

MICHIGAN HIGH SCHOOL RODEO ASSOCIATION

2024-2025 PROCEDURAL
HANDBOOK

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MISSION/PURPOSE

It is Michigan High School Rodeo Association's intent to promote Jr. High and High School Rodeo at the state level and encourage eligible students to participate at MHSRA rodeos. This association will promote the highest type of conduct and sportsmanship while at the various rodeos. We will strive to keep our Western Heritage alive and active, while maintaining humane treatment of the animals we participate with. MHSRA does encourage students to further their education after High School with an aggressive Scholarship Program.

N.H.S.R.A. RULES CONSTITUTION AND BY-LAWS HANDBOOK

The Michigan High School Rodeo Association and its members abide by all rules and regulations as described in the National High School Rodeo Association Rules, Constitution and By-Laws Handbook. At the beginning of the new rodeo season every member will receive a N.H.S.R.A. Handbook. We encourage all members and their parents to read this Handbook to assure that they are informed of these rules and regulations.

M.H.S.R.A. PROCEDURAL HANDBOOK

The Michigan High School Rodeo Association has elected to develop a M.H.S.R.A. Procedural Handbook to help improve communications of topics that pertain directly to members within our organization at the state level. The information in the M.H.S.R.A. Procedural Handbook does not conflict, and will not conflict with the Rules, Constitution and By-Laws of the N.H.S.R.A. Handbook. Every member and their parents are encouraged to read and use this handbook as a reference. If a member has trouble interpreting information in either of these handbooks, they should contact the National Director or a member of the M.H.S.R.A. executive board.

ENROLLMENT AND MEMBERSHIP

The M.H.S.R.A. rodeo season begins on August 1st of the calendar year and ends on July 30th of the following year. A new member can enroll anytime during the year. New members must go to www.nhsra.com, new member login to create a new member login and profile. As part of this process, they will be required to pay their national dues and their state dues online. Returning members will update their profile and pay their state and national dues. A \$100.00 awards fee will be due at the time of paying membership.

There is also an Associate Membership available to the general public that allows individuals to participate in events like the "Cowboy Prom", but not participate in rodeo events or vote. Please contact the state secretary for more detailed information. Any adult member elected as a director or officer will automatically be a member of the M.H.S.R.A.

INSURANCE COVERAGE

The N.H.S.R.A. provides medical insurance coverage for all its members participating in rodeos as part of their membership. Members also have a death and dismember policy that covers them 24/7 away from sanctioned events.

SCHOLARSHIP PROGRAM

The following is a summary of the scholarship system for the M.H.S.R.A.

OBJECTIVES

1. To encourage students to continue their education after high school.
2. To promote the Michigan High School Rodeo Association.
3. To encourage students to set goals and do their best.
4. To help students feel successful among high school peers.

STUDENT ELIGIBILITY

Any student member competing in the MHSRA is eligible for these scholarships.

TYPES OF SCHOLARSHIPS

There are three ways to add to a student's total scholarship money.

1. By placing in their events for performance points.
2. By being actively involved with the MHSRA. The more a person is involved in the MHSRA activities the more likely he/she is to get scholarship money through the interview process. For this scholarship, an interview with the scholarship interview committee is required.
3. Special scholarships from scholarship rodeos, holding a student office, rodeo queen, etc.

All scholarships are described below.

Performance Point Scholarship

Each student currently collects points throughout the year to determine year-end standings and for qualification to the national finals. These annual points will be recorded and accumulated beginning with the very first MHSRA rodeo in which they participate, up through the end of the season their senior year.

Points earned at all regular season rodeos (the ones that include the \$10.00 scholarship fee) will count toward the student's scholarship. The National High School Rodeo Association rules say we cannot charge an entry fee for our state level finals. This means we cannot charge the \$10.00 scholarship fee either. Due to this, points earned at the state finals rodeos will not count as scholarship points.

At the end of the senior year, the total number of scholarship points will determine the amount of money awarded for performance, up to a maximum of \$1000.00 (If a student accumulates 700 points, he or she will be eligible for a \$700.00 scholarship. If a total of 1200 points are collected, the maximum of \$ 1000.00 is available.)

Jr. High scholarship point dollars at the end of their 8th grade year will be capped at \$1000.00.

This means that if a member was a Jr. High member for all four years and a High School member all 4 years the most in scholarship point dollars, they will be awarded is \$2000.00. (\$1000.00 cap Jr. High and High School \$1000.00 cap) This is only if the member earned these point dollars.

Senior Interview Scholarships

Any senior member of the MHSRA may apply for these scholarships. A scholarship application must be filled out by the student and sent to the scholarship committee chairperson by the specified deadline. Each applying senior must participate in a 15-minute interview with the scholarship committee. During the interview, the students will be scored on their involvement and commitment to the MHSRA and to their community. Interview Scholarships are capped at \$1000.00 for the top interview, \$25.00 credited for each year elected as an event director and \$25.00 credited for each year working at expos (such as maintaining the booth) with proper verification.

Student Officers

- High School President \$ 200.00
- High School Vice President \$ 100.00
- High School Secretary \$ 100.00
- Junior High President \$ 50.00

Queen and Junior High Princes

- High School Queen \$ 300.00
- 1st Attendant \$ 200.00
- 2nd Attendant \$ 100.00
- Jr High Princes \$ 50.00

Awarding the Scholarships

Seniors have 2 years to complete further education and apply for allotted monies, provide grades or completion of courses. You must apply within 2 years after high school graduation. All scholarship monies and credibility of applicant to receive monies will have sitting board of director's approval or rejection of funds.

Funding

1. A \$10.00 fee will be charged to each participant at each rodeo. This money is specifically for the MHSRA scholarship fund.
2. Special events such as scholarship rodeos.
3. Money collected from the annual scholarship auction. (The money from the scholarship auction that is held in June is for the next year's scholarship fund starting August 1.)
4. Any other scholarship donations or scholarship fund raising projects.

The funds for all MHSRA scholarships will be kept in a separate, interest-bearing bank account, and controlled by the Treasurer of the Board of Directors.

OFFICERS

Adult Officers

President
Vice President
Secretary
Treasurer
National Director
Board of Directors

Student Officers

President
Vice President
Secretary
Queen
Jr. High Princess
Jr. High President

COMMITTEES

In order for the MiHSRA to operate administratively and provide funding for the students to participate in rodeos, numerous committees are needed. Some are long term committees that have been in existence from the beginning of the Association, and some are developed on an as need basis. At the annual meeting, the day after the State Finals, chairman and committee members are selected for the various committees. These committees require adult and student participation, parents and students are encouraged to volunteer. Please remember that this is your association, everyone must work together so that MHSRA will grow and prosper. All committees must meet in their committees and bring their decision to the full board (or executive board in an emergency) for approval to proceed with projects. All National Sponsors shall be adhered to in each of our committees in accordance with NHSRA contracts.

Rodeo and State Finals Committee

Adult Vice President of Association is the Rodeo Coordinator. Dates and locations then come to the board for a vote. National Director is to take part in the coordination of State Finals. Search for Sponsoring committees that are interested in putting on rodeos. Secure contracts with Sponsoring committees and Stock Contractors. Assure that Arena Director and Judges are scheduled to be in attendance at all rodeos. Assure Stock Contractors are using approved Judges.

Fund Raisers

Develop ways to generate funds for MHSRA operating expenses. Administrate fundraisers. As an example: If it were a raffle, they would purchase/acquire the item to be raffled, have tickets purchased, and distribute tickets for sale, collect money from sale, determine winner and hand out prizes.

Awards

Purchase year-end awards such as saddles, buckles, etc, using National Sponsors first. Secure sponsors for buckles and donations for year-end awards. Acquire bids for saddles and/or other expensive awards. Arrange and fairly distribute the awards per each event. Set up, display, and distribute the awards at the year-end banquet.

Cowboy Prom

- Reserve and decorate a location for the prom.
- Conduct 50/50 raffles to help fund event.
- Hire entertainment and photographer.
- Hire caterer and select a menu.
- Collect admissions.
- Assure all members are aware of the event, its cost and location.

Scholarship Auction

- Communicate to all members, their families, and friends the need for items to be auctioned.
- Hire an auctioneer and clerk.
- Reserve a location at the State Finals for the auction. Set an advertising plan to promote the auction.

State Finals Program

- Develop and layout the program booklet for the State Finals.
- Gather and arrange ads for members.
- Distribute Programs at State Finals with helpers.

National Shirts

- Research different styles, prices, and manufacturers of shirts.
- Committee can agree upon style, if no agreement is reached, they will poll members for a selection.
- Select and notify Secretary to have ordered thru Nationals.
- Make sure each National qualifier receives their shirt before the National Finals, or at the National Finals.

Safety Committee

- Purpose of committee is to oversee safe rodeo procedure.
- To promote safety clinics and view all safety tapes from the National Association. (MHSRA encourages use of safety equipment, but it is up to the contestant and parent to determine which to use within the rules of the NHSRA.)

MEETINGS/FUND RAISERS/AWARDS

General Membership

There are three general membership meetings. One is held in the fall of the year as an orientation for the new members and a refresher for the returning members. The second one is held in conjunction with the Cowboy Prom. The third and final one is held on the Sunday following the State Finals Rodeo in June. This schedule has worked out very well for the majority of the membership and we hope to continue this in the future although it may not be the same each year. The MHSRA considers all of

these meeting to be mandatory for all members. A \$20.00 fine will be on members not attending these mandatory meetings and will not be able to enter any rodeos until this fine is paid (unless member is excused by board approval). The board voted in October of 2006 to impose a stiffer penalty to those who find it necessary to miss the mandatory meetings. Contestants must attend at least one of the mandatory meetings prior to State Finals in order to rodeo at the State Finals Competition. If for any reason a member needs to miss the State Finals Meeting and needs to complete paperwork for Nationals early there will be a \$100.00 fee that must be paid at that time. During these meetings there are many decisions made and issues discussed that involve every member of the association. Proper western attire is required for all meetings.

Board of Directors Meeting

The Board of Directors meets monthly with date, time and location listed on the web-site. All officers and directors attend these meetings to conduct operating business of the MHSRA. At such a time as the MHSRA web-site is up and running the monthly newsletter will be posted on the web-site.

Committee Meetings

Committees meet on an as needed basis. It is the responsibility of the Committee Chairperson to schedule and conduct these meetings. All committees must meet in their committee and bring their decision to the full board of directors for approval to proceed with projects.

Fund Raisers

Various fund raising projects may be held throughout the year for either the NHSRA's Scholarship fund, or for the MHSRA. Funds raised for the MHSRA, benefit all of the student members. At this time the MHSRA will have two (2) fundraisers that are mandatory for the contestants to participate in state finals. This was put in place so a few contestants were not doing all the fund raising for the association. Past fund raising projects have included the sale of wreaths, calendars, raffles, cookbooks, hats, shirts, candy bars and pizza hut cards.

Awards Fund

The Awards Fund was established to assure the Awards Committee an approximate dollar amount to spend on year-end awards. It was decided that each member contributes \$100.00 to the Awards Fund, any way they choose to. Some options have been, out of pocket, personal fund raising, picking up pop cans, etc. This will eliminate having a few families out of the entire association from raising enough money, through MHSRA fundraisers for the entire year-end awards. This allows the Awards Committee a budget to plan year-end awards immediately. Most donations and sponsorships are secured as soon as possible after the new season starts.

Awards in General

The goal of the Awards Committee is to have every member of the MHSRA receive some kind of recognition for his or her efforts in the organization. This is done by:

1. Outlining and prorating the Awards Fund Money.
2. Gathering and soliciting awards and/or money from sponsors.

3. Contacting previous donors and reaffirming continued support.
4. Seeking and purchasing year-end awards for the association.

There are previous awards committee notebooks that contain information to support this Program. A generic outline of awards follows:

1. All Around, Rookies, and Queen and Jr. Princess
2. Event Champions through 4th place National Qualifiers.
3. 5th thru 8th place Alternates to the Nationals
4. 9th and 10th place finishers (completes top ten per event)
5. The remaining members of the MHSRA Organization that didn't place in the top ten.
6. Horse of the Year Awards.
7. The Academic Scholarship Award is handled by the Tyler Family in Bob Bunn's memory. (Contact should be made to reaffirm this policy)
8. Certificates (youth board — members and event directors)

Events

Following are the events offered to eligible boys and girls. With the exception of Dally Team Roping and Ribbon Roping, both boys and girls are not allowed to participate in each other's events, ie. Boys are not allowed to enter girl's events and girls are not allowed to enter boy events.

Sr. Division

<u>Boys</u>		<u>Girls</u>	
Tie Down Roping	TR	Clover-Leaf Barrel Race	BR
Bare-Back Bronc Riding	BB	Pole Bending Race	PB
Steer Wrestling	SW	Break-a-way Calf Roping	BK
Bull Riding	BR	Goat Tying	GT
Saddle Bronc Riding	SB	Queens Contest	QC
Cutting Horse Contest	BC	Cutting Horse Contest	GC
Dally Team Roping	TR	Dally Team Roping	TR
Reined Cow Horse	RCH	Reined Cow Horse	RCH

Jr. High Division

<u>Boys</u>		<u>Girls</u>	
Tie Down Roping	TD	Clover-Leaf Barrel Race	BR
Goat Tying	BGT	Pole Bending Race	PB
Break-a-way Calf Roping	BBK	Break-a-way Calf Roping	GBK
Chute Dogging	CD	Goat Tying	GGT
Jr. Bull Riding	BR	Dally Team Roping	TR
Dally Team Roping	TR	Ribbon Roping	RR
Ribbon Roping	RR	Jr. Princess	

Junior Bareback Steer Riding JBB
Junior Saddle Bronc Steer Riding JSB

REGIONS

(see Appendix A for Map)

Michigan has 3 Regions: each region has 2 Directors that sit on the Board. Directors may be from other regions if there are no directors available from a particular region. The regions are as follows:

Region I - WEST

West of 1-69 to Lansing to US 27 to 1-75 to the Mackinaw Bridge

Region II - NORTH

US 27 north of Lansing to the Mackinaw Bridge and all north of 1-96 east and M-59 east from Lansing to Lake St. Clair. (also to include the Upper Peninsula)

Region III - SOUTH

1-69 North to 1-96 east to US 59 east.

NATIONAL FINALS

Each state takes the top 4 contestants in each event to the National Finals. After our State Finals are over these 4 members are asked if they are going to the National Finals. They must be prepared to commit that day if they are going. If one or more of the top 4 elect not to go, then we can go down as far as 8th place to fill our National Team. Immediately following the selection process all paperwork must be filled out and turned in to the State Secretary. The reason being the secretary must Next Day Air Mail these entries so the NHSRA receives the entries in time. Be ready with both parents present for information, signatures and checkbooks as stalls and camping/motel reservations are required to be sent at the same time. You will need your Social Security number, horse registration papers, veterinary health papers, vehicle license number you will be taking and type and size of vehicle if you are staying on the grounds.

You must give yourself plenty of time to arrive at Nationals before check-in deadline. You will receive a packet that has the phone number to call if you should run into trouble in route to the Nationals. They will not accept any excuse and are very strict about arriving on time and following all of the rules. The orientation meeting is a must to attend. You will receive your national jacket and have your team picture taken. They go through introductions, review all the rules to follow and give you times and places for activities during your stay. While at Nationals there will be a central location for your State Meeting/Activity information. You need to check in daily to see what's going on and where you need to be.

POINT SYSTEM

National rules state that our Finals Rodeos must be worth 10 points more than our regular rodeos going into the Finals. If we had 13 rodeos, the highest possible points a contestant could earn was 130 points. Therefore, the State Finals Points would be worth 140 points. We have 2 Go Rounds and an Average. Go-Rounds are worth 10 points each and the Average is worth 20 points for a total of 40 points.

The following table shows the distribution of points for the finals.

Total Points Carried into the Finals +

1 st Go	+	2 ND Go	+	Final Ave
Place Points		Place Points		Place Points
1 st = 10		1 st = 10		1 st = 20
2 nd = 9		2 nd = 9		2 nd = 18
3 rd = 8		3 rd = 8		3 rd = 16
4 th = 7		4 th = 7		4 th = 14
5 th = 6		5 th = 6		5 th = 12
6 th = 5		6 th = 5		6 th = 10
7 th = 4		7 th = 4		7 th = 8
8 th = 3		8 th = 3		8 th = 6
9 th = 2		9 th = 2		9 th = 4
10 th = 1		10 th = 1		10 th = 2

Example:

Contestant A brought 80 points into the Finals. In the 1st Go they placed 3rd for 8 points. In the 2nd Go they placed 2nd for 9 points. In the Average they placed 1st for 20 points

$$80 + 8 + 9 + 20 = 117 \text{ points}$$

Contestant B brought 90 points into the finals. In the 1st Go they placed and earned 5 points. In the 2nd Go they placed 10th and earned 1 point. In the Average they placed 6th earning 10 points.

$$90 + 5 + 1 + 10 = 106 \text{ points}$$

GENERAL RODEO RULES

At the beginning of each rodeo the State and Rodeo Secretary will be available to do the following items:

1. Hand out contestant packets (if any)
 2. Post the order of Go for each event.
 3. Post the results after the rodeo (if possible)
 4. All contestants should be available for announcements or changes in the schedule at least 30 minutes prior to the rodeo performance.
- The secretaries can be found at or around the announcer's stand prior to and during the rodeo performance.
 - Grand Entry Coordinator (Queen or helper) will hand the sponsor flags to contestants who will be carrying them during the Grand Entry.
 - Proper Western Attire is required 1 hour before and 1 hour after each rodeo including slack.
 - Back tags must be worn at all times, especially State Finals, National Finals and weekends with multiple performances. Each member will have a permanent back tag that they are responsible for.
 - A \$20.00 fine will be imposed on any member for missing any mandatory meetings, which must be paid before any future rodeos can be entered.
 - There will be a \$10.00 (srs) \$5.00 (jrs) fine for any contestant losing their hat except in steer wrestling, calf roping or rough stock events. This will be the responsibility of the youth board to track.
 - No alcoholic beverages are allowed.
 - All dogs must be on a leash.
 - Pickup all trash and keep the rodeo grounds as clean as possible.
 - People using generators please limit their use so other people are not offended by the noise. Please shut them down during nighttime hours or move to a remote location.

GENERAL RULES DURING STATE FINALS

1. Contestant must wear back numbers at all times (from Friday through Sunday).
2. Contestant must have competed in an event at least one time during the regular season to compete in that event at state finals.
3. Members must supply the secretary with a copy of their final report card or current progress report from their school. Failure to do so will result in them not being eligible to participate in the State Finals.
4. All members are required to attend the year-end meeting and election of officers the day after the State Finals. A \$20.00 fine will be imposed for members not attending and no rodeos can be entered until the fine is paid. If for any reason a member needs to miss the State Finals Meeting and needs to complete paperwork for Nationals early there will be a \$100.00 fee that must be paid at that time.

Appendix A

