

# Logan County Royalty Program Handbook & Code of Conduct

Established June 2010, Revised September 2012, June 2013, May 2016 and September 2021

Selection to the Logan County Royalty Program is a privilege and should be treated as such. You will be expected to fulfill your responsibilities with grace, dignity and courtesy at all times. You are expected to be a role model and exhibit the highest moral and social behavior. You are a representative of your community and are expected to give a favorable impression of yourself and your community.

The Logan County Royalty will at all times favorably represent Logan County, the Logan County Fair and Rodeo, its sponsors, the sport of rodeo, our western heritage, and the western way of life.

## **Royalty Goals:**

*The purpose of the Logan County Royalty Program is to provide an opportunity for young women to be ambassadors of the Logan County Fair and Rodeo, the community of Logan County and the sport of rodeo by demonstrating knowledge of the sport of rodeo, respect for the western way of life and commitment to their community.*

## **I. Royalty Qualifications**

**A. Miss Rodeo Logan County (aka MRLC)** shall be at least 16 years of age by June 1 of the contest year and shall not have reached 21 years of age on the last day of the Logan County Fair ending her reign. She shall remain unmarried and responsible for no dependent children during the year of her reign, and shall not cohabit with any member of the opposite sex who is not a family member or extended family member. She shall reside within Logan County for a minimum of six months prior to the Logan County Fair at which her reign would begin. She is a current Logan County resident and shall reside within Logan County during the entire year of her reign.

**B. Miss Rodeo Logan County Sweetheart ( aka Sweetheart or SH)** must be at least 11 years of age by June 1 of the contest year and may not have reached 16 years of age by June 1 of the contest year. The Sweetheart shall reside in Logan County for a minimum of six months prior to the Logan County Fair, at which time her reign will begin. She is a current resident and shall reside within Logan County During the entire year of her reign.

## **II. Roles and Responsibilities**

### **Miss Rodeo Logan County**

- Must possess strong horsemanship skills
- Have knowledge of the sport of rodeo and the Logan County Fair
- Strong public and interpersonal communication skills
- Participate and attend the Logan County Fair and Rodeo in its entirety
- Participate and attend various events including, but not limited to, the National Western Stock show, CAFS Convention, Colorado Queens Clinic, Local 4-H events and area fairs, rodeos and parades.
- Schedule appearances for visiting royalty
- Organize and host various events for the MRLC program.
- Maintain relationships with local radio stations and newspapers.
- Maintain and contribute to social media platforms like Facebook and Instagram
- Organize fundraising events for the Royalty Program
- Solicit local businesses for sponsorship monies

### **Miss Rodeo Logan County Sweetheart**

- Have knowledge of the Logan County Fair and its events
- Participate and attend the Logan County Fair and Rodeo in its entirety
- Help the MRLC Queen with various duties and responsibilities during fair week
- Attend local events throughout the year with MRLC
- Help MRLC with fundraising
- Help MRLC with obtaining sponsorships.

### **Event Requirements:**

As a representative of the Logan County Fair and Rodeo, you will have the privilege of attending many events. The title of Miss Rodeo Logan County and Miss Rodeo Logan County Sweetheart requires a significant time commitment during the year of your reign, and your schedule of other activities should anticipate the commitment required. While we understand that you may be involved in other activities, we hope that you would make your duties during the summer of your reign your primary commitment.

In addition, the Sweetheart will not be expected to travel with MRLC to outside county events, but will be expected to accompany MRLC to all participating events in Logan County during the year of her reign.

### ***The following events are mandatory for ALL Logan County Royalty:***

The Logan County Royalty Program Pageant  
The Logan County Fair in its Entirety.  
Queens Luncheon  
Queens Tea  
Royalty Clinic  
Preliminary workshops

The Royalty Coordinator/s will work with you to set up appearances, and all appearances must be approved by the Royalty Coordinator/s. In addition, all public events and communications, sponsorship letters, advertisements, etc must be approved by the Royalty Coordinator/s before they are submitted.

Photographs are often required for publicity purposes, such as, autograph sheets, website photos, and advertising. All photographs must be in REQUIRED Rodeo Queen attire.

### **Equine Requirements & Safety:**

Members of the Logan County Royalty Program must demonstrate to the Royalty Coordinator/s that they have riding experience and strong horsemanship skills. They must also demonstrate that they are mounted on a well trained horse that is accustomed to loud noises and commotion. Please understand, Safety is our number one priority. So if the Royalty Coordinator/s do not feel a contestant or her horse is ready for the tasks required of them, they may be asked to step down, or make other arrangements.

In addition, Royalty will be responsible for providing their own transportation to and from events and are expected to keep their horses current on vaccinations, coggins and health certificates. Royalty will NOT discipline horses in the arena or any public venue.

### **Communication & Publicity**

As a representative of the Logan County Fair and Rodeo, MRLC will be expected to regularly post and contribute to the Royalty Programs Facebook page and Instagram account. All posts must pertain to the Logan County Fair or the Miss Rodeo Logan County Program and will be screened by the Royalty Coordinator/s.

In addition to social media, MRLC and Sweetheart are responsible for writing articles on all events that they attend and submit them to the local newspapers in a timely manner after the event. All articles must be pre-approved by the Royalty Coordinator/s.

MRLC will be expected to prepare speeches for public appearances that are pre- approved by the Royalty Coordinator/s before any appearances are made. Prepared speeches will be presented for events such as the Queens Tea, Royalty Clinic, Pageant, Queens Luncheon and any other activity where this is necessary.

MRLC and the Sweetheart shall write thank you notes in a timely manner (within 7 days) for the following reasons: donated items for auctions, horses donated, rooms donated, monetary donations, sponsorships, etc. Electronic thank you letters are not acceptable.

## **Fundraising and Sponsorships**

Fundraising and Sponsorships are an integral part of the Royalty Program. Monies obtained from fundraising help cover travel expenses, clothing purchases and advertising expenses. Sponsorships pay for awards and events for incoming Royalty.

There is an established budget that is provided by the Logan County Fair Board. Donations, fundraising and sponsorship determine the amount of money available to the Logan County Royalty Program. As MRLC, you are responsible for coordinating fundraisers and soliciting sponsors to help pay for your travel expenses, clothing, and any events you wish to host or attend.

The Sweetheart will be expected to assist MRLC at fundraising events and solicit sponsorships for the program.

All Logan County Royalty AND current contestants will be required to help with the Programs Silent Auction Fundraiser.

All sponsorship monies must be deposited into the Royalty Program fund, unless otherwise specified. Monies will be distributed back to royalty expenditures according to budget needs determined by the Royalty Coordinator/s. For sponsors interested in donating directly to a member of the Logan County Royalty Program, they may do so, but there is an understanding that there is no guarantee they will be recognized as an official sponsor.

## **Royalty Expenses**

The Royalty Coordinator/s will monitor all monies spent. All expenditure requests must first be approved by a Royalty Coordinator. Approved receipts for travel expenses, awards, events, etc, must be turned into a Coordinator within 30 days of transaction date for reimbursement. Expense approval and reimbursement will be determined by the budget set forth by the Logan County Fair Board and the amount of money raised during MRLC and the Sweethearts reign.

Please note that travel expenses/ mileage will be reimbursed ONLY from funds raised specifically for travel expenses by MRLC and the Sweetheart. These expenses WILL NOT come out of the Royalty Programs budget set by the Logan County Fair Board.

## **Royalty Attire**

Meticulous care in every aspect of your appearance is extremely important. Hair should be well maintained and curled at appearances. Hands and nails should be maintained. Makeup should be appropriate to the situation. Body piercings should be removed and any visible tattoos be covered up. General body and clothing cleanliness cannot be stressed enough. When attending events together, MRLC and the Sweetheart should coordinate color schemes or outfits.

All Royalty Program members must provide their basic wardrobes. Clothing sponsors may be obtained with approval of a Royalty Coordinator. If clothing is obtained through a sponsor, that clothing may only be worn at official functions and is not intended for personal use.

Official dress will always be worn while representing the Logan County Fair and Rodeo at functions. In the arena or on horseback, Casual dress is required. (see description). For speaking and luncheon functions MRLC and Sweetheart are required to wear Formal Attire (see description). At all other functions MRLC and the Sweetheart are expected to wear what is appropriate for the designated function. If you have any questions about what to wear, please consult your Royalty Coordinator/s.

**Casual Dress:** Denim jeans, long sleeved shirt, felt hat, crown, belt buckle, boots and sash. No holes in jeans, frayed pockets or cuffs and should fit appropriately. Hats must be in good condition and clean.

**Formal Dress:** (Mainly for MRLC). Dress or skirt (nothing above knee length, no strapless or sleeveless tops, unless covered with a jacket), long sleeve shirt/ jacket, sash, felt hat (no straw hats), crown, belt buckle and western boots.

\*\*\*On the last day of the Logan County Fair, the following items shall be returned to the Royalty Coordinator:

- MRLC shall return the crown, chaps, and butt blanket
- Sweetheart shall return the butt blanket

If any of these items are lost or stolen, it is the specific royalty member's responsibility to pay for the cost of recreating these items.

### III. Awards

#### Miss Rodeo Logan County Saddle

It is of utmost importance to understand the significant donation made by the Logan County Commissioners, and Logan County Fair Board to the Miss Rodeo Logan County Program. From the time of receiving it to the completion of your reign, it is to be ONLY used by you, MRLC, and kept in good condition during your reign.

At the time of coronation, you will be given a gift certificate which will go towards the purchase of a saddle of your choosing. You are responsible for covering any costs or extras over the amount of the certificate. When completed, the saddle will be presented to the MRLC at a saddle presentation ceremony with the Commissioners and the Logan County Fair Board scheduled by the Royalty Coordinator/s.

\*\*\*\* **IMPORTANT:** If you are removed from MRLC for any of the following reasons listed in the Behavior Section of the Handbook, you will return your saddle back to the Royalty Program and Forfeit any monies you have contributed to the making of that saddle. No Exceptions!

## **Logan County Royalty Program Scholarship**

Northeastern Junior College will award a scholarship to Miss Rodeo Logan County in the amount of \$500 to be broken down into \$250 for fall semester and \$250 for spring semester.

### ***Scholarship Rules:***

- The student must enroll as a full time student after graduating high school for two semesters to receive the full award.
- The award must used for two consecutive semesters
- The most the student can receive for the scholarship is \$500
- The student will receive a Scholarship Certificate at a Logan County Fair Event
- To redeem the scholarship, the recipient will turn the certificate in to the NJC Financial Aid Office before classes start the semester the student is attending. If the scholarship winner loses her certificate, NJC financial aid can verify the student was MRLC and award the scholarship. NJC Director of Financial Aid can still award the scholarship if the certificate is not turned in before the start of the semester, but it is at NJC's discretion.
- NJC will be recognized as a sponsor on the autograph sheets passed out by the royalty.
- The scholarship dollars will be institutional dollars from the aspiration scholarships account 1-18040.

## **IV. Behavior**

Being the Miss Rodeo Logan County Queen or Logan County Sweetheart is a full time commitment and honor. To be effective in your role, a positive image must be maintained at all times. Your attitude should always be pleasant and you should be willing to help promote Logan County, the Logan County Fair and Rodeo, and its sponsors. You are in the public eye, even when not on official business, and it is your responsibility to uphold and maintain an outstanding image. All Royalty should exhibit high moral standards and lady-like behavior at all times.

It is the duty of the Royalty Coordinator/s to ensure that the Royalty represents the Logan County Fair and Rodeo in an appropriate Manner. Therefore, the following rule violations have been set in place to ensure the quality of the MRLC Royalty Program. Should a rule be broken the Logan County Fair Board will have the authority to determine the degree of the infraction and take actions that may include but not limited to suspension or removal from the royalty program.

For Example:

- Neglecting your duties as MRLC or Sweetheart
- Refusing to attend a required event without being excused prior to the event by the Royalty Coordinator
- Disciplining a horse in the arena or public venue

- Using disrespectful language, cursing or swearing, inappropriate gestures, while in Royalty clothing and/ or representing the Logan County Fair and Rodeo.
- Displaying disrespectful behavior toward **any** person or venue while acting as a representative of the Logan County Fair, including your parents.
- Displaying lewd affection in public with anyone
- Being late or unprepared to participate in any event you are required to attend or have committed to attend.
- Wearing inappropriate attire during official appearances as MRLC or Sweetheart
- Displaying tattoos or face/body piercing objects and jewelry. (*Tattoos must be covered and facial piercings removed during official appearances*)
- Leaving an event early without permission
- Displaying any lewd or inappropriate behavior in pictures, videos and posts on **ANY** social media account; **BOTH** personal and Miss Rodeo Logan County. (*No sexy selfies, party photos, pictures with drugs or alcohol in them, or public displays of affection.*)
- Excessive or distracting use of your cell phone at any official MRLC event. No talking or texting during official appearances, it should only be used for emergencies. Your cell phone may be confiscated by a Royalty Coordinator or your escort.
- Displaying conduct that is embarrassing to the Logan County Fair and Rodeo at anytime, anywhere. You are expected to be a role model.
- **Drinking Alcoholic beverages, smoking, tobacco use of any kind, or drug use are grounds for immediate dismissal, whether during official events or otherwise.**
- **Being charged with or convicted of the commission of any crime, including petty offenses, is grounds for immediate dismissal.**

Should a member of the Logan County Royalty Program be asked to resign or be removed by the Logan County Fair Board for a rule violation, **you will forfeit all sponsorships, equipment, clothing and all property belonging to or donated to the Logan County Royalty Program within 24 hours. NO EXCEPTION.** All items that have been given to you as a result of becoming a titleholder are considered property of the Logan County Royalty Program, including but not limited to: Saddle, chaps, buckle, butt blanket, banner, truck magnets, jewelry, tiara, clothing, custom dress, headstall, business cards, autograph sheets, contest gifts including gift certificates and scholarship. This also includes items that were purchased using your sponsorship money. If you are asked to resign or you quit, EVERY item that has been given to you or purchased must be returned to the Royalty Coordinator within 24 hours of the final decision.

Any Infractions will be presented to the Logan County Fair Board by the Royalty Program Coordinator/s. The President, or designee of the Logan County Fair Board will investigate any possible rule violation and or misconduct and appropriate disciplinary action will be decided, which may include, but is not limited to, a verbal reprimand, a written reprimand, suspension or immediate dismissal from the Royalty Program.

## **V. Supervision**

An approved escort must be present at all events. An escort can be a Royalty Coordinator, a parent or guardian, or someone 21 years of age or older if approved by the Coordinator. However if this escort appears to be diminishing the MRLC ability to do her job, they may be asked to leave by the Royalty Coordinator.

### **Parents**

The role of parents in the Miss Rodeo Logan County Royalty program is to support your daughter. Please remember that it is your daughter's job to represent the Logan County Fair and Rodeo. You should expect that there are financial and time commitments on your part to serve as an escort and assist MRLC when the Royalty Coordinator/s cannot. Be aware that escorts may not be included in the RSVP for event passes, tickets, etc, so please plan accordingly when attending events with MRLC or LC Sweetheart.

### **Royalty Program Coordinator/s**

The role of the Royalty Program Coordinator/s is to supervise the Logan County Royalty Program, and advise and mentor the MRLC and LC Sweetheart.

## **VI. Liability and Release**

This Royalty Code of Conduct states the Logan County Fair Boards policies and procedures for the Logan County Royalty program effective May 2021, and supersedes all previous contracts, code of conduct, handbooks and any other policies and procedures of the past.

These policies and this Royalty Handbook do not constitute a contract of any kind. The Logan County Royalty Serves at the will of the Logan County Fair Board and the Fair Board may terminate MRLC or Sweetheart with or without cause at any time, and without advance notice, procedure or formality. The Logan County Fair Board, at any time and in its sole discretion and without prior notice, may change or delete any of these policies.

All Royalty shall carry her own health insurance. If she is injured at any function where she is acting as part of Logan County Royalty, she shall immediately notify the Royalty Coordinator within 24 hours of the incident.



Logan County Royalty shall be solely responsible for her personal property and well being: and she shall neither ask for, expect, nor receive compensation or reimbursement from the Logan County Fair Board or Logan County Commissioners for any loss sustained by her as a result of participating as Logan County Royalty. She shall save and hold harmless the Logan County Fair Board, Logan County Commissioners, and the Royalty Coordinator/s from any and all liability for her actions and conduct during her term as Logan County Royalty.

Logan County Royalty shall consist of Miss Rodeo Logan County and Miss Logan County Sweetheart.

I, \_\_\_\_\_, understand and agree to follow the above code of conduct and Logan County Royalty Program requirements for the position of:

\_\_\_\_\_

*A Parent/ Legal Guardian signature is required of all participants in the Logan County Royalty Program, no matter the living arrangements.*

I, \_\_\_\_\_, as Parent/Legal Guardian of \_\_\_\_\_ understand and agree to the above code of conduct and Logan County Royalty Program requirements for myself and my child to participate in the Logan County Royalty Program.

\_\_\_\_\_  
*Participants Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/ Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*LC Royalty Coordinator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*LC Royalty Coordinator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Logan County Fair Board President*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Logan County Fair Manager*

\_\_\_\_\_  
*Date*

# **The Logan County Royalty Program**



# **Handbook and Code of Conduct**

**Approved by: Logan County Fair board including Royalty Coordinator/s,  
Logan County Commissioner's and Logan County Attorney**