IGRA **Pre** **Post** (Circle one) Rodeo Trustee Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presided over by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign-In Sheet (Turn in to Secretary along with Meeting Minutes) RODEO NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Association | Name | Capacity (Trustee, Alternate, Official, Guest) |
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**IGRA 2016 TRUSTEE *PRE*-RODEO MEETING AGENDA**

Introduction: The pre-rodeo meeting should be held 15 minutes ***prior*** to registration. At most rodeos, registration is held from 6-9 pm on Friday evening; however, times may vary. Meeting times are not identified in the rules but this time was agreed to by the Trustees in past years to have consistency for all rodeos.

Each Division Chair is responsible to notify all Trustees of the time and place of the meeting for each rodeo in his or her division by sending an email no later than one week prior to the upcoming rodeo; however, earlier notification is encouraged. This email should request the Trustees who are unable to attend to notify the group and designate an alternate whenever possible. When trustees designate an alternate, it should be an individual who is reliable, familiar with the expectations and/or willing to learn. If an alternate is designated for a timeframe ***other than*** the entire rodeo performance, the Member Association Trustee should indicate the timeframe the alternate will be acting on his or her behalf.

The meeting should be chaired in preference of the following: Chair of the Trustees, Chair of the Division in which the rodeo is being held, or the Chair of another division; if no chairs are in attendance, an Elected Trustee (not an Alternate) shall be selected by the Trustees present to chair the meeting. In the absence of ALL of the foregoing, an Alternate Trustee shall be selected to run the meeting. Trustees should keep a copy of the current Rodeo Rules handbook during all rodeo performances. **TIP:** The rule book is available on the IGRA website and can be downloaded to most smartphones for easy access and also allows for search capabilities to locate references much faster.

The pre-rodeo meeting should follow the format below:

1. Call meeting to Order
2. Circulate the sign in sheet and request that ALL attendees sign.
3. Request volunteers for the position of Rodeo Checklist Trustee (see notes below).**\***
4. Request Volunteers for the position of Rodeo Review Trustee (see notes below).**\*\***
5. Ask the Rodeo Director, if present, if there are any issues the Trustees should be aware of. Be sure you know of any variances that were requested and granted and disclose them at the meeting. The checklist Trustee will need to know this information to perform his or her duties.
6. Adjourn the meeting.
7. Submit the minutes from this meeting with the sign in sheet to the IGRA Secretary via email or to the Rodeo Auditor in person. These must be provided to the IGRA Secretary not more than five days following the end of the rodeo. It is good practice to turn everything over the Rodeo Auditor to turn in with his or her paperwork.

Additional Responsibilities:

1. The Rodeo Review Chair or designee must inform the Rodeo Secretary or Auditor, and the rodeo officials present at the Officials Meeting who will be performing the Rodeo Review and checklist duties. These individuals must attend the Officials Meeting so people will know who they are and to participate in any important discussions that may impact their assignments.
2. The Rodeo Review Trustee should attend the New Contestant Meeting so contestants know who they are and what their function is at a rodeo.

**\*** Please note RE # 3, it is a conflict of interest for a trustee to be Checklist Trustee at a rodeo hosted by his or her Member Association. Whenever possible, this position should be assigned to individuals who are NOT competing or officiating in the rodeo. If no one volunteers, it is up to the Chairing Trustee to appoint someone. It is HIGHLY encouraged to have another Trustee or Alternate shadow the checklist Trustee, especially if they have not done the job before. It is the checklist Trustee’s job to complete the checklist and attend the post rodeo meeting, recommend fines, if any, not the person shadowing them. The checklist Trustee should always inform the Rodeo Director immediately if something needs to be corrected so he or she has an opportunity to address it. The checklist is not intended to be a punitive tool. All findings can be documented on the checklist but keep in mind the checklist is a compliance and educational tool used to ensure safety and promote improvement. Always exercise sound judgment and be professional in your presentation, whether it be in-person or in writing. If somebody else brings an issue to your attention, investigate the matter. Be careful about making comments about something you did not witness or cannot substantiate.

**\*\***Please Note RE # 4, The Rodeo Review Trustee(s) must be present during the running of all events, must try to watch the entire rodeo; this is why it is helpful to have more than one person perform this duty. Rodeo Review Trustee(s) should be at a vantage point enabling them to reasonably see the action and be available to contestants.

Rodeo Review Process

All reviews must be heard and investigated, whether you agree with them or not. Trustees must have conversations with the contestant requesting the review and all officials involved. Prudent judgment must be used to identify if there was in error in the application or interpretation of the rules or procedures; it is ***not*** the Trustee’s determination as to whether or not they agree with the judge. The judges’ decisions are final, which is why it is important to have conversations with them and other officials involved. See RULE VI-Rodeo Review Procedures for step-by-step requirements. It is important to document all the information to present at the post rodeo review meeting to be included in the checklist report, which is especially important for educational purposes.

**IGRA 2016 TRUSTEE *POST*-RODEO MEETING AGENDA**

Introduction: The post-rodeo meeting (Rodeo Review Board) must be held no sooner than 30 minutes ***after*** the end of the last event of the second go-around (Sunday in most cases). At the end of the last event, have the announcer staff announce the time and location of the Rodeo Review meeting. Be sure there are no Rodeo Review Requests pending before starting the meeting.

The meeting should be chaired in preference of the following: Chair of the Trustees, Chair of the Division in which the rodeo is being held, or the Chair of another division; if no chairs are in attendance, an Elected Trustee (not an Alternate) shall be selected by the Trustees present to chair the meeting. In the absence of ALL of the foregoing, an Alternate Trustee shall be selected to run the meeting. Trustees should have a copy of the current Rodeo Rules handbook. **TIP:** The rule book is available on the IGRA website and can be downloaded to most smartphones for easy access and also allows for search capabilities to locate references much faster.

The post rodeo meeting should follow the format below.

1. Call meeting to Order.
2. Circulate the sign in sheet and request that ALL attendees sign.
3. Request the report from the Rodeo Review Trustee(s).
4. Allow for reasonable discussion of the Rodeo Review Trustee findings. It is not appropriate to mention names when reviews are presented. This is not open discussion so conversations must be applicable to the Rodeo Review Trustee’s report. Do not lose control of your meeting!
5. Ask for a motion and second to approve the Report of the Review Trustee’s report (yes, no and abstentions); document in the minutes who motioned and the result.
6. Request the report of the Rodeo Checklist Trustee including all animal, contestant and spectator injury reports.
7. Allow for reasonable discussion of the checklist findings. This is not open discussion so conversations must be applicable to the Rodeo Review Trustee’s report. Do not lose control of your meeting!
8. Ask if the Checklist Trustee if there are any fines based on the checklist. Fines are automatically imposed based on items checked “NO” on the checklist. Any fine recommendations for items not on the checklist must be voted on by the trustees present and noted in the comments on the checklist so the IGRA Treasurer can invoice the host association.
9. Ask for a motion (and second) to Approve the Checklist Trustee’s report (yes, no and abstentions); document in the minutes who motioned and the result.
10. Ask the Host Association Trustee if he or she has any comments or issues to present about the rodeo or officials’ performance.
11. Ask for a motion (and second) to approve the rodeo itself (yes, no and abstentions); document in the minutes who motioned and the result.
12. Adjourn the Rodeo Review meeting.
13. Move into Open General Discussion. You may start it off with your own comments if you would like. Be sure to keep track of raised hands and call on people in order; do not lose control of your meeting! Given a reasonable amount of time for individuals to speak and let everyone have a chance to speak before allowing people to speak a second time. Document items as needed in the minutes.
14. Once there are no other items for open discussion, thank everyone for attending and dismiss the group.
15. Submit the minutes from this meeting with the sign in sheet along with all checklists, review sheets, and injury reports to the IGRA Secretary via email or to the Rodeo Auditor in person. These must be provided to the IGRA Secretary not more than five days following the end of the rodeo. It is good practice to turn everything over the Rodeo Auditor to turn in with his or her paperwork.