

Miss Cody Stampede Royalty Handbook

The Type of Girl We are Looking For

- A young lady willing and able to be a leader in her community and promote the western way of life on a local, state, and national level.
- A young lady who loves horses and everything they represent.
- An ambitious young lady interested in gaining self-confidence and poise.
- A young lady who wants to act as an official representative of rodeo while portraying good sportsmanship, high morals and ethical character, and reflecting careful and humane treatment of animals. She should be able and willing to learn and understand the sport of rodeo in its entirety, so to be able to explain all facets of rodeo to anyone with whom she may come in contact, and be able to speak intelligently, with dignity and sincere interest in rodeo.
- A young lady who understands that the Miss Cody Stampede Rodeo pageant is not a “beauty” pageant, but a competitive opportunity to display her personal attributes and strengths relative to displaying horsemanship and her understanding of the sport of rodeo.
- A young lady who may be interested in pursuing the title of Miss Rodeo Wyoming, to continue representing the sport of rodeo, the Cody Stampede, and State of Wyoming, on a national level.

Term

QUEEN - Reign begins January 1 of the year following the Lady-in-Waiting term and ends December 31, of the designated year.

LADY-IN-WAITING - Reign begins at the Miss Cody Stampede Lady-In-Waiting pageant and ends December 31 of that year

PRINCESS - Reign begins at the Miss Cody Stampede Princess pageant and ends December 31 of that year.

These titles and the individuals holding them at any particular time shall be referred to herein as the Royalty

Handbook Section a. Eligibility Requirements

The following conditions must be met in order to participate in a Cody Stampede Royalty pageant and must be maintained during the term of any title awarded.

1. Contestants must be residents of the Big Horn and Park counties for at least one year prior to the contest. Titleholders must maintain residency the Big Horn Basin during their term, but may temporarily live elsewhere for the purposes of education or work.
2. Must never have been married or had a marriage annulled. Must never have been nor be pregnant currently, nor become pregnant during any of the term of any title awarded.
3. During your reign, you must have access to at least well broken horse that you are familiar and comfortable with, and be able to provide transportation of such horse(s) to royalty events.
4. You may not have been convicted of a felony in any state.
5. Age- Contestants will provide proof of residency or age upon request.
 - a. Lady-In-Waiting – any lady who has reached her 18th birthday as of January 1st and has not passed her 23rd birthday as of December 31st of the year of competition and must be a legal resident of Park or Big Horn counties is eligible.
 - b. Senior Princess – any lady who has reached her 14th birthday as of January 1st and who has not passed her 17th birthday by December 31st of the year of competition and is a legal resident of Park or Big Horn counties whose parent or guardian pays taxes in Wyoming will be eligible.
 - c. Junior Princess- any lady who has reached her 10th birthday as of January 1st and who has not passed her 13th birthday by December 31st of the year of competition and is a legal resident of Park and Big Horn counties, whose parent or guardian pays taxes in Wyoming will be eligible.
6. There is no limit to the number of times an individual can compete in the Miss Cody Stampede Rodeo pageant as long as the contestant meets eligibility requirements and has not previously been awarded a Miss Cody Stampede Lady-in-Waiting or Miss Cody Stampede Title .

Handbook Section b. Code of Conduct

You must be a positive role model at all times. You are consistently in the public eye, even when not on Royalty business. It is your responsibility to uphold and maintain an outstanding personal image at all times. All Royalty should exhibit high moral standards and appropriate behavior at all times

General

1. Conduct yourself as a lady at all times, whether or not you are in Royalty attire. You are a representative of the Cody Stampede wherever you are. Behave in a polite and gracious manner at all times. Arguing with anyone (including parents and siblings); yelling in anger

and unprofessional or inappropriate behavior are not permitted. Remember you are in the public eye and you must represent Cody Stampede properly and professionally.

2. Items listed below will be provided to a titleholder by the Cody Stampede Board and must be returned to the Cody Stampede Board at the end of a titleholder's reign, or upon removal or resignation. These items belong solely to the Cody Stampede Board.

- Queen's Crown
- Lady-In-Waiting Crown
- Princess Crown
- Sashes/Banners
- Chaps (unless purchased by titleholder)
- Garment bags, chaps bags, magnets
- Any clothes checked out from the "Queen's Closet"
 - Any damages or cleaning needed will be billed to the titleholder
 - Ordinary wear and tear will not be deemed "damage".

Note: Cody Stampede Princesses and LIW must turn in ALL items immediately following the Stampede and will be allowed to check out crowns, banners and clothing for other approved events. (ex: Christmas Parade, MCS Coronation, MRW Coronation)

3. You may be disciplined (see Handbook Section h, below), including having your title revoked and title awards and other presentations taken back, for breach of the terms this Handbook or inappropriate behavior as determined by the Miss Cody Stampede Royalty Committee (hereinafter "MCSRC").
4. You must handle horses as a professional and refrain from all conduct that could be interpreted as abuse. The display of anger or use of whips when handling horses is prohibited.
5. Titleholders shall not participate in any open display of physical affection while representing the Cody Stampede. This includes, but is not limited to, kissing, handholding, and sitting on laps. Titleholders shall not live with a significant other during their reign.
6. You must not violate any applicable municipal, state or federal laws; minor traffic and parking violations excepted.
7. If at any time during her reign, the titleholder has questions, she should contact the MCSRC.

Handbook Section c. Schedule

1. Royalty must attend all required events as set forth in this Handbook and are encouraged to attend every event possible to which they are invited, in order to promote the Cody Stampede, however, additional events must be submitted to and pre-approved by the MCSRC.
 - a. The Cody Stampede Board has the authority to require titleholders to attend a specific event.
 - b. The Cody Stampede Royalty, as a group, should participate in at least one community event outside of rodeo. (ex: Christmas Parade and MRW Coronation)
 - c. The Princesses are allowed to attend all local events. The Princess' attendance at any out of town events must be pre-approved by the MCSRC.
2. The Queen is required to keep the Lady-In-Waiting and Princess well informed of pending engagements and event details (locations, dates, times, clothing and whether or not to bring a horse) well in advance. The Queen must mentor and assist the Lady-In-Waiting during her reign to prepare her for her reign as Queen. All Queen duties delegated to the Lady-in-Waiting must be documented and submitted to the MCSRC .
3. The Queen is required to plan and execute, with the MCSRC 's help, one or more fundraising events in order to replenish and maintain the Royalty budget. The Lady-In-Waiting and Princess are expected to assist and participate in such fundraising events.
4. Titleholders that stay with a host family are expected to treat these families with the utmost respect and gratitude.
5. All hosts, sponsors, rodeo committees and stock contractors should receive thank you cards from Royalty following every rodeo. Royalty shall send a thank you card to the contact person(s) following all other appearances.
6. Titleholders are expected to arrive at all rodeo performances a minimum of 15 minutes before the scheduled time. If you are "on time," you will be considered late. Titleholders must show up equipped with whatever is needed for that appearance, including but not limited to: chaps, hat, crown, banner, announcer bio card and autograph sheets/pen.
7. An outgoing Queen will be required to attend the new Miss Cody Stampede's Coronation Ceremony following her reign.
8. The reigning Queen will be required to participate in the Lady-In-Waiting and Princess pageants. She will be responsible for setting the horsemanship pattern, giving a prepared speech, conducting a timed interview with the judges, taking the written test, and acting as host/emcee during the entire pageant. (A member of the MCSRC will assist the Queen as emcee throughout certain portions of the pageant). At the conclusion of the pageant, the Queen is required to meet with the judges for critiques to help prepare her for the possibility of entering the Miss Rodeo Wyoming Pageant.

9. Royalty are responsible for hosting visiting royalty during the Cody Stampede. This includes, but is not limited to, arranging meals, transportation, horses, and activities (autograph sessions, rafting, etc.). The MCSRC is available to help.
10. All Royalty shall work with the Cody Nite Rodeo to keep them informed as to when and how often Royalty members can be available to run flags at the Cody Nite Rodeo---a regular and frequent schedule is preferable and recommended for the experience.

Handbook Section d. Appearance

1. You and your mount must always be neat and well groomed.
2. Visible tattoos or exposed face/body piercing, with the exception of ear piercings, are not permitted.
3. You must always wear appropriate Royalty attire when representing Cody Stampede to include, at a minimum, boots, hat with crown, sash and belt buckle. Hair should be clean and neatly styled ("Queen Hair" is not required but highly recommended). Clothing should be clean and pressed.
4. If the CSRC feels a titleholder's appearance is lacking, the titleholder will be notified immediately. It is a titleholder's responsibility to improve their appearance in accordance with such notice given as soon as possible.
5. Belt buckles identify Royalty for the term of her reign. While any inappropriate conduct is prohibited, such conduct while wearing any Royalty attire, especially including a Royalty belt buckle, shall be considered an aggravating circumstance.

Handbook Section e. Technology

1. The MCSRC encourages Royalty to maintain and update a "Miss Cody Stampede" Facebook page. This page will be monitored by the MCSRC.
2. Royalty shall not use the internet in an inappropriate or unsafe manner. Royalty may never post an inappropriate photograph, or post suggestive or sexual content or comments. Use of social media websites, including but not limited to Snap Chat, Facebook and Twitter accounts, must be of an appropriate nature. Royalty should never include personal information such as the city, physical address, or any other non-public personal contact information other than an e-mail address or contact phone number on any web site, and are expressly prohibited from doing so on any Cody Stampede related website. One or more MCSRC members must be granted access to view content of Royalty internet presence.

3. Use of a cell or smart phone for personal purposes during an official event is prohibited. Royalty should be giving full attention to the event at hand and such personal use is evidence of inattention, not caring and is unprofessional. These tools are for emergency or official use only during any Royalty event. This includes accessing the internet, use of apps, texting, instant messaging, or calling for non-Cody Stampede Royalty related matters. You may use your phone to take a Royalty-related photo, however, you may not post it to the internet until you are done with the official event and have left the location.
4. Texting while driving is unacceptable for your safety and the safety of others. If caught texting while driving at any time, you will no longer be allowed to drive yourself to any official events. NO EXCEPTIONS!

Handbook Section f. Miss Rodeo Wyoming Pageant

1. Only the Queen may participate in the Miss Rodeo Wyoming (MRW) pageant using a Cody Stampede Royalty title. She is required to compete, however, if the Queen decides not to compete after submitting a MRW pageant application, no budget or advertising money, or donated items related to the MRW pageant will be returned to the Queen or her sponsors
2. The MCSRC will pay for the MRW pageant application fee and one ad in the pageant program.
3. The MCSRC must approve the Queen's MRW pageant wardrobe and materials prior to the MRW pageant
4. The MCSRC does not require new clothes to be purchased or made, but must approve all clothing choices.
5. The following suggested due dates allow time for alterations and eliminate the need to pay for all clothes at once. In addition, clothes can be worn prior to the MRW competition, with proper care.
 - April 1
 - Fashion Show Dress
 - Wrangler Outfit
 - May 1
 - Personality Interview Dress
 - Horsemanship Interview Outfit
 - June 1

- Horsemanship Outfit(s)
- Grand Entry Outfits (Approx. 3, one (usually) being TETWP)
- July 1
 - All other outfits
- August 1
 - Complete wardrobe needs to be approved

Handbook Section g. Financial/Budget

Titleholders must understand that FINANCIAL ASSISTANCE IS NOT GUARANTEED. Royalty fundraising is normal and expected and enhances the experience and opportunities of the Queen and her court during their reign.

1. The Queen shall arrange for a Coronation event (see Coronation Guidelines, below).
2. The MCSRC and CSB will assist titleholders in fundraising.
3. Royalty shall notify the MCSRC of all donations, whether in cash or in kind, and identify the donors – this is critical for proper donor recognition.
4. All cash donations and fundraising receipts shall be submitted to the MCSRC for budget allocations.
5. All proceeds from the Miss Cody Stampede **coronation** will be allocated as follows:
All expenses and costs of putting on the Coronation shall be taken out first; the remainder shall be allocated as follows:
 - a. 40%- Miss Cody Stampede Queen Committee Budget Items
 - b. 60%- Miss Cody Stampede Individual Budget
6. Sponsorship monies brought in apart from the Miss Cody Stampede coronation will be allocated as follows:
 - a. 60%- Miss Cody Stampede Queen Committee Budget Items
 - b. 40%- Royalty Committee Operating Budget

Sponsorship sheets will be reviewed by the MCSRC and the CSB prior to coronation every year. CSB will approve.

7. **Titleholders must submit receipts or verified invoices MONTHLY for products or services to receive budget funds** to the MCSRC for payment approval.
8. Eligible expenses include, but are not limited to:
 - Coronation expenses approved by MCSRC
 - Fuel for travel to scheduled appearances

- Other approved travel expenses such as airfare or lodging
 - Meals of Royalty only, purchased in conjunction with an approved appearance
 - Clothes purchased for year of reign (must be pre-approved by MCSRC)
 - Dry cleaning for appearance clothes.
9. In the event that money is advanced by the MCSRC for gas, travel expenses, etc., the titleholder must timely submit receipts for all expenses incurred upon her return. Any amounts advanced in excess of actual expenses incurred shall be returned to the MCSRC.
 10. MCSRC authorization for reimbursements will depend on the balance of the Royalty budgets available for travel, lodging, clothing, etc. No additional funds will be provided after a titleholder exhausts her budget unless additional funds are donated or raised.
 11. The cost of individual autograph sheets, including photo shoots, shall be paid out of the titleholder's Royalty budget or by the titleholder personally; except that the MCSRC budget shall provide the Queen with individual autograph sheets, including any photo shoot necessary, **from January 1 of the year of reign until remaining Royalty have been selected.** Group Royalty autograph sheets, if opted for by the reigning Royalty, including any photo shoot necessary, will be paid from the MCSRC budget.
 - a. Royalty are encouraged to find sponsors for printing individual or group autograph sheets, with the sponsors' name/logos on the back.
 - b. All pictures used for autograph sheets must have the pre-approval of the MCSRC before going to the printer
 12. The MCSRC will pay for Royalty to attend the MRW Clinic and the Queen's MRW entry fee.
 13. Royalty are expected to acquire a minimum of \$1,000 in MONETARY sponsorships. All sponsors are to write donation checks to "Miss Cody Stampede" and must be run through the MCSRC bank account.

Handbook Section h. Disciplinary Actions

Royalty are expected to conduct themselves as public relations professionals at all times throughout their reign.. If CSB or MCSRC members observe or are advised by any person that they have personally observed conduct or behavior by a Cody Stampede titleholder that will or is reasonably likely to cause harm or damage to the goodwill or reputation of the CSB, the Cody

Stampede, or any of its committees, in the sole determination of the CSB, the following steps may be taken, based upon the seriousness of the conduct or risk of harm to the goodwill and reputation of the Cody Stampede, in the sole determination of the CSB:

- a. The MCSRC will verbally discuss the inappropriate behavior with the titleholder.
 - b. The titleholder will receive a written notice of the inappropriate behavior with copies to CSB members.
 - c. The CSB or MCSRC may cancel some or all of the titleholder's appearances.
 - d. The titleholder will be required to meet with the CSB to discuss her behavior.
 - e. The contract agreement between the titleholder and CSB may be declared terminated on grounds of a material breach and the titleholder shall be required to relinquish her title and return her crown and all prizes/awards received, and shall not be permitted to compete in the MRW pageant using the title of Miss Cody Stampede.
1. Examples of inappropriate behavior include but are not limited to:
- Failure to meet known deadlines
 - Making an appearance while escorted by a male other than an immediate family member or approved chaperon
 - Appearances in attire not meeting the standards of a titleholder
 - Arriving late to scheduled appearances
 - Making Royalty appearances without pre-approval
 - Acting in a disrespectful manner towards CSB or MCSRC members, Cody Stampede sponsors, stock contractors or the general public.
 - Using Royalty related items and vehicles for activities not directly related to or appropriate for a titleholder
 - Public physical displays of affection
 - Intoxication

Handbook Section i. Coronation Guidelines

The following are guidelines for planning a Miss Cody Stampede Coronation fundraiser. Remember, the more you accumulate from fundraising, the less personal costs you will incur:

- With the help of the MCSRC choose an event date, preferably in January.

- Choose a location, time, band/DJ (optional) and menu for the evening (Various civic organizations will often donate meals/space).
- Choose an emcee; make sure to provide a program and accurate information about the Miss Cody Stampede Royalty program and history prior to the event.
- Contact local hotels to see if any are willing to hold a block of rooms at a group rate for people that wish to travel to the event.
- Create invitations to mail out to all Wyoming and surrounding PRCA rodeos and royalty, MRW Association, former and potential pageant contestants, and former Miss Cody Stampede titleholders. Please contact the MCSRC for these lists. Include information on any special room rates available.
- Invitations must be mailed 4 to 6 weeks prior to the event.
- Find an auctioneer for the live auction.
- Get all program information regarding the evening to the MCSRC two weeks before the event including:
 - Event itinerary (see below)
 - Numbered list, descriptions, values, and donors of all live auction items
 - Numbered list, descriptions, values, and donors of all silent auction items
 - Names of Emcee, Auctioneers, band/DJ
 - Personal bio information
- Create a schedule for the evening of what you need help with such as: serving food, front door, silent auction- receiving money and helping with the auction showing items.
- Create programs and printer.
- Have a cash box/change available for the door and silent auction.
- Coronation ticket prices cannot exceed \$25.

Example of Coronation Ceremony Itinerary:

- Welcome – announcing the silent auction giving the time it will close
- Invocation
- Dinner
- Introduction (Cody Stampede Board, Royalty Committee, visiting royalty, former titleholders, sponsors, outgoing royalty, family)
- Crowning of the new Miss Cody Stampede by outgoing Miss Cody Stampede.
- Acceptance speech by the newly crowned Miss Cody Stampede
- Live Auction
- Dancing and FUN!

Note: MCSRC members can provide previously used examples and templates, and make recommendations based on experience.

Handbook Section j. Tentative Schedule

This schedule may be updated throughout the year by the MCSRC:

January

Outgoing queen:

- Attend incoming Queen's Coronation

Queen:

- Hold Fundraiser/Coronation
- Send Thank you notes to donors, sponsors and buyers

February

Queen:

- Meet with MCSRC to plan budgets for upcoming year and tentative schedule for out of town appearances
- Plan Cody Stampede pageant wardrobe

March

Queen:

- Order scrapbook cover (Complete pages for scrapbook during the year for Miss Rodeo Wyoming pageant in August)
- Participate in the Cody Stampede Lady-In-Waiting and Princess pageants

All Royalty:

- Attend the Miss Rodeo Wyoming Clinic, if possible
- Meet with MCSRC to plan budgets and discuss fundraising
- Plan summer schedule
- Get photos for autograph pads taken

April

Queen:

- Have rough draft of MRW speech completed
- Begin working on MRW Application

May:

Queen:

- Finish MRW speech
- Give MRW speech to Board of Directors / MCSRC

All Royalty:

- Hold Miss Cody Stampede Royalty Clinic
- Submit announcer bio cards to MCSRC for approval

June:

Queen:

- Complete and submit MRW Application (Must be approved by CSRC)
- Have all required items for MRW Pageant started (Clothing, ads, auction items, gifts, etc.)

All Royalty:

- If you want to participate in ANY of the Cody Nite Rodeos (June 1-August31), please contact the MCSRC as well as the Cody Nite Rodeo at least one week prior to attending
- Participate in Cody Nite Rodeo Park County Night
- Participate Cody Nite Rodeo Pro Rodeo

July:

All Royalty:

- Attend all assigned Cody Stampede events

Queen and Lady-in-Waiting (Princess must get approval from MCSRC):

- Sheridan WYO Rodeo (Optional)
- Laramie Jubilee Days (Optional)

- Cheyenne Frontiers Days (Optional)

August:

Queen and Lady-In-Waiting:

- Miss Rodeo Wyoming Pageant

All Royalty:

- Cody Nite Rodeo Finals-If invited

Queen:

- Send Thank You's to MRW pageant sponsors, volunteers, etc.

September:

Nothing in September at this time

October:

Lady-In-Waiting:

- Plan date and location for coronation/fundraiser
- Reserve hotel room for parents/family (if needed) during the upcoming MRW pageant in August

All Royalty

- Attend the Miss Rodeo Wyoming Coronation

November:

Queen:

- Let the Lady-In-Waiting borrow the Queen's crown for one week to get pictures taken

Lady-In-Waiting (In-coming Queen)

- Photos taken for autograph sheets – this is a slow time for the reigning Miss Cody Stampede and you'll have to work out a time to borrow the crown. The crown must be returned within a week. ALL PICTURES FOR AUTOGRAPH SHEETS MUST BE APPROVED BY MCSRC BEFORE GOING TO PRINTER.
- Create individual sponsorship packets and begin contacting potential sponsors
- Coronation date and location finalized

All Royalty:

- Attend the Miss Rodeo Wyoming Send-Off Party, if possible

December

Lady-In-Waiting:

- Autograph sheets and business cards to MCSRC for approval and submission to printer.