under are encouraged to contribute and perform age appropriate tasks to foster good citizenship and to develop good character traits.

4) Committees are responsible for creating volunteer sign up forms.

a) These sign up forms must be available at monthly meetings, to allow members to sign up in advance to volunteer for that date. There will be a limited number of positions available for each event date.

b) The committee chair or appointed committee member is responsible for organizing the volunteer's work to be done at events.

c) Members are to sign up prior to the event day by signing up on the Committee volunteer form at the monthly membership meeting, or by contacting the Committee Chair to work at an event.

5) Under approved circumstances, Members may donate some or all worked events to another club member. Donated events worked will not count toward the total of worker's points for the year. (No non-members may volunteer due to insurance regulations.)

6) A member may make a request to the FRRC Board for an exception to the meeting attendance requirement. The FRRC Board will then present their recommendations to the general membership for a vote.

H) Membership Termination and Expulsion:

1) Any member in good standing (having returned any and all FRRC property and documents, and not owing the Club any funds) may resign from the Club upon written notice submitted to the Club Secretary. Such resignations will be announced at the next regular general membership meeting. Dues owed and other indebtedness to the Club remains a financial obligation to the Club until paid.

2) A membership will be considered as lapsed and automatically terminated if a renewal application with appropriate fees remains unpaid after the March general membership meeting. After the March general membership meeting, a new membership application with appropriate fees and processes shall apply.

3) A membership will be considered lapsed and automatically suspended, if a member's indebtedness to the Club remains unpaid for thirty (30) days after the date of the first billing. The Board of Directors may, at its discretion, grant an additional thirty (30) day grace period to such delinquent members. If the bill remains unpaid, the delinquent membership will be terminated. An individual who loses their membership privilege in this manner shall not apply for membership until all past obligations to the Club have been paid or waived, in part or whole, by a vote of the Board of Directors.

4) A membership may be terminated by expulsion as voted on by the of the Board of Directors, and the general membership will be asked for a final vote on the expulsion at the next regular membership meeting.

5) Any membership that was terminated by expulsion cannot be renewed or may not apply for a new membership without being first reviewed by the Board of Directors. If the Board approves that the membership should be considered, then the general membership will have the final vote at the next general membership meeting.

6) If Club membership has been terminated or expulsion has occurred, any accumulated points for the current event year will be forfeited.

Article IV Officers and Board of Directors:

A) Officers and Board members may be elected for the same position only twice in succession.

B) The Board of Directors may authorize expenditures not to exceed a total of \$100.00 a month without an approval vote of the general membership.

C) The President shall review the committees in February and form/appoint any committee necessary to carry out the functions of the Club for the year.

1) Any vacancies on any committee may be filled by the President's appointment of a member to assist the committee in need at any time during the year.

2) At any time, due to changes in Club priorities and interests, the President may form new committees or appoint members to fill positions in any committee.

3) If there are no volunteers for the Nominating committee, the President shall appoint any members needed to create a viable committee. (See Nominating committee rules)

D) It is a responsibility of the Board of Directors to see that an inventory of FRRC club property, equipment and supplies is conducted yearly, and a copy of the signed inventory is kept in the Treasurer's documentation as well as a copy to be given to the Secretary for safekeeping.

1) No Club assets shall be loaned out.

E) All items, paperwork, results, entries, financial reports, monies and checks, records, prizes, ribbons, trophies, etc. MUST be returned to FRRC before November 1st, for event season activity committees; and by December 20th for any year long Elected or Board positions. Any member retaining club information or property can be held responsible for the replacement cost of any items held, and will be billed for such. Any unpaid charges assessed must be paid in full or that membership may be in jeopardy. (See Article III Section E, Subset 3; under Membership and dues.)

F) The Vice-president shall be responsible for appropriation of all keys and key sets for FRRC property.

Article V Meetings and Voting:

A) General membership meetings are held monthly on the first (1st) Wednesday evening of each month with the time, date and location being announced to all members through e-mail, social media postings, or mailed meeting minutes. In the case of adverse weather conditions, the meeting will be re-scheduled.

B) "Attending" Monthly Membership Meetings by Phone:

1) Any member or guest may attend a meeting by telephone to listen to the meeting, and may be recognized to participate in any discussions, but may not vote or be counted as having attended

the meeting to qualify for year-end awards.

2) There are not any telephones that are available to call in to listen to the meetings, therefore, any members interesting in doing so must make their own arrangements with other members to be present on the phone for a part of or for an entire meeting.

3) Any phone participants must be signed in on the attendance sheet as attending by phone, as a courtesy to members who are present.

C) Emergency Meeting Rules:

1) In the event of a pandemic or other case of a government emergency which will not allow public in person meetings, the following rules will apply to ALL FRRC proceedings.

a) Meetings may be held by electronic means, ie: Zoom, Go To Meeting, Wire, ClickShare, BigMarker Webex, etc., unless weather and regulations allow for outside meetings. In which case, meetings will be held at the FRRC arena.

b) Any electronic meeting must have the agenda for the electronic meeting sent out to all members seven (7) days before the meeting is held.

c) Zoom (or similar platform) meetings will be done by a moderator who can keep the meeting orderly for the officers and or board.

d) Any members who request to speak must be recognized, and given the floor for discussions.

e) Any electronic voting must be done "live" via face to face video feed in real time. (no recordings) These may be annotated in the minutes roll call style, or simply by amount of votes for/against/abstained.

VI Additional Financial Rules:

A) Each year the maximum amount of Club funds to be spent on gifts/flowers and a card for any member of the club who has passed away will be determined by a Club vote. Currently this amount is **\$50.00**.

1) Cards may be signed at membership meetings and sent for other life events, hospitalizations, surgery, etc.

B) Emergency financial limitations:

(in case of a pandemic, or other government shut down of social activities)

1) During such a time, no expenditures may be made outside of the basic bills that are vital to the Club's continuance without a vote of approval from the membership. Utility bills, insurance renewals, and fees for continuance of State documents will be paid when due if funds are available.

2) In the event of a member having passed away; flowers, a gift, and/or card may be purchased at the limit set forth above in Article IV, Section A.

C) Emergency funds for events:

1) If outdoor activities can be conducted, funds must be made available to produce copies of rules, entry forms, waivers, event flyers, financial forms, etc.

2) Change funds may be provided to each event committee (to be returned at the end of the season).

3) Any ribbons, trophies, etc. shall be purchased, if needed, to maintain normal functions of the Club's events if possible.

VII Behavior and Discipline:

A) Dress code:

1) Riders and event volunteers will not be allowed in the arena at any event without appropriate apparel.

Required: a) heeled boots and long pants

- b) short sleeved shirt or T-shirt
- c) leadline riders must wear a riding helmet

2) Recommended, but not required:

- a) long sleeved shirts with a collar
- b) collared shirts with a sleeve

3) NOT ALLOWED:

- a) tank tops, spaghetti straps, midriff exposure or low cut necklines
- b) if anyone cannot ride in a heeled boot, a medical release will be accepted
- c) slip on spurs

4) The arena director or event director will make a decision if there are any questions about a rider's attire. A change of attire will be requested if necessary. Failure to comply with dress code rules will result in no points awarded for that event.

B) ALL members are representatives of the Club, and are expected to conduct themselves accordingly. Members are expected to have respect for others and the opinions of others, as well as having due respect for anyone's animals or belongings.

C) Any issues with Club rules, events, activities, etc. will be brought up at a Club meeting and discussed in that setting. Complaints, objections, etc. will NOT be aired in any public place or on any public or social media. Anyone indulging in any such behavior will be asked to cease the behavior, and may be asked to leave the premises if at an event. If the persons involved will not comply, law enforcement will be called to handle the situation.

D) ANY unsportsmanlike conduct will NOT BE TOLERATED, either in the arena or park grounds, OR at Club meetings, functions etc. Anyone indulging in any such behavior will be asked to cease the behavior, and may be asked to leave the premises. If the persons involved will not comply, law enforcement will be called to handle the situation.

1) This may also include any irresponsible behavior(s) including but not limited to verbal or physical fighting, extreme use of profanity, excessive drinking, etc., which in the opinion of the event director or arena director could result in injury to another person or an animal. The person(s) involved may be asked to leave the grounds. If the persons involved will not comply, law enforcement will be called to handle the situation.

E) Riders who have unruly animals or unsafe equipment, (ie, frayed tack, brittle leather straps, missing critical tack) will be asked to make a correction. If the rider is unable to comply, they may be asked to cease riding, and or leave the event for safety reasons. If the persons involved will not comply, law enforcement will be called to handle the situation.

F) Riders/participants are responsible for their own animals. Mistreatment of any animal will be addressed, and the rider/participant may be asked to forfeit any accumulated points for that day and may be asked to leave. If the persons involved will not comply, law enforcement will be called to handle the situation.

G) All City of Fountain park rules apply to FRRC members and our participating guests, as we are in a City park.

H) The City of Fountain asks us to remember that this park land is often used by others, and ask that we clean up around our trailers at every event. All participants will be reminded to clean up around your trailer before leaving the arena parking lot. "If you brought it in with you, please take it out with you." This includes any "deposits" your animals might make.

I) For safety reasons, livestock shall NOT be tied at ANYTIME with reins. Please use a halter and lead rope.

1) No livestock shall be tied to ANY fencing. They may be tied to the hitching posts located on either side of the entry gates.

2) For safety reasons, no livestock should be allowed in the bleacher areas on the west side of the

arena (inside the split rail fencing.) This includes the area around the clubhouse, concessions, and picnic tables. Please stay at least 10 feet away from the bleachers on the east side of the arena as well.

J) No stallions may be handled by anyone under 18, unless previously approved.

K) Animals are to be kept at a walk in the parking lot area. A sandy warm up area is located along the road exiting the parking lot on the back edge of the ball field. If there are no trailers parked in the grassy area next to the ball fence, this may be used as a warm up area as well.

L) Any animal that is known to kick, Must have a red ribbon attached or tied into the tail. Owners of these animals may wish to park their trailer away from others.

M) ANY dogs must be on a leash.

N) It is expected that competitors maintain their livestock in good health, and not knowingly expose other animals to communicable diseases.

O) The arena entry gate is to be closed and latched during each competition run or class. Competitors must enter and exit the gate at a walk with their animal under control. The keeper of the gate must be at least 18 years of age, and NEVER stand within the swing area of the gate while there is a contestant in the arena. There are to be no other animals, contestants, or spectators within a 20 foot area around the entry gate. This area will be marked with cones or chalk paint.

P) A parent, instructor, or designated person must be present to accept responsibility for Junior contestants.

Q) All spectators at an Event will be requested to be in the bleacher areas provided. Spectators are not to mingle among the mounted competitors during any event held. No spectators are allowed within 20 feet of the entry gate.

VIII Committees:

A) General Committee Rules:

1) If possible, every committee should have at least five (5) members.

2) The President will be notified of all event committee meetings prior to being held. (Invite president automatically when notifying other committee members) Minutes of the meeting are to be taken and a copy of the minutes (handwritten is fine if legible) shall be given/delivered to the President within 7 days after the committee meeting.

3) Committees serve the entire Club membership and do so at the leisure of the Club, therefore they have a certain amount of autonomy to handle the day to day issues for which they are appointed (or have volunteered).

a) any and all financial obligations or commitment of ANY Club assets must be brought to the monthly membership meeting to be approved by a vote.

4) Event committees are responsible for:

a) reviewing and updating rules for their event and presenting the revisions/changes to the Club at a monthly membership meeting prior to the start of the event season. All rules concerning competition events or for year end awards concerning Club points (Barrel Racing, Gymkhana, Obstacles, Riders Up, Sorting, Roping, Royalty, etc...) shall NOT be changed once the competition year begins.

b) establishing dates and times for event days to be presented to the Club for approval

c) making a one page handout (flyer) of the event dates for the current event year to advertise the event to the public. This advertising must be given in electronic format to the Website committee chair and to the Social Media chair for publication online, as well as to the Advertising committee chair.

d) Committees are responsible for creating volunteer sign up forms.

1) These sign up forms must be available at monthly meetings, to allow members to sign up in advance to volunteer for that date. There will be a limited number of positions available for each event date.

2) The committee chair or appointed committee member is responsible for organizing the volunteer's work to be done at events.

3) Members are to sign up prior to the event day

e) having copies of the event rules and all FRRC date flyers available for contestants at each event date

f) keep up to date records of each event date, and tracking contestant points as needed

g) keep a worker's list of volunteers that helped work that day's event, and tracking worker's times/dates as needed for a year end report. At the end of the event season, each committee should meet and audit this year-end list for accuracy before giving it to the Worker's Award Committee.

h) keep accurate financial records of expenses and income. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement. Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer in keeping accurate records.

i) at the end of the event season, the committee will meet and audit the final event year-end standings to ensure that the standings are correct, and that the winners all qualify by meeting Club requirements. Finalized names and placings list will be given to the awards committee. All event committees will work with the Awards committee to select appropriate year-end awards.

j) all items, paperwork, results, entries, financial reports, monies and checks, records, prizes, ribbons, trophies, etc. MUST be returned to FRRC before November 1st, for event season activity committees; and by December 20th for any year long positions. Any member retaining club information or property can be held responsible for the replacement cost of any items held, and will be billed for such. Any unpaid charges assessed must be paid in full or that membership may be in jeopardy. (See Article III Section E, Subset 3; under Membership and dues.)

k) all Club keys will be returned to the Vice President no longer than 1 month after the conclusion of the event season, except for the President, Vice-president, Secretary, and Treasurer, who may keep their key sets to be turned in no later than Dec 20th of the year served.

Specific Committee Rules:

B) Advertising/Publicity Committee shall be responsible for:

1) publicizing all upcoming events that are open to the public, to newspapers and radio stations in the area. Include our arena address and contact information of committee chair or appointed committee member who can take calls to answer any questions.

2) create press releases/results/stories, collect photos or take photos for submission with press releases to the area media outlets.

3) obtain releases from the persons in the photos if needed.

C) Audit Committee shall be responsible for:

1) auditing ALL FRRC accounts and financial records of the previous calendar year.

2) at the January membership, secure all of the previous calendar year's financial records for the audit process from the former Treasurer.

3) compile a report of any missing items, missing funds, or discrepancies and give this report to the Board of Directors (two copies).

4) audit is to be completed by April 1

D) Awards Committee shall be responsible for:

1) obtain copies from each event committee of finalized year-end season standings, with names and placings of each competition event's classes.

2) coordinate with each event committee to be sure that awards are appropriate

3) an awards budget will be voted on in the membership meeting. The committee must take taxes as well as shipping and handling expenses into account for their budget. The committee

may not exceed the amount approved on by the general membership vote.

- 4) obtain bids for potential awards to insure quality awards within the allotted budget
- 5) all awards given shall be fair and equitable. No prejudice or favoritism will be tolerated. No one will be allowed to add funds privately to upgrade or add to an FRRC award.
- 6) keep accurate financial records of expenses. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement.
- 7) present a monthly financial report at the monthly membership meetings.
- 8) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

E) Banquet Committee shall be responsible for:

- 1) secure a facility to hold the annual year-end awards banquet that meets with the allotted budget.
- 2) set up banquet facility and schedule appropriate amenities. ie: guest speaker, sound system, kitchen, etc.
- 3) ensure that the facility is left in appropriate condition at the end of the banquet.
- 4) keep accurate financial records of expenses and income. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement. Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping.
- 5) present a monthly financial report at the monthly membership meetings.
- 6) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

F) Concessions Committee shall be responsible for:

- 1) comply with any state, county, or city requirements in regards to food service codes.
- 2) keep an inventory of all food items and drinks available to be sold.
- 3) orders and stock replacements as needed.
- 4) get change as needed for cash drawer.
- 5) keep accurate financial records of expenses and income. Turn in original receipts and documents with any funds earned, with an appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping. (purchase re-stock items with a portion of the Concessions income)
- 6) present monthly financial report at the monthly membership meetings.
- 7) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

G) Contract Committee shall be responsible for:

- 1) due to our contract with the City of Fountain and the insurance, we can no longer sub-let the arena. Any outside FRRC Club type events, must become co-sponsored with FRRC in order for the event to be held in the FRRC arena.
- 2) any contracts for livestock will be handled by the Stock committee.

H) Grievance Committee shall be responsible for:

- 1) the current Vice-President will be the chair of the grievance committee
 - a) if the Vice-President recuses themselves due to conflict of interest, an acting chair will be appointed by the President.
- 2) arbitration should be attempted with an impartial 3rd party to resolve issues.
- 3) no members from the same paid membership can serve on the grievance committee at the same time.
- 4) a one hundred dollar (\$100.00) grievance fee will be collected at the time the grievance is filed, and held by the committee chair, until all proceedings have been concluded, and

the response from the Board of Directors has been issued.

a) in the case of multiple complainants, a filing fee of one hundred dollars (\$100.00) will be required from each complainant.

5) the names of all grievance participants will not be revealed in open meetings or in any financial reporting.

6) must be impartial in reviewing all formal complaints, hear all testimony and attempt to find the truth in a closed proceeding according to Roberts Rules of Order.

7) recommend corrective measures to resolve such disputes in the time frames outlined in the FFRC By-Laws.

8) report results, reasons for the finding, and suggestions for any corrective measures in a disposition to the Board of Directors.

9) if the Board of Directors do not agree with the committee's findings or recommendation, it is returned to the Grievance committee for further review and re-consideration of corrective measures. Then the committee must re-submit the disposition for the final time to the Board of Directors.

10) receive written response from the Board of Directors to close the grievance proceeding.

11) dependent upon the final decision of the committee and the Board of Directors, the Club will either retain or refund the filing fee (minus any associated costs for copies and postage.)

12) keep accurate financial records of expenses and income. Turn in original receipts and documents with any appropriate form to the Treasurer. Turn in any funds earned, with appropriate notation/forms to assist Treasurer with accurate bookkeeping.

I) Gymkhana Committee shall be responsible for:

1) review existing Gymkhana rules and recommend changes/revisions. Present changes to the monthly membership meeting for approval by vote before the start of the event season.

2) gymkhana rules will become a part of the FRRRC General Rules.

3) establish event dates without conflicting with other scheduled FRRRC events or City of Fountain restricted dates.

4) keep an inventory of ribbons/trophies, etc. and consult with the Awards committee to re-order what is needed for the season.

5) coordinate with Concessions committee for event coverage, if necessary.

6) coordinate with Maintenance committee for a qualified tractor driver during the event, to drag the arena and keep safe ground for contestants.

7) grandchildren or children who are visiting during the event season (and are not interested in competing for year end awards) may pay the same entry fee as the member they are visiting.

8) keep records of each event day: number of entries, results and times, workers list of times/positions

9) publish a results/standings list in a PDF format to post on Facebook and give to the Website committee. Competitors under 18 years old will be listed as first name, last initial.

10) keep a worker's list of volunteers that helped work that day's event, and tracking worker's times/dates as needed for a year end report. Committee should meet and audit this year-end list for accuracy before giving it to the Worker's Award Committee.

11) keep accurate financial records of income, payouts, and any expenses. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement. Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping.

12) present a monthly financial report at the monthly membership meetings.

13) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

J) Historian/Historical Committee shall be responsible for:

- 1) keep the official scrapbook with newspaper clippings, photographs, etc. up to date
- 2) make appropriate information/pictures/articles, etc., available to be scanned and uploaded onto the FRRC website.
- 3) historical artifacts/memorabilia shall be displayed at appropriate locations or events
- 4) all items should be digitized when possible and originals as well as DVDs should be stored at the Clubhouse.

K) Jackpot Barrels Committee shall be responsible for:

- 1) review existing Jackpot Barrels rules and recommend changes/revisions. Present changes to the monthly membership meeting for approval by vote before the start of the event season.
- 2) Jackpot Barrels rules will become a part of the FRRC General Rules.
- 3) establish event dates without conflicting with other scheduled FRRC events or City of Fountain restricted dates.
- 4) coordinate with Concessions committee for event coverage, if necessary.
- 5) coordinate with General membership on outside entities wishing to participate in an FRRC event, or wishing to combine events (WPRCA, SCBRA, NBHA. etc.)
- 6) coordinate with Maintenance committee for a qualified tractor driver during the event, to drag the arena and keep safe ground for contestants.
- 7) keep records of each event day: number of entries, results and times, workers list of times/positions
- 8) publish a results/standings list in a PDF format to post on Facebook and give to the Website committee.
- 9) keep a worker's list of volunteers that helped work that day's event, and tracking worker's times/dates as needed for a year end report. Committee should meet and audit this year-end list for accuracy before giving it to the Worker's Award Committee.
- 10) keep records of participant results for year-end Awards if applicable
- 11) keep accurate financial records of income, payouts, and any expenses. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement. Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping.
- 12) present a monthly financial report at the monthly membership meetings.
- 13) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

L) Junior Shenanigans Committee shall be responsible for:

- 1) must be made up of junior members with at least 1 adult advisor.
- 2) uphold the rules and ideals of FRRC
- 3) plan and execute fun events and outings.

M) Maintenance Committee shall be responsible for:

- 1) repair and/or managing repair for all FRRC facilities including, but not limited to buildings, fencing, tractors, panels, ground keeping equipment, dirt quality, etc.
- 2) responsible for watering and preparing the ground before events, and be sure that tractors are in working order and that any who wish to volunteer as a driver are qualified operators. (trained by Maintenance committee)

- 3) report to the FRRC general membership any repairs needed and an estimate of repair costs.
- 4) keep the FRRC liaison with the City of Fountain, (FRRC President) up to date on all repairs, in case the City needs to approve or inspect any repairs.
- 5) keep accurate financial records of expenses and income. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement. Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping.
- 6) present a monthly financial report at the monthly membership meetings.
- 7) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

N) Nominating Committee shall be responsible for:

- 1) the President shall appoint a nominating committee at the August General Membership meeting.
- 2) the committee shall consist of not more than one (1) member from the Board of Directors and not more than one (1) junior member.
- 3) nominate at least one (1) candidate for each office and board vacancy.
- 4) consent must be obtained from each nominee. That consent may be written, in person (oral), or by video phone chat.
- 5) nominating committee will report back to the membership meeting in September with their slate of nominees.
- 6) a list of all candidates will be published in the September and October minutes. Elections are held in November.
- 7) nominations are accepted from the floor at the November meeting. Any person or persons nominated must consent to accept the office, if elected, in the manner stated in #4 above.
- 8) all nominees must be FRRC members in good standing, and preferably be a member for at least one (1) year.

O) Obstacles Committee shall be responsible for:

- 1) review existing Obstacles rules and recommend changes/revisions. Present changes to the monthly membership meeting for approval by vote before the start of the event season.
- 2) Obstacles rules will become a part of the FRRC General Rules.
- 3) establish event dates without conflicting with other scheduled FRRC events or City of Fountain restricted dates.
- 4) keep an inventory of ribbons/trophies, etc. and consult with the Awards committee to re-order what is needed for the season.
- 5) coordinate with Concessions committee for event coverage, if necessary.
- 6) coordinate with Maintenance committee for a qualified tractor driver during the event, to drag the arena and keep safe ground for contestants, if needed.
- 7) grandchildren or children who are visiting during the event season (and are not interested in competing for year end awards) may pay the same entry fee as the member they are visiting.
- 8) keep records of each event day: number of entries, results and times, workers list of times/positions
- 9) publish a results/standings list in a PDF format to post on Facebook and give to the Website committee. Competitors under 18 years old will be listed as first name, last initial.
- 10) keep a worker's list of volunteers that helped work that day's event, and tracking worker's times/dates as needed for a year end report. Committee should meet and audit this year-end list for accuracy before giving it to the Worker's Award Committee.
- 11) keep accurate financial records of income, payouts, and any expenses. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement.

Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping.

12) present a monthly financial report at the monthly membership meetings.

13) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

P) Parades Committee shall be responsible for:

1) coordinate all Club participation in area parades

2) get membership approval for Club participation in each parade.

3) establish that insurance will cover FRRC for the date of the parade with the President.

4) set up any rules needed for safe parade participation

5) any FRRC parade equipment must be signed out for each parade and returned within thirty (30) days. (see any office staff at weekend FRRC events to return parade items if needed.)

6) keep accurate financial records of expenses and income. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement.

7) present monthly financial report at the monthly membership meetings.

8) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

Q) Phone and Social Media Committee shall be responsible for:

1) coordinate with committee chairpersons to assist in notifying FRRC Members of canceled and/or rescheduled events. Weather permitting, a 3 hour notification of a cancellation is recommended.

2) oversee and establish guidelines/rules for social media pages; including what type of posts to allow, gracious support for our sponsors, notifications of Club events and meetings.

3) decide who shall be the Administrator and who shall be moderators for the social media pages.

4) Any new Social Media platforms must be voted on at the monthly general membership meeting.

R) Family Horsemanship Games Committee shall be responsible for:

1) review existing Horsemanship Games rules and recommend changes/revisions. Present changes to the monthly membership meeting for approval by vote before the start of the event season.

2) Horsemanship Games rules will become a part of the FRRC General Rules.

3) establish event dates without conflicting with other scheduled FRRC events or City of Fountain restricted dates.

4) keep an inventory of ribbons/trophies, etc. and consult with the Awards committee to re-order what is needed for the season.

5) coordinate with Concessions committee for event coverage, if necessary.

6) coordinate with Maintenance committee for a qualified tractor driver during the event, to drag the arena and keep safe ground for contestants.

7) grandchildren or children who are visiting during the event season (and are not interested in competing for year end awards) may pay the same entry fee as the member they are visiting.

8) keep records of each event day: number of entries, results and times, workers list of times/positions

9) publish a results/standings list in a PDF format to post on Facebook and give to the Website committee. Competitors under 18 years old will be listed as first name, last initial.

10) keep a worker's list of volunteers that helped work that day's event, and tracking

worker's times/dates as needed for a year end report. Committee should meet and audit this year-end list for accuracy before giving it to the Worker's Award Committee.

11) keep accurate financial records of income and any expenses. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement. Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping.

12) present a monthly financial report at the monthly membership meetings.

13) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

S) Royalty Committee shall be responsible for:

1) setting up Royalty rules for participation and rules for the royalty competition for the next calendar year's royalty.

2) must have rules approved by vote at a general membership meeting before the event season begins.

3) keep accurate financial records of expenses and income. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement. Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping.

4) present a monthly financial report at the monthly membership meetings.

5) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

T) Stock (sorting/penning) Committee shall be responsible for:

1) review existing Stock/Sorting rules and recommend changes/revisions. Present changes to the monthly membership meeting for approval by vote before the start of the event season.

2) Stock sorting rules will become a part of the FRRC General Rules.

3) establish event dates without conflicting with other scheduled FRRC events or City of Fountain restricted dates.

4) locate cattle to buy/lease for the jackpot/point event season

5) oversee the feeding, medical care, general well being, and humane treatment of cattle.

6) coordinate with Concessions committee for event coverage, if necessary.

7) coordinate with Maintenance committee for a qualified tractor driver during the event, to drag the arena and keep safe ground for contestants if needed.

8) grandchildren or children who are visiting during the event season (and are not interested in competing for year end awards) may pay the same entry fee as the member they are visiting.

9) keep records of each event day: number of entries, results and times, workers list of times/positions

10) publish a results/standings list in a PDF format to post on Facebook and give to the Website committee. Competitors under 18 years old will be listed as first name, last initial.

11) keep a worker's list of volunteers that helped work that day's event, and tracking worker's times/dates as needed for a year end report. Committee should meet and audit this year-end list for accuracy before giving it to the Worker's Award Committee.

12) keep accurate financial records of income, payouts (if needed), and any expenses. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement. Turn in any funds earned, with appropriate financial sheet(s) to assist the Treasurer with accurate bookkeeping.

13) present a monthly financial report at the monthly membership meetings.

14) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.

U) Trail Rides Committee shall be responsible for:

- 1) setting up rules for participation and/or rules for competition.
- 2) must have rules approved by vote at a general membership meeting before the event season begins.
- 3) must track and report all financial expenses, giving a monthly report at every monthly membership meeting, and assembling a year end report to give at the end of the Event season.

V) Website Committee shall be responsible for:

- 1) general maintenance and oversight of the FRRC website, including, but not limited to; posting upcoming events, event rules and results, photos and stories, as well as update the seasonal calendar.
- 2) payment of website fees and/or renewals to be reimbursed by FRRC.

W) Worker's Awards Committee shall be responsible for:

- 1) receiving event committee's volunteer worker dates and hours reports, compiling them, reviewing for accuracy.
- 2) special worker's award for top five (5) workers overall, and the top 3 from each event.
- 3) awards are to be something simple, yet nice quality and honor our volunteers. There will be a limited budget voted on by the membership when the Awards budget is decided.
- 4) keep accurate financial records of expenses. Turn in original receipts and documents with any appropriate form(s) to the Treasurer for reimbursement and to assist the Treasurer with accurate bookkeeping.
- 12) present a monthly financial report at the monthly membership meetings.
- 13) after the event season ends, compile and present a year-end report to the monthly membership meeting. Please have two (2) copies; one for the Secretary and one for the Treasurer.