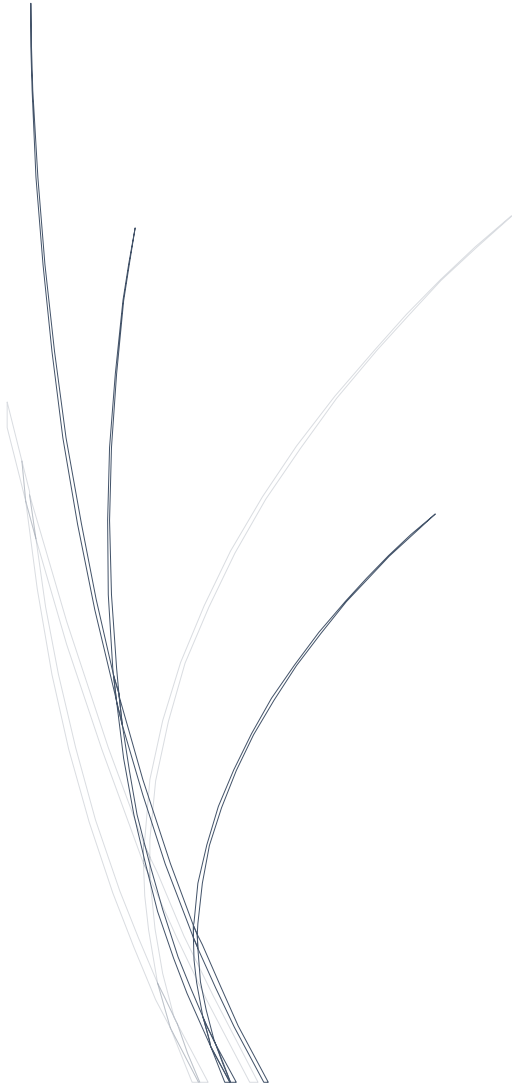


**2024-2025  
Boulder County Fair  
Royalty  
Handbook**

Revised: November 2023



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*The Fair Board and Royalty Committee will annually review, revise, and update the Royalty Handbook. After approval of changes, all previous handbooks will be null and void.*

### **Welcome:**

Welcome to the Boulder County Fair, Livestock Show, and Rodeo Royalty Program. The royalty program is an important part of the Boulder County Fair Livestock Show, and Rodeo (hereinafter referred to as the Boulder County Fair) tradition; as members of this program, you are a representative of the Boulder County Fair. You will represent the Fair at various regional rodeos, participate in community events, promote the Fair, and work during the Boulder County Fair. To hold the title of the Boulder County Fair Queen and Lady-in-Waiting is not only an honor but also an obligation. You are the “Face” of the Fair; everything you do from the time you are crowned to the last day of your reign affects the Boulder County Fair. This handbook provides a set of guidelines for the Queen and Lady-in-Waiting to assist them in successfully fulfilling their roles as Boulder County Fair Royalty. The Boulder County Fair Board along with the Executive Royalty Committee is here to make your reign a fun, educational, and successful experience.

The parents/guardians of the applicant shall also sign the application of the Queen and Lady-in-Waiting to ensure their knowledge of the expectations of the applicant’s position. The intent of the program is to provide the Queen and Lady-in-Waiting with opportunities to develop their decision-making and leadership abilities.

### **Purpose of the Program:**

The Royalty Program is designed to provide an opportunity for young women from Boulder County and the surrounding area to be the ambassadors for the Boulder County Fair by demonstrating knowledge of the sport of rodeo, respect for the Western way of life, and a commitment to their community.

### **Mission Statement:**

To serve as courteous, respectful, humble, and enthusiastic ambassadors of the Boulder County Fair, the farming and ranching community, our sponsors, our royalty program, and the Western lifestyle.

To be diligent in learning more about our fair, our sponsors, animal welfare, the lifestyle we represent, and how to best promote them.

To enthusiastically apply our knowledge in helping current and prospective stakeholders of the fair and the Royalty program to extract more value from their involvement. To continually strive to improve our Fair and our Royalty program through hard work and creativity.

To be steadfast in ensuring that we are not successful at the expense of others and watchful that others are not allowed to become successful at the expense of our Royalty program, our fair, or our sponsors.

**Royalty Responsibilities:**

The Queen and Lady-in-Waiting serve as the official Boulder County Fair Ambassadors and also represent the sport of rodeo, the western way of life, all Fair events, the agricultural and ranching community, Boulder County, and our Royalty program. In as much as they attract much publicity, they are easily recognized and associated with the Boulder County Fair it is imperative that the royalty and their parents/ guardians must always be respectful, organized, helpful, knowledgeable, and friendly. As changes in plans and events occur, sometimes with short notice, each person is expected to handle situations with poise, grace, and a courteous manner. The following duties are examples and may not include all that may happen throughout the year. The reign of the Queen will start at the first Boulder County Fair Board meeting after the fair, which is held on the 3rd Monday in August. The reign of Lady-in-Waiting will begin at the conclusion of the Lady-in-Waiting Pageant. Below are the responsibilities of the Queen and Lady-in-Waiting positions. ***(Schedule and days are tentative and may be adjusted due to the yearly schedule)***

**Queen:**

- Works with the Royalty coordinators to ensure appearances at each rodeo and other events.
- Works with the Royalty Committee for ideas for each event.
- Works with the Lady-in-Waiting to prepare for events.
- Flag carrying (while on horseback/following the horseback guidelines of the royalty program)
- Extends invitations to Royalty of other fairs & rodeos she meets and can take up other invitations for other appearances. These appearances must be pre-approved by the Executive Royalty Committee.
- Arrives *30 minutes* early for each performance/event.
- Helps with events **throughout** the Fair.
- When at other events, she must follow the instructions of the event organizers and coordinators. She is to make sure the Lady-in-Waiting does the same.
- Sign autographs during Boulder County Fair and other events.
- Participate in interviews as they arise, always being sure to represent Boulder County in an appropriate manner.
- Abuse of a horse or people verbal or otherwise may result in termination of title.
- Participate in riding practices as scheduled by the Royalty Committee and any other meetings the Royalty Committee deems necessary.
- **No friends or boyfriends are allowed to travel with Royalty. Said persons at any time are not allowed to interfere with said duties of the Boulder County Fair Royalty.**
- Participate in quarterly Fair Board meetings.
- Coordinate the Cowgirls Celebration with help from the committee/subcommittee.
- Works to secure monetary donations, program sponsorships, and scholarship donations.
- It is the Queen's responsibility to make sure that the royalty trailer is kept clean and completely cleaned before it is handed over to the Lady-in-Waiting. This includes removing and cleaning trailer mats, cleaning the inside of the trailer with mats removed, and cleaning and vacuuming the tack room.

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

**Parent/Guardian Initials** \_\_\_\_\_

**Lady-in-Waiting:**

- Works with the Royalty Coordinators to ensure appearances at each rodeo and other events.
- Works with the Royalty Committee on ideas for each event.
- Work with the Queen to prepare for events.
- Flag carrying (while on horseback/following the horseback guidelines of the royalty program)
- Arrives *30 minutes* early for each performance/event.
- Helps with events **throughout** the Fair.
- Sign autographs during Boulder County Fair, and other events.
- Participate in interviews as they arise, always being sure to represent Boulder County in an appropriate manner.
- Abuse of a horse or people verbal or otherwise may result in termination of title.
- Participate in riding practices as scheduled by the Royalty Committee and any other meetings the Royalty Committee deems necessary.
- **No friends or boyfriends are allowed to travel with Royalty. Said persons at any time are not allowed to interfere with said duties of the Boulder County Fair Royalty**
- Participate in quarterly Fair Board meetings.
- Coordinate the Queen for a Day Clinic with help from the Queen and committee/subcommittee.
- Works to secure monetary donations/program sponsorship, and scholarship donations.

**LIW Initials** \_\_\_\_\_

**Parent/Guardian Initials** \_\_\_\_\_

### **Executive Royalty Committee:**

- Consist of Royalty Coordinator, Royalty Event Coordinator, Pageant Director, Marketing Director, Treasurer, Secretary, and one (1) at-large member.
- Plans appearances for the Royalty, Prepares and sends in all entry forms as required, and assists at each rodeo, parade, and various other events.
- Plans and organizes photo shoots, printing autograph sheets, and newspaper releases.
- Introduces Royalty to our sponsors, and ensures hats, crowns, sashes, belt buckles, and clothing are ordered in a timely manner.
- Confirms that all equipment is always in good condition.
- Organizes and runs the Royalty pageant each year, including updating the Royalty contestant guidelines, judges' sheets, and schedules.
- Responsible for documenting any behavior issues. All issues will be dealt with in a timely manner to ensure the issue is not repeated.
- Delegates Royalty duties as needed.
- Coordinates Royalty activities with Boulder County Fair leaders to ensure fair events run smoothly and that Royalty members are prepared to carry out duties efficiently.
- Mentor Royalty members in public speaking, public event behaviors, and manners, horsemanship, and proper etiquette.
- Will conduct monthly meetings. Will hold riding practices with all Royalty as needed.
- The coordinator may call additional meetings as needed.
- Help organize and run the annual "Queen for a Day" event with the Queen and Lady-in-Waiting at the Boulder County Fairgrounds. This will include setting an agenda for the day, coordination of responsibilities and marketing.
- Help organize and run the annual "Cowgirls Celebration" event with the Queen at the designated location. This will include setting an agenda for the day, coordinating responsibilities and marketing.
- Two (2) committee members will attend quarterly Fair Board meetings.

**Royalty Coordinator:**

The Royalty Coordinator is responsible for overseeing the administration, programs and strategic plan of the Royalty program necessary for.

- Fundraising, marketing, and community outreach activities.
- Ensuring the Royalty program strives to fulfill its mission statement.
- Providing a safe, stable, and productive environment in which our ambassadors can excel.
- The overall growth and health of the organization.
- Developing and setting the agenda for the Executive Royalty Committee and Royalty committee meetings.
- Who will report directly to the Boulder County Fair Board.

**Royalty Event Coordinator:**

The Royalty Event Coordinator is responsible for managing the scheduling and all the correspondence relating to the appearance of our Royalty Ambassadors. This includes but is not limited to:

- Maintaining a current and accurate calendar.
- Working closely with the coordinator to provide a list of events prior to monthly meetings to secretary.
- Sending and receiving all communications relating to the scheduling of participation and/or appearances by the Royalty.
- Sending and receiving all communications relating to the scheduling of participation of guests at events hosted by the Boulder County Fair Royalty program.
- Preparing the appearance schedule for the Boulder County Fair.

**Pageant Director:**

- Setting the agenda for the Pageant
- Finding the Judges
- Organization of the pageant
- Ensuring the location of the pageant
- Work with the Coordinator on the administration portion of the pageant
- Working closely with the coordinator to provide a list of information prior to monthly meetings.

**Marketing Director:**

The Marketing Director is responsible for all promotional material used to promote the royalty program and our Royalty Ambassadors including but not limited to:

- Autograph Cards.
- Thank you, Cards.
- Posters
- Insignia on the Royalty horse trailer and other signs and banners.
- Invitations and other promotional materials
- Oversees Social Media Accounts

In addition, the Marketing Director/along with royalty is responsible for securing sponsorships and revenue-generating opportunities for the Royalty program. Sponsorship/scholarships and revenue-generating tasks include but are not limited to:

- Seeking new sponsorship/scholarships and revenue-generating opportunities.
- Developing, presenting, and negotiating sponsorships/scholarships.
- Managing and overseeing the fulfillment of sponsorships/scholarships.
- Managing and maintaining relationships with sponsors.
- Creating, developing, and managing revenue-generating opportunities.

Working closely with the coordinator to provide a current update of sponsors and social media events prior to monthly meetings.

### **Treasurer:**

The Treasurer shall keep an accurate account of all monies received by the Royalty Program and shall deposit such funds in the name of the Boulder County Royalty Program in such depository as shall be designated by the Boulder County Fair Board. The Treasurer shall not pay out or disburse any monies of the Royalty Program over \$50.00 except by check and only for the purposes of the Boulder County Royalty Program. At each meeting of the Executive Royalty Committee, the Treasurer shall submit a statement of the current financial condition of the Royalty program, which shall be prepared following generally accepted accounting principles. The Treasurer shall be responsible for all accounting and bookkeeping tasks including but not limited to

- Keeping records of expenditures
- Approving reimbursements
- Requesting checks for review and approval by the Executive Royalty Committee.
- Providing receipts and tax-exempt documentation for donors.
- Working closely with the coordinator to provide a list of accurate financial records prior to monthly meetings.

### **Secretary:**

- The secretary shall keep an accurate account of all committee meeting minutes
- The secretary is the keeper of the bylaws and handbook with a copy on file at the Boulder County Fair Office. (e-copy or paper copy)
- Provide a monthly report to the Boulder County Fair Board Royalty Liaison that will include a financial report.
- Keep a record of all change's bylaws and handbooks.
- Working closely with the coordinator to provide a list of events/records prior to monthly meetings.

### **Members at Large:**

- Perform specific short-term and long-term functions assigned by the Royalty Coordinator based on the group's needs and ongoing projects.
- Mentor new sub-committee coordinators brought on to head a specific event.
- Serve as an interim sub-committee coordinator for a specific event.
- Grievance committee members
- Working closely with the coordinator to provide updates within subcommittees prior to monthly meetings.

### **Parents/Guardians:**

Parents play a significant role in the success of their daughter's Ambassadorship.

The following guidelines and principles will help ensure your daughter's experience as an ambassador of the Boulder County Royalty Program. This program is rewarding, productive, and beneficial. This is an extraordinary opportunity that your daughters have been chosen for. These guidelines are provided to help ensure both you and your daughter have a prosperous and memorable experience.

- One parent/guardian may need to be available to assist the Executive Royalty Committee at all events.
- If your child is under 18, you must be at **all** horse events.
- Absolutely no siblings or friends are allowed in the contestant area or arena gates.
- Parents may be asked to assist with appearance as needed.
- Ensures Royalty is early and properly turned out for each appearance.
- Responsible for getting their child and horse to each event, and ensuring the Royalty is prepared to carry out duties in a timely and efficient manner.
- Be prepared to help Haul, tack up, feed, untack, hold, clean stalls, load, and unload your daughters' horse if needed.
- Parents may be asked to be present at the rodeo gate for each Boulder County Fair, event and for any other appearance by the Royalty Committee.  
The parent/guardian may need to be available to assist their child at each event to help ensure each appearance runs smoothly.
- If you need to contact your child during an event, you will be provided contact information for the designated chaperone. Parents are not to contact their child during an appearance.

**Exceptions can apply due to the discretion of the executive royalty committee.**

***Your actions and comments can have a significant impact on the success or failure of your daughter's ambassadorship.*** Your daughter's role is to be a humble servant to her position as an ambassador. Right or wrong, like it or not, you will also be seen by many as an ambassador also and as such you should.

- Be helpful and courteous and not divisive.
- Uplifting and encouraging to others.
- Your appearance should be neat and appropriate for the occasion.
- Refrain from inappropriate behavior and language including but not limited to drinking, smoking, and inappropriate phone usage.

**Royalty Initials** \_\_\_\_\_

**Parent/Guardian Initials** \_\_\_\_\_

## **Royalty Expectations**

### **General Expectations:**

- All Royalty is expected to be ready to assist with events at the Fair and other appearances.
- Carrying flags are optional for the Queen and Lady-in-Waiting at every Boulder County event and other duties when requested.
- If a horse or tack is borrowed, the participant must make her own arrangements. An Equine Royalty Agreement must be filled out and signed by both the borrower and



owner and submitted to the executive royalty committee for approval 2 weeks prior to the event to ensure safety.

- Royalty members must ensure that all their equipment and tack are in good condition and always clean.
- Royalty members are allowed to participate in other activities as long as those activities **do not** conflict with Royalty events, responsibilities, and duties. If there is a conflict Royalty takes priority unless permission has been given by the Executive Royalty Committee.

**Royalty Initials \_\_\_\_\_ Parent/Guardian Initials \_\_\_\_\_**

- Neither Royalty members, their parents/guardians, the royalty committee, fair board members nor staff are authorized to make any expenditure of any kind on behalf of the Royalty Program that is not within the budget without the prior written approval of the Executive Royalty Committee. No reimbursements will be paid without prior approval.
- All horses must be flag-tested 2 weeks before the 1st event. This may **not** be done at the event and must be done by a member of the Executive Royalty Committee.

**Royalty Expectations to/for Sponsors:**

- Apparition and respect must be shown to **all** sponsors at **all** times. A sponsor can pull support at any time if they see fit.
- Visits to sponsors are required, when possible, please go together.
- Dress in Royalty Attire when doing visits or collecting donations.
- Thank you cards and signed autograph sheets are to be given to each sponsor throughout the year.
- When visiting sponsors, a chaperone must be present and approved by the Royalty Executive committee.

**Royalty Initials \_\_\_\_\_ Parent/Guardian Initials \_\_\_\_\_**

**Program Sponsor Levels**

- Royal - \$5000
- Platinum - \$2500
- Gold - \$1500
- Silver - \$1000
- Bronze - \$500
- Copper - \$10 - \$499
- Scholarship

**Personal Sponsors**

Lady-in-Waiting, if desired will need to find sponsors for her chaps and Queen saddle.

**Attendance:**

- Appearances will be planned by the Royalty Event Coordinator. Each family will be notified accordingly. Queen and Lady-in-Waiting may provide Event Coordinator with opportunities, in the event of short notice executive committee discretion may be used. All appearances must be pre-approved by the Royalty Event Coordinator.

- Queen and Lady-in-Waiting *will not travel to or from* appearances with friends or boyfriend/girlfriend.
- Travel companions at any time are not allowed to interfere with said duties of the Boulder County Fair Royalty.
- All prizes or awards won at parades are to be given to the Boulder County Fair Board to be displayed.
- Queen and Lady-in-Waiting will be supplied with autograph sheets, posters, and other advertising materials to hand out in Boulder County and other appearances they attend.
- Queen and Lady-in-Waiting must be willing to be photographed and sign autographs at all appearances throughout the year of their reign. They shall act as official spokespersons for the Boulder County Fair, Livestock Show & Rodeo, and must be approachable.
- Cell phone use/smart watch use must be postponed until after an appearance. Necessary/emergency calls or text messaging must be done in private and needs to be very brief. The girls may carry a phone with them for emergency or official use only. (Ex. If they get separated during a parade etc.) The phones should not be seen and not in a back pocket (a boot is a great carrier) This will help keep a professional appearance.
- Smartwatches are to be left at home; medical exceptions may be made.

### **Required Events:**

Queen and Lady-in-Waiting will be *required* to attend these events (dates are subject to change each year)

- **All days** of the Boulder County Fair, Livestock, and Rodeo, in August.
- Boulder County Royalty Mutton Busting during Boulder County Fair
- Most ticketed events in the indoor/outdoor arenas at the Boulder County Fair, Livestock Show & Rodeo, in August. (A schedule will be presented to you in advance)
- Boulder County Fair Parade – First Saturday of the Fair. (***This is mandatory, with no exceptions***)
- Colorado Association of Fairs and Shows (CAFS), in November (the program will pay for admission price for the Queen, up to two chaperones, and one hotel room up to 3 nights depending on location)
- Sponsor Visits 1-2 days per month
- Niwot Holiday Parade in November
- Boulder Parade of Lights, in December
- Longmont Parade of Lights, in December
- Erie Parade of Lights, in December.
- National Western Stock Show, in January
- 4<sup>th</sup> of July Parade Location TBD
- Four Greeley Hat Works events, Dates TBD.
- Royalty Clinic in March
- Lady-in-Waiting Pageant, in April
- Greeley Hat Works (**mandatory day after the pageant, incoming LIW, Queen**)
- Queen for a Day, in July
- Cowgirls Celebration in July/August
- Rooftop Rodeo Parade, Queen Luncheon, in July

### **Highly Encouraged Events:**

- 4-H Carnival, in March

- Miss Rodeo Colorado Clinic, in February
- Evergreen Rodeo & Luncheon, in June
- Elizabeth Rodeo & Luncheon, in June
- Functions in St. Vrain Valley School District as invited.
- Cheyenne Frontier Days Parade
- Other rodeos/events as invited

### **Required Monthly Committee Meetings:**

- Royalty meeting time and location TBD
- Boulder County Fair Board meetings (4) times a year, 6:30 pm, Clover club Room (August, November, March, and July)
- Any subcommittee meeting as needed to prepare for Queen for a Day, Cowgirls Celebration, Royalty Mutton Bustin, or other fundraising events.

**Royalty Initials** \_\_\_\_\_

**Parent/Guardian Initials** \_\_\_\_\_

### **Appearance:**

- Royalty members and horses must be clean and well-groomed for each appearance. Each girl must always wear her *felt hat, crown, sash, and boots, (cleaned and polished) and belt buckle to each appearance*. She needs to wear stylish Western attire, (dark jeans pressed long-sleeved western shirt) have her hair styled and makeup done for her age. She must be presentable and completely dressed in royalty attire ***upon arrival to each appearance***.
- Sponsor's Clothing must be worn at all times in any situation where you are acting in an official capacity as an ambassador of the Boulder County Fair, Livestock, and Rodeo.
- It is not required but highly suggested that you not wear a competitor's brand. If you're not sure what constitutes a competitive brand, ask the Royalty Coordinator.
- Royalty is to be completely dressed ***upon arrival*** at an event. This means you cannot get dressed in the parking lot. You must always act and look professional.
- After each Boulder County Fair event, the Royalty will sign autographs at a designated location. They may also do so at other events with permission of the Executive Royalty Committee and the event coordinator.
- To appear more approachable, Royalty members should be independent of parents/guardians and friends when making appearances, however, parents/guardians do need to be available for supervision.
- ***No visible body piercings, (one hole for earrings) or tattoos are allowed***. All jewelry and accessories are to be age-appropriate and appropriate for horse riding. Necklace and earrings are not to out show the crown, sash, or buckle.
- By earning the position of Royalty, you will be photographed, interviewed, and published in many forms of media.

**Royalty Initials** \_\_\_\_\_

**Parent/Guardian Initials** \_\_\_\_\_

### **Grievances:**

**Definition:** Grievance – 1) a real or imagined wrong or other cause for complaint or protest, especially unfair treatment. 2) an official statement of a complaint about something believed to be wrong or unfair.

If there is evidence that Royalty or their parents/guardians are not following the rules set by the Boulder County Fair, Livestock Show, and Rodeo Executive Royalty Committee one verbal or written warning will be issued. This warning will be documented by filling out a grievance form and put on file in the Fair Office.

All committee members agree to be bound by the rules and guidelines set forth by the Executive Royalty Committee. All Grievances must be submitted in writing to the Executive Royalty Committee, if the grievance is not resolved at that level, it may be presented to the Boulder County Fair Board Grievance Committee for review and resolution. The decision of the Boulder County Fair Board Grievance Committee is Final.

### **Steps to file a Grievance:**

A person filing the grievance will submit the grievance in writing to Executive Royalty Committee.

- Must be handled in a timely manner (30 days).
- A meeting with the Executive Royalty Committee will be scheduled.
- If the person filing the grievance is under 18 years old a parent/guardian must be present.
- Disciplinary action will be discussed at a meeting by the two (2) At Large Executive Committee Members, one (1) impartial extension employee, and Royalty Coordinator (as an observer).
- The Grievance form will be filled out and kept as an official record, everyone who is present in the meeting will sign the grievance form and a copy will be filed with the Boulder County Fair Board.

If the grievance is not resolved, only then may it be presented in writing to the Boulder County Fair Board Grievance Committee for review and resolution. The decision of the Boulder County Fair Board Grievance Committee is Final. It must be turned in to the committee in a timely matter.

### **Infractions:**

- The First infraction will result in a verbal warning.
- Second Infraction will result in a written warning and will result in reduction or loss of privileges.
- The Third infraction may result in expulsion from the Royalty Program.

If there are any other infractions, your title, sponsorship, scholarship, and all rewards related to the title may be revoked by the Boulder County Fair Executive Royalty Committee at any time. If this occurs, all Boulder County Fair items must be returned within ten (10) days and you will not be able to return to the Royalty Program. Any royalty titled items such as title on chaps, queens saddle/fenders/breast collar, belt buckle, sponsored cinch clothing and jacket, Greeley Hat Works Sponsored/Discounted Hats with title, Photo Flash drive, Autograph sheets, ALL sashes including dated sashes, dated/titled jewelry, serapes, and crown must be returned to

the Boulder County Fair Executive Royalty Committee within ten (10) days of title being revoked. Failure to return titled items are subject to be charged to individual responsible or whomever title is revoked.

**Infractions that will result in immediate expulsion from the program:**

- Drug use
- Drinking Alcohol
- Smoking/Tobacco use
- Getting arrested for any reason.
- Pregnancy
- Fighting
- Continued disrespect for the rules set forth by the Boulder County Fair, Livestock Show and Rodeo Board, and the Executive Royalty Committee. (Upon a 3<sup>rd</sup> written warning)
- Hiding/not providing one or more social media accounts to Executive Royalty Committee

It is the duty of the Executive Royalty Committee to ensure that royalty represents the Boulder County Fair in an appropriate manner. Therefore, the following rules have been set in place to ensure the quality of representation. The following include some but not all infractions:

- Neglecting assigned duties
- Publicly criticizing or rude behavior toward other royalty, their families, Boulder County Fair Board members, Executive Royalty Committee, the stock contractor and its employees, event personnel, parents, and the general public.
- Royalty must make personal social media access available to members of the Executive Royalty Committee. Inappropriate (for example, use of profanity, bullying, inappropriate photographs, post/posts suggestive or sexual content or comments, public criticism of sponsors, and/or Boulder County Fair) or illegal use of social media will not be tolerated and may result in immediate dismissal from the program.
- Missing required events (unless excused prior to the event by the Royalty Coordinator/Executive Committee). Prior approval must be given by the Coordinator/Executive Committee if any member of the court is unable to attend a required function.
- Disciplining a horse in the arena or a public venue.
- Using disrespectful language (cursing or swearing, gang slang, gestures) while in royalty attire and/or representing the Boulder County Fair.
- Displaying disrespectful or inappropriate behavior (such as rudeness, fighting, displaying affection with a boyfriend/girlfriend in public, etc.) toward any person or venue while acting as a representative of the Boulder County Fair.
- Frequently being late to and/or unprepared to participate in approved/required events.
- Leaving an event early without prior permission or without acknowledging guests.
- Wearing inappropriate attire during official appearances.
- Displaying tattoos, face, or multiple body piercings. One piercing is allowed in each ear; however, multiple ear piercing is at the discretion of the Executive Royalty Committee.

**Royalty Initials** \_\_\_\_\_

**Parent/Guardian Initials** \_\_\_\_\_

**Grievance Report Form**

Date: \_\_\_\_\_  
The person filing the report: \_\_\_\_\_  
Who committed the infraction: \_\_\_\_\_  
Infraction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps were taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meeting with the Executive Committee**

Date: \_\_\_\_\_  
Who was in attendance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action being taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Grievance Signature Page**

All attendees must sign to acknowledge their understanding of the actions that will be taken.

Royalty Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

At Large Member: \_\_\_\_\_ Date: \_\_\_\_\_

At Large Member: \_\_\_\_\_ Date: \_\_\_\_\_

Extension Member: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Behaviors:**

- Each Royalty member must always be on her best behavior while holding these titles. People recognize Royalty wherever they are at any time of day. Whether in Royalty attire or at school functions, Royalty members need to dress appropriately.
- No swearing, smoking, drinking of alcohol, or use of any illegal drugs, with or without Royalty attire while representing the Boulder County Fair.  
Failure to comply with this rule may result in relinquishment of title at the decision of the Executive Royalty Committee.
- As a representative of the Boulder County Fair, all Royalty shall dress appropriately in Western attire with a *felt hat, crown, sash, boots, jeans or skirt, and buckle* at all required and optional appearances and events. The Royalty member and her horse shall be clipped and well-groomed. Inappropriate attire and/or grooming will be immediately corrected.
- Fighting, loud, disruptive, and other inappropriate language, and behavior, while representing the Boulder County Fair on or off the fairgrounds, will not be tolerated and may result in relinquishment of title at the discretion of the Executive Royalty Committee.
- Royalty will refrain from public display of affection with a boyfriend/significant other. This includes, but is not limited to kissing, handholding, and sitting on laps.
- Boyfriend/significant other is *not allowed to travel with Royalty*. Said persons, at any time, are not allowed to interfere with said duties of the Boulder County Fair Royalty.

**Online Behavior**

- Online behavior cannot contain any material that exploits or compromises the expectations of the Boulder County Fair, or your Royalty titles.  
This includes Facebook, Twitter, Instagram, TikTok, Other social media platforms, email, phone, text, and other means of communication. These accounts will be monitored by the Executive Royalty Committee. Any inappropriate postings will be asked to be removed. Reoccurrences of inappropriate postings may result in relinquishment of title at the discretion of the Executive Royalty Committee.
- All title holders are required to friend/invite the Executive Royalty Committee to their social media sites.

**Royalty Initials** \_\_\_\_\_

**Parent/Guardian Initials** \_\_\_\_\_

**Timelines:**

- Royalty is required to be early, dressed, and saddled a minimum of 30 minutes prior to each appearance wearing required garments.
- Royalty must arrive at all events ***dressed completely*** in attire. (Hat, crown, sash, buckle, etc.)

**Gratitude:**

- Royalty is expected to write thank you notes when and to whom it is necessary within one week of the event/sponsor occurrence.
- Bring prepared Thank-you notes to each event (Thank-you notes are not to be done at the event) and have extra thank-you notes in the autograph box or bag.

**Fundraising:**

- The Boulder County Fair Board Provides a \$1000 Fund to the Royalty Program Annually.
- Royalty participants are expected to raise funds for the Royalty Program.
- Expenses beyond budgeted expenses are the responsibility of the individual participants.
- Budgeted expenses of the Royalty Program are the responsibility of the Executive Royalty Committee.

- Royalty members are allowed to solicit sponsorships/donations/scholarships with permission of the Royalty Committee.
- Royalty members are allowed to solicit donations/scholarships for the Royalty Program for Queen for a Day, Cowgirls Celebration, or the program in general with permission from the Executive Royalty Committee.

**Knowledge:**

- Royalty needs to be familiar with the Boulder County Fair, events, history, etc. Each Royalty member needs to be familiar with events, their rules, and where to purchase tickets so she can explain it to community members and spectators. It is also helpful to know the events and attractions going on in the area.
- Royalty needs to stay up on current events.

**Mount:**

- Royalty members are not required to ride a horse.
- **If Royalty members want to ride, they will have to take a riding test within her 4 months as LIW. Given by an equestrian personnel approved by the Executive committee. If the test is not completed and passed by that upcoming year's Fair, she will not be permitted to ride during her queen year.**
- If members choose to ride, they must ride a suitable mount, no stallions will be allowed, for any appearance including rodeos and parades.
- The rider must always demonstrate control in any situation while riding one-handed.
- If there is any doubt as to the appropriateness of the horse, The Executive Royalty Committee has the authority to dismiss the horse permanently. If this occurs, there will be a verbal notice followed by a written notice signed by the Royalty Coordinator, Royalty member, and parents.
- Horse and tack must always be clean and in good repair.
- All state and federal regulations for transporting livestock must be followed. Including the requirements for the event you are attending.
- When transporting horses there must be water available/transported/provided for both horses.
- Following the Boulder County Fair Parade, the horse trailer and Royalty horses will be taken directly to the Boulder County Fair Grounds.

**Royalty Initials \_\_\_\_\_**

**Parent/Guardian Initials \_\_\_\_\_**

**Rodeo Competition**

- Royalty members are allowed to compete in rodeo competitions and horse shows, other than the Boulder County Fair and as long as the competition *does not* interfere with their Royalty duties.
- Royalty members are not allowed to wear any part of their Royalty attire while they are competing.

If you have any questions please contact Dee Larson, Royalty Coordinator  
bouldercountyroyalty@gmail.com



**Handbook Signature Page**

I have read the Boulder County Fair, Livestock, and Rodeo Royalty Handbook and agree to abide by these rules and guidelines during my reign if selected.

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Title

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Royalty Signature

Date

As a Parent/Guardian of a minor under the age 18, I agree that I have read the Boulder County Fair Royalty Handbook and agree to abide by these rules, guidelines, and serve as part of the Royalty Committee.

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Parent/Guardian Signature

Date

**EXCEPTIONS MAY APPLY – THE EXECUTIVE ROYALTY COMMITTEE RESERVES THE RIGHT TO CHANGE THIS HADBOOK AS SEEN FIT.**

## Lady-in-Waiting Contest Information

### General Information:

The Boulder County Fair Executive Royalty Committee will hold a judged contest to select a Lady-in-Waiting at its discretion in accordance with Boulder County Fair Royalty rules. The Executive Royalty Committee has authority over the royalty pageant, contestants, crowned royalty, and others involved.

- Please read all the paperwork thoroughly.
- Print all parts of the application materials.
- **Please keep a copy** of the royalty by-laws and handbook for your reference.

### Eligibility Requirements:

- Boulder County Fair Royalty shall be a female
- She must be 15 years of age before December 31<sup>st</sup> of her Queen Year and no Older than 18 years old and still attending High School during her Queen year. (Traditional or homeschooled).
- Single (never been married), be without dependents, not be pregnant, or become pregnant during her term.
- All Contestants must either be a member of the Boulder County 4-H or FFA program and reside in Boulder County or the St. Vrain Valley School District.
- Contestants may not be a member of the Royalty Committee or previously served as Boulder County Fair Queen or Lady-in-Waiting.
- Contestants must not have a criminal history.
- Contestants must have a high moral and ethical character.
- Queen and Lady-in-Waiting cannot hold another royalty title during their reign.

### Pageant Rules and Proceedings

The application must be completed, emailed, and a hard copy turned in to the Boulder County Fair Royalty Coordinator at 9595 Nelson Rd, Suite 200, Longmont CO 80501 by March 16th of the competing year, with no exceptions. (Email information on the application)

If there are not enough applicants, at least two of the Executive Royalty Committee will hold a pageant with one girl competing and she will be judged. She must score a designated total score (80%) to win the title. If she does not score high enough then a new contest will be scheduled.

The Royalty for the following year will be introduced at the Boulder County Fair. If there is no rodeo, then an alternative location and date will be chosen by the Executive Royalty Committee.

The Queen and Lady-in-Waiting **may** be awarded a scholarship from the royalty committee scholarship fund. The source of these funds is scholarship sponsors, the Cowgirls' Celebration, and is largely dependent on the efforts of the Queen and Lady-in-Waiting during their reigns. Funds will be awarded to the school of choice upon receiving appropriate information. The scholarship award will be sent directly to an accredited school or certificate program. Additional donations to the scholarship fund must be received by August 31st of the year of reign. Funds will be awarded in the name of the recipient and will be sent directly to the school. **Scholarship winners will have 2 years from the**

**date of graduation to use their funds. Unused scholarship money will be returned to the General Account.**

The Lady in Waiting reign will begin with the completion of the Lady in Waiting pageant in April. Her Queen Year reign will begin on the 1st scheduled Boulder County Fair Board meeting after the fair. Which is held on the 4th Monday of August. The competing year and continues until the Boulder County Fair Board Meeting in August the following year. The previous royalty will not make any appearances after the new royalty begins its reign.

Sarapes, chaps, sashes, buckle, and any other equipment purchased by the Boulder County Royalty program, Boulder County Fair or Executive Royalty Committee must be returned to the Royalty Coordinator at the end of their reign, no later than the first Royalty committee meeting after the fair. If these items are missing or damaged, the original cost of the item will be charged to the person responsible.

A horse trailer is provided to the Queen and Lady-in-Waiting for their use during their reign. The trailer will be housed at the Royalty Coordinator home during off months and must be checked out with the Royalty Coordinator in advance. Queen or Lady-in-Waiting must have a proper vehicle to pull the trailer safely as determined by the Executive Royalty Committee or Fair Board. All repairs will be the responsibility of the Fair Board. The insurance of the trailer is attached to the vehicle that is pulling it. Fair Board has insurance on the trailer when it is on fairgrounds property.

It is the Queen's responsibility to make sure that the royalty trailer is clean before it is handed over to the Lady-in-Waiting. This includes removing and cleaning trailer mats, cleaning the inside of the trailer with mats removed, and cleaning and vacuuming the tack room. Failure to do so could result in effect of loss scholarship.

The current Boulder County Queen and Lady-in-Waiting are expected to assist with the contests as directed by the Pageant Director.

Contestants will be judged and scored in the following categories:

- Application
- Appearance
- Personal Interview
- Current Events
- Horsemanship Interview
- Horsemanship Knowledge
- Written Test
- Speech Presentation
- Modeling
- Knowledge of Boulder County Fair History, Fair Events, Colorado Professional Association, Professional Rodeo Cowboy Association

Lady-in-waiting contestants are not required to ride.

**All contestants** are expected to comply with these guidelines and be friendly, courteous, and respectful at all times.

Contestants must know the basic rules and history of the Boulder County Fair events. Contestants should be familiar with and be able to explain these topics and aspects to anyone attending the Boulder County Fair.

Parents/guardians of contestants are responsible for the arrangement of participant transportation. Constants must be on time and fully prepared to participate in the contest.

Abuse of people is not tolerated. Any abuse verbal or otherwise seen by judges, committee members or specters during the contest will result in elimination.

If you have any questions please contact Mandi Larson, the Royalty Pageant Director at [Bouldercountyroyalty@gmail.com](mailto:Bouldercountyroyalty@gmail.com)

**EXCEPTIONS MAY APPLY – THE EXECUTIVE ROYALTY COMMITTEE RESERVES THE RIGHT TO CHANGE THIS HANDBOOK AS SEEN FIT.**