



# **ARTICLES OF INCORPORATION**

## **THE COLORADO REBELS RIDING CLUB**

The corporate name of our said corporation shall be:  
**THE COLORADO REBELS RIDING CLUB, INC.**

*The Colorado Rebels Riding Club is a non-profit organization whose purpose is to create a center for quality family-orientated activities in a spirit of good community with strong and healthy programs for our members, non-members, adults, and children in and around Fremont County.*

The object for which our said corporation is formed and incorporated is for the purpose of promoting and maintaining a riding club (not for pecuniary profit) for persons to participate in horseback rides, gymkhanas, parades, play days, drills, dances, hay rides, workdays and social events relating thereto and to make and enforce contracts, acquire, hold, encumber and dispose of property, whether real, personal, or mixed, and do all the acts and things that are necessary to the operations and enjoyment of the club.

The affairs and management of our said club are to be under the control of a Board of Trustees consisting of the present officers and two previous past officers voted by the membership.

The president, together with the secretary and two past officers voted by the membership, shall have the authority to encumber and convey all or part of the corporate property and authorized to execute together, the instruments of conveyance of encumbrances.

The principal office shall be the address of the secretary authorized by the corporation to accept service of process.

## **BY-LAWS**

**ARTICLE I:**       **The principal office of the club shall be the address of the secretary.**

**ARTICLE II:**       **MEMBERSHIP**

**SECTION I:**       **QUALIFICATIONS**

Membership in this organization shall be limited to those 18 years of age or older. Membership is limited to individuals and families who have their own horses and can arrange transportation for their stock, and have the time and interest to participate in club activities, when possible. When present members no longer have horses and still desire to retain membership in the club, they may do so.

**SECTION II:**       **PROSPECTIVE MEMBERS**

Prospective members shall be granted membership upon receipt of annual dues.

**SECTION III:**     **DUES**

Our membership "year" runs January 1st – December 31st. Membership dues for new members are \$25 per family (children under 18 or still enrolled in school). Annual membership dues are \$20.00, payable in January of each year. Any previous member wishing reinstatement within (1) full year shall be accepted by paying the \$20.00 annual dues. In order to be eligible for a family membership all must live in the same household.

**SECTION IV:**     **MEETINGS**

Members of the club shall meet once a month. They will begin at 6:30 p.m. at designated locations. The annual meeting will be at such time and place as designated by the officer/trustees. The meeting in December (last meeting of the year) will be the annual awards banquet and no points will be awarded for attending this event.

## **SECTION V: QUORUM**

A majority of the qualified voting members of the club present (those present not to be less than 15% of membership) shall constitute a quorum at the regular monthly meetings or the annual meeting of the club.

## **SECTION VI: VOTING QUALIFICATIONS**

Only those members 18 years of age or over and current in club dues shall be entitled to vote at the regular monthly meetings or the annual meeting.

## **SECTION VII: VOTING**

A majority of the quorum shall be required to carry any matter coming to a vote of the members. In case of a tie, the presiding president shall cast the deciding vote.

## **SECTION VIII: SPECIAL MEETINGS**

Special meeting of the members may be called any time by a majority of the officers/trustees. All members qualified to vote shall be notified by phone or email by the secretary.

# **ARTICLE III: OFFICERS/TRUSTEES**

## **SECTION I: OFFICERS AND TRUSTEES**

The officers of the club shall be a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and two previous past officers. They shall constitute the Board of Officers/Trustees. The Board of Officers/Trustees shall be elected by the qualified voting members in each respective capacity and they shall hold office until the next annual meeting of the members or until a successor shall have been elected and qualified. Any officer (president, 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, secretary, or treasurer) may spend up to \$100.00 without prior approval as long as it is benefiting the club. Any amount over \$100.00 must have prior approval.

## **SECTION II: TENURE AND QUALIFICATIONS**

Officers/Trustees must be members of the club, over 18 years of age and their dues current. Only one member of each household in the club shall be qualified at any one time to hold an office.

## **SECTION III: QUORUM OF OFFICERS/TRUSTEES**

A majority of the Officers/Trustees shall constitute a quorum at their meetings for the transaction of any business. Four Officers constitutes a quorum.

## **SECTION IV: VOTING (OFFICERS/TRUSTEES)**

The act of the majority of a quorum of the Officers/Trustees shall be the act of the Board of Officers/Trustees.

## **SECTION V: VACANCIES**

Any vacancy occurring in the Board of Officers/Trustees may be filled by the election of the named office in the same manner herein provided for annual elections. The Officer/Trustees so elected shall fill the vacancy for the un-expired term of his predecessor in office.

## **SECTION VI: PRESIDENT**

The president shall be the principal executive officer of the club, subject to the control of the Board of Officers/Trustees, shall in general, supervise and control all of the business affairs of the club, and together with the secretary and trustees shall have the authority to sign any and all documents necessary to acquire, sell or encumber any real, personal, or mixed property of the club. He/she will also co-sign checks for the disbursement of club funds.

## **SECTION VII: 1<sup>ST</sup> VICE PRESIDENT**

The 1<sup>st</sup> vice president shall in the absence of the president, or in the event of the inability or refusal to act, shall perform the duties and have the powers of the president, subject to the restrictions upon the president.

## **SECTION VIII: 2<sup>ND</sup> VICE PRESIDENT**

The 2<sup>nd</sup> vice president shall in the absence of the president and the 1<sup>st</sup> vice president, or in the event of their inability or refusal to act, shall perform the duties and have the powers of the president, subject to the restrictions upon the president.

## **SECTION IX: SECRETARY**

The secretary shall keep and be custodian of the By-Laws, minute books, files, and all other records of the club, shall give all notices as required herein for any special meetings, and shall determine, if necessary, the qualified members of the club entitled to vote on any matter and shall sign with the president and trustees all necessary documents for the acquisition, encumbrances or conveyance or property, real, personal, or mixed, of the club and shall do and perform all duties necessary and appurtenant or that which may be assigned to the office of the secretary. The secretary shall also be able to co-sign checks for disbursement of club funds.

## **SECTION X: TREASURER**

The treasurer shall have charge and custody of all funds of the club, receive and make receipts for monies in the name of the club, in bank(s) as shall be selected by the Officers/Trustees. Treasurer may also co-sign checks for disbursement of club funds.

## **SECTION XI: TRUSTEES**

The trustees, together with the president and secretary, shall have the authority to sign any and all documents necessary to acquire, sell, or encumber any property, real, personal or mixed of the club. Also co-sign checks for disbursement of club funds.

## **ARTICLE IV: AMENDMENTS**

These By-Laws may be altered, amended or repealed and new By-Laws adopted at any regular or special meeting of the membership by an affirmative majority vote of the club as defined in Article II, Section VI.

## **ARTICLE V: TROPHIES**

Any trophies given to the club during the president's term of office shall be given to the president. Officers shall be recognized for their tenure in office at the annual awards banquet.

**By-Laws Amended: January 2015.**

## **PLAY DAYS / GYMKHANAS**

### **RULES FOR JUDGED, GYMKHANA, AND RODEO EVENTS**

**This organization will abide by American Quarter Horse Association and/ or Southern Colorado Horseman's Association rules.** Please refer to current

handbooks; it is each member's responsibility to obtain any and all pertinent handbooks personally. General rules, exceptions, and special age-specific rules, are outlined below:

Since **sportsmanship** is the most important and best respected quality of all contestants, the following rules must be observed by all contestants:

- Profanity will not be tolerated in any context. Contestants and/ or spectators noticing or offended by the behavior or language of any competitor should voice their concerns *to the office as soon as possible*.

Verbal and/ or physical abuse of show management, personnel, or judges will be severely penalized. Contestants may not argue any judge's decision without filing a formal protest accompanied by \$25. CRRC executive board members present, a minimum of 3, may have anyone found guilty of any of the above ejected from show grounds and all points removed.

- Abuse of one's horse, such as excessive whipping, beating, whipping on head, excessive jerking of reins or spurring will not be permitted in any CRRC sponsored event. The first infraction of this rule will result in a verbal warning. Second infraction will result in loss of any awards and/ or points won at that show. The third infraction will result in the denial of all points won for the calendar year of the offense. The event judge and/ or CRRC executive board decision shall be final.
- **Safety First!!** Common sense rules are to be practiced with your horses and children at all times. Our Goal is to provide a safe, fun environment to learn good horsemanship and to practice good sportsmanship. Please be responsible to yourselves and your peers by practicing common sense and courtesy to those around you. **RIDE SAFE!**
- **No loping or running in the parking lot**
- **No racing/running on track (Canon City Rodeo Grounds)**
- **No standing or blocking the gate**
- Any contestant who, through lack of control or poor sportsmanship, endangers the safety of anyone can be penalized at the event at the discretion of the judge and/or CRRC board members present. Penalty can include ejection, loss of points, etc.
- *All children are encouraged to wear helmets.*

## **CRRC HORSE SHOW EVENT RULES**

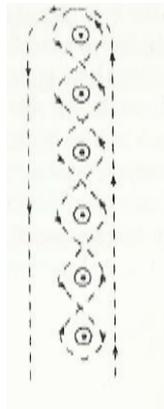
1. **Western Pleasure:** Refer to current A.Q.H.A. rulebook
2. **Western Horsemanship:** Refer to current A.Q.H.A. rulebook
3. **Western Riding:** Refer to current A.Q.H.A. rulebook.
4. **Western Showmanship:** Refer to current A.Q.H.A. rulebook.
5. **Ranch Pleasure:** Refer to current A.Q.H.A. rulebook.

6. **Western Reining:** Refer to current A.Q.H.A. rulebook for all age groups except 8 & under lead line and 8 & under. It will be judge's discretion on patterns used for these age groups.
7. **Exhibition Classes:** Exhibition classes will be run concurrently in judged classes. Contestants must declare which horse will be used for the exhibition classes and will pay fees accordingly. In Western Pleasure contestant will turn number around or ride without a number so judge knows they are exhibition only.

**There are other Show events approved by AQHA/SCHA that we as a club can use as needed. Please refer to AQHA/SCHA rulebook for these class rules if CRRC uses them.**

## **CRRC GYMKHANA EVENT RULES**

1. **Pole Bending Race:** Only run one contestant at a time. Poles to be set in straight line with the first pole 21 feet from starting line and each pole spaced at 21 feet apart thereafter. There are six poles. Rubber bases are preferable and poles should be at least six feet tall. Contestant begins on either right or left side with full run down to last pole, 180 turn and weave back to first pole, 180 turn weave back, another 180 turn and full run back across finish line.



### **Disqualifications:**

- Any fall of horse or rider
- Any part of horses body goes between poles in any configuration other than the one described.
- Any back up in pattern constitutes a no time.
- A 5 second penalty will be assessed for each pole knocked down.

2. **75 yards Up and Back:** Only run one contestant at a time. Contestant will race 75 yards up the arena around a stake or barrel and return across the starting line for a time. If the stake or barrel is knocked over, contestant is assessed a 5 second penalty.

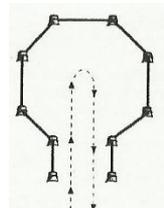
**Disqualifications:**

- Any fall of horse or rider
- Horse makes a full turn prior or after rounding the stake or barrel.
- Crossing back over starting line before completion of the pattern.

3. **Keyhole Race:** Only run one contestant at a time. Pattern to consist of 4 poles spaced at 10 feet wide and 10 feet long, 2 on each side. You can draw a keyhole off the back of the poles if you want out of flour or chalk. Entrance to Keyhole shall be 75 yards from starting line. If circle is used the horse cannot step outside the circle or it will be a disqualification. Field judge's decision will be final.

**Disqualifications:**

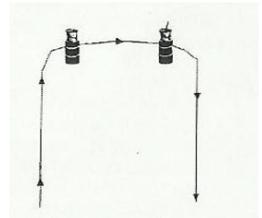
- Any fall by horse or rider
- More than 1 turn inside keyhole
- Knocking down any of poles
- Horse stepping outside the circle (if used).
- Horse must go in and out through pole entrance.
- Crossing back over starting line without completing pattern.



4. **Flag Race:** Only run one contestant at a time. There is a one and a half minute time limit on this event. Contestant appears at gate where he/she is given a flag, not over 24” in length. Contestant races 75 yards to first barrel on the left sticks flag in bucket containing either sand, dirt, oats, or cat litter, runs straight across to second barrel and picks up flag already stuck in bucket and races back across starting line. Barrels shall be no less than 25 feet apart. **NO backing is allowed.** A time of 2 seconds will be added for carrying flag any place except in hand as required (mouth for example).

**Disqualifications:**

- Any fall by horse or rider
- Missing first bucket with flag
- Missing flag in second bucket
- Backing in any manner
- Flag touches horse in any manner other than accidental
- Full turn other than barrel
- Crossing back over starting line before completion of pattern
- Knocking over barrel or bucket
- Dropping flag



*One clockwise turn around each barrel allowed if flag is missed on first or second barrel.*

*There are other Gymkhana events approved by AQHA/SCHA that we as a club can use as needed. Please refer to AQHA/SCHA rulebook for these patterns and rules if CRRC uses them.*

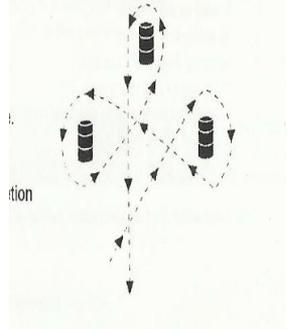
# **CRRC RODEO EVENT RULES**

1. **Barrel Race:** Run only one contestant at a time. AQHA barrel pattern is preferable but if arena is unable to use the following. Distance between first and second barrel should be set at 35 yards, distance between third barrel and first and second shall be 35 yards. Plastic barrels are preferable but metal can be used if the only option. A five second penalty shall be assessed for each barrel knocked over during a competitive run.

Contestant may run to the left or right barrel first and then continue in cloverleaf pattern. One left and two right turns or one right and two left turns.

## **Disqualifications:**

- Any fall of horse or rider
- Any turn outside of the pattern other than those listed as part of the pattern sequence.
- If horse passes on the wrong side of any barrel within the designated pattern
- Crossing back over the starting line before completion of pattern.



2. **Goat untying 8 & Under leadline & 8 & under:** We as a club will follow NLBRA rules for this class. 45 second time limit, goats must be of same size and weight.

Contestant must ride his/her horse down to the goat, dismount and catch the goat, remove the ribbon off of the tail and go back over the finish line which will be 10 feet from where the goat is staked. The field judge should have an extra hand available to catch horses for this class.

## **Disqualifications:**

- Horse steps on or crosses the rope with rider still mounted
- Contestant crosses the finish line without ribbon in hand.

3. **Goat Tying: 9 thru 13, 14thru 18, Seniors 19+:** There is a strict **ONE MINUTE** time limit on this event. The animal will be staked in center of arena 100 feet from starting line with a minimum of 10 feet of rope. Contestants race down arena, dismount and run down rope, throw and tie any 3 legs of the goat. Time to begin as soon as horse crosses starting line (eyes) and will be stopped when both hands of the contestant are in the air and they are clear of the goat following the tie within a one minute time limit. A 6 second waiting period will then be started by field judge to make sure the goat stays tied. A piggin' string or straight rawhide thong is permissible. Field flagger will see that animal is standing free of the rope as contestant crosses starting line. Goat must be behind the stake and at furthest point from starting line. The same goat should be used for entire class, unless a larger class warrants an exchange of the animal at the discretion of the field judge.

**Disqualifications:**

- Horse steps on goat or rope or crosses the rope.
- Goat kicks free before 6 seconds is up.

***There are other Rodeo events approved by AQHA/SCHA that we as a club can use as needed. Please refer to AQHA/SCHA rulebook for these event rules if CRRC uses them.***

**AGE GROUPS (as of January 1):**

- **\*Leadline**
  - Children must be 8 or younger (as of January 1) and must sit in the saddle by themselves.
  - For judged events split reins are required but they can be tethered together for safety.
  - An adult (18 or over) must lead the horse for the child.

- The horse must be on a lead at all times while on the premises.
  - Gymkhana and judged event patterns may be shortened at the discretion of show officials. If the person leading the child assists him/her in completing an event (i.e. removing or inserting flag, untying goat tail, etc.) a “no time” will be given for that event.
  - We as a club will follow NLBRA rules for goat untying. The contestant must run back past the flagger for a time once they pull the tie.
- **\*8 & Under**
    - Loping will be permitted when in the arena as a group, at the judges’ discretion, (i.e. Western Pleasure, Horsemanship, etc.). Children may lope when in the arena by themselves (i.e. Reining, Barrels, etc.)
    - For judged events split reins are required but they can be tethered together for safety.
    - Parents may enter the arena with the child, but may not cross the stop/start line. If the parent goes through the pattern with the child, a “no time” will be given.
    - We as a club will follow NLBRA rules for goat untying. The contestant must run back past the flagger for a time once they pull the tie.
- **\*9 – 13**
- **\*14 -18**
- **\*Seniors (19+)**
- In the event of a tie, a tie breaker event will take place at the last show.

## ***EXCEPTIONS:***

- When entries in an age group are less than three (3), that age group will be combined with the next age group. EXCEPT Leadline and 8 & Under, which will not be combined.
- There will be a fee of \$25.00 for all returned checks.
- At the shows, you must pay before you can ride in any event.
- **All fees are non-refundable.**

## **DRESS CODE**

- Collared long-sleeved shirts, western boots and western hats (or helmet) are required for judged events only.
- Hats may be worn for speed events at your discretion, however if you enter the arena with your hat on and lose it in the arena for *any* reason a five (5) second penalty will be assessed to your run time.
- The hat requirement may be waived at the discretion of the judge and show officials due to weather or other safety issues.
- Parade Dress Code: Long sleeve western shirt, blue jeans, black or straw western cowboy hat or helmet, and horses are to be well groomed).



## **ROYALTY RULES**

The following have been adapted from the SCHA Rules and By-Laws revised 2005 booklet; and have been adapted for CRRC.

These rules have been designed to oversee the Queen and her attendants, the Princess and her attendants, Mr. Horseman, and his attendants, with special considerations made for the Jr. Princess, her attendants, Jr. Mr. Horseman, and his attendants.

- Contestants must be active members in good standing with CRRC. Contest is to be judged in entirety by the same judges and there must be more than one judge.
- The royalty contest will be judged 50% on personality and appearance, and 50% on horsemanship.
- The contestant's personality and appearance will be judged at an open social gathering and shall be held at a time when no other CRRC event is going on. Contestants shall model and give a speech on a topic selected by the Royalty Committee, and answer an impromptu question in front of an audience. Each contestant shall be personally interviewed in private by judges. Dress to be any appropriate formal western attire.
- Horsemanship will consist of rail work and a horsemanship (reining) pattern designated by the Royalty Committee. Dress to be western attire. Each contestant must be mounted on their own (or leased) horse. A judge has the authority to disqualify any contestant riding an unruly horse.
- Riders will be judged on seat, hands, and ability to control and slow a horse. Consideration will be given as to the size of the rider. Riders shall wear western hat, long-sleeved shirts and cowboy boots; riders not wearing these will be disqualified. Spurs and chaps may be worn at the option of the rider.

- The saddle must fit the rider and be of stock type. Silver equipment may be used but will not be given preference over good working equipment. Hackamores, martingales, and tie-downs are prohibited. (Certain bits also ex. Gag)
- Queen, Princess, and Jr. Princess will be chosen, each with two attendants, also a Mr. Horseman and a Jr. Mr. Horseman.
- The Queen, Princess and Mr. Horseman must ride in a minimum of three CRRC shows, one SCHA show of their choice, and must meet the minimum of the requirements set forth by the Royalty Committee at the beginning of each year. Failure to fulfill these requirements will result in a warning letter sent by the CRRC secretary. Replacements will be selected by the board from the recommendations of the Royalty Committee. Should this become necessary, you will be ineligible for royalty with CRRC the following year.
- The CRRC royalty shall be properly attired at all CRRC/ SCHA shows and events. Western attire for grand entry, social events, parades, and official representation in any other events.
- A Royalty contest budget shall be presented and voted upon at an official CRRC meeting.
- The age limit for queen is 14 through 22 years of age, never married, never pregnant, princess age limit; 9 through 13, Mr. Horseman 9 through 22, Jr. Princess and Jr. Mr. Horseman 8 and under.

## **Royalty Requirements**

By being a member of the CRRC Royalty you are a role model to all, and as such you will be required to attend a minimum of the shows set forth above, 5 meetings, one parade, and one fundraiser. Please be committed to meeting these requirements before trying out for a Royalty position.

Thank You.

## ELIGIBILITY

Eligibility for year-end awards:

- Must enter one or more events in at least three (3) gymkhanas.
- Each member family will be required to work an Entire show in one of the following areas at one gymkhana during the season to qualify for year-end awards: **NO EXCEPTIONS!!**
  - Concession
  - Office duties
  - Arena

**The deadline to sign up to work a show is August 15<sup>th</sup> of each year. There will be NO exceptions!**

*A 1<sup>st</sup> year new member to the club may work with a current member during one of the shows and meet their obligations of working a show (office, arena, or concessions.) You may only do this once. If membership numbers are below 18 families, families can work together to be eligible for yearend prize points.*

## POINT TABULATION RULES

- Dues must be paid in full prior to play day/gymkhana to be eligible for points.
- In order to receive a meeting point a family member must be present for no less than 50% of the total meeting time. Each family member will receive (1) meeting point that will go towards year end prizes if they meet this condition.
- Dues must be paid in order to accumulate points from meetings or shows for yearend prizes.
- A voting member may consist of a non-riding member of the family that is 18 years or older that chooses to represent the riders at a meeting. (Ex. Grandparents may come to the meeting and their grandchildren will receive a point for that meeting provided they are all members.)
- A maximum of 5 placing ribbons will be awarded for every play day/gymkhana class.
- Points are awarded in each class based on placing.
  - a. 1<sup>st</sup> Place - 4 points
  - b. 2<sup>nd</sup> Place - 3 points
  - c. 3<sup>rd</sup> Place - 2 points
  - d. 4<sup>th</sup> Place - 1 point



## CHECKLIST FOR OFFICE FAMILY

1. Have a judge for your show at least 2 to 3 weeks prior to show. If you cannot schedule one, notify the board and they will help you.
2. Please be at the arena and ready to take sign ups no later than 7:30am.
3. Get totes from Secretary, Cash box from Treasurer.
4. Get information board out of Club trailer and set up at sign up table.
5. Get sign up forms on clip boards with pens ready
6. Have membership forms, tally sheets and judge's forms on clip boards and ready to add contestants too.
7. Have numbers, safety pens and extra pens available.
8. A board member must take money so make sure you have worked out who will be helping you.
9. Try to double check everyone's math at the time they are paying.
10. Make sure electricity is on in crow's nest. Run test on PA system early, when you turn on PA system start the white fan and make sure it is pointed at the system to keep it cool and start music.
11. Judge will check in with you, introduce them to the arena ring steward and make sure they have their radios.
12. After the majority of signups are in and you're sure all contestants are on tally and judges sheets (numbers only on judge's sheets), give judge his or her clip board, pens, radio and anything else they ask for. Make sure they are aware of where the rulebooks will be. (AQHA, SCHA and CRRC). They will be behind the Information board. Remind the judge that we follow AQHA/SCHA rules and ask that they do the same.
13. Ask the judge if there will be any special rules, example: Use only half arena, no hats due to weather, coats due to weather etc...

14. Announce that at 8:45 the arena will be open for warm up; announce exit and start of show. Get all paperwork ready for start of show. Have someone double checking entry forms for addition and against tally sheets for events.
15. Follow the announcers outline for arena rules, sponsorships, royalty and advertising future shows and year end.
16. Have treasurer make sure they have check for Judge ready.
17. Write out placing ribbons for 13 & under as you go. They will want them when they're done riding. ☺
18. For speed events you will need to run a back up clock. It is easier if you have 2 people doing 2 clocks. They can be writing out ribbons when not busy with other stuff.
19. You will need to add up and let Treasurer know how much to write the stock check for also.
20. Get 50/50 tickets ready for royalty to sell at lunch break.
21. Make sure you know how to work music for Grand Entry.
22. Unhook music (Ipod) and make sure it gets in secretary's totes.
23. When show is over, pack up all totes and return to secretary.
24. Unhook mic and put in closet with PA system, shut off fan and unplug. Leave cords plugged into wall and put on table.
25. Sweep floor, if bad weather mop floor also, and take trash with you, put new trash bag in. Make sure all windows are closed and chairs are folded up. Close door and get with arena family for keys to lock door.

**It is suggested that you have at least 3 people available for sign ups then 2 seem to do alright for the rest of the day. With a board member at sign ups you will only need 1 other person available.**

## CHECKLIST FOR ARENA FAMILY

1. Thursday before the show you must go to the extension office and sign out keys and combo for arena. Make sure there are no new rules or issues from last show.
2. Make sure goats are accounted for a couple days in advance.
3. Club trailer will be at the arena at 7am the day of the show.
4. Unload arena gear for events that day.
5. Unlock electrical panel under crow's nest and turn on main breaker and then all breakers that pertain to our show, (bathroom lights, crow's nest, outlet for concessions etc...)
6. Block entrance to arena area for cars with 2 cones out of trailer.
7. Unlock Men and Women bathrooms, make sure bathroom lights are working, they are clean and have trash bags in cans, go around building to supply closet, unlock and turn water on for outside hookup. **DO NOT LEAVE THIS DOOR UNLOCKED!!!** Take key that is in supply closet and unlock water hookup, hook hose to it and turn on. Fill blue tub with water for horses.
8. Unlock main stock alleyway gate and get (3) best barrels out of stock pen for the arena barrels, pull three more for trash cans. Get trash bags from trailer and put in barrels. Place one at the concession trailer, one at the shed that we post patterns on and one by the bathrooms.
9. Unlock crow's nest, make sure it has electricity.
10. Unlock far gate for ATV and Drag.
11. Unlock side gate for getting goats in.
12. At 8:45 unlock main arena gate for pre show warm up.
13. Meet and greet Judge for the show, introduce ring steward and get radios for gate person and ring steward from office personnel.
14. During show have your workers cleaning up trash and manure around arena as they can.
15. **As soon as show is over lock main arena gate and note the time, so we don't pay for any more than we have to for arena fees.**

16. After show sweep and clean bathrooms, put in new trash bags.
17. Get all trash cans back over to stock pen, take bags out and take all to dumpster. (key for dumpster is on ring)
18. Clean up around water tub and dump and clean up hose and tub, get back to trailer.
19. Shut off water, lock water hookup door, go into supply closet and shut water off and make sure door is locked and lights are off.
20. Lock both bathrooms. Middle one stays open.
21. Clean up shoots where goats were kept if needed, lock all remaining arena gates.
22. Load all arena supplies back into trailer. **(TAKE POLES AND BASES APART PLEASE AND MAKE SURE POLES ARE LAYING FLAT)**. They warp if you don't.
23. If there is any manure left in parking lot, or around arena please clean up and dispose of in manure dump.
24. Take one last look over whole area and make sure we leave it better than we found it!!
25. You will need enough people to work all aspects of the arena: A ring steward, gate person, flagger, pattern re-setter, and at least 3 people for goats; (1 to hold goat, 1 to flag and run stop watch, 1 to have LL and 8 & under to ride horse to).

**We have a very good working relationship with the county at the time being and the more we are willing to care for this arena the better we will be treated when it comes to getting to use it. Take pride in our club by doing your best!**

# CHECKLIST FOR CONCESSIONS FAMILY

If possible, get to arena by 7:45 to set up (8am at the latest)  
Best to have 2 workers-one for \$ and getting drinks and other to make food

We have previously set up the tables by the trailer and use the walk area behind the chutes for crock pots. It also works to set up behind the chutes and use 1 of tables to put crock pots on.

Make sure plug in light is green on main source under crows nest  
*You will need 3 or 4 Crock pots, there are 3 in the trailer so may want to bring an extra (use liners)*

1. Nacho cheese
2. Hot dogs
3. Egg mix
4. Chili

**\*\*additional if do Sloppy Joes etc)**

**\*\*start heating egg mix right away (high then to low once all heated)**

**\*\*Make Coffee-plug directly into outlet (not power strip)=Use gal jug and fill with water behind bathrooms**

**\*\*ice drinks**

**\*\*see attached sheet for prices\*\* use dry erase marker on white board to list items and prices for the day**

**\*\*start hotdogs, chili and nacho cheese about 9am**

**\*\*about 2pm or 2<sup>nd</sup> to last event, have crows nest announce all perishable food is ½ price.**

**Will find in totes in trailer:**

- ✓ Plastic gloves for handling food
- ✓ Crock pot liners
- ✓ Foil to use with breakfast burritos
- ✓ Hot dog trays
- ✓ Bowls for nachos/chili
- ✓ Serving utensils/can opener
- ✓ Extension cord
- ✓ Power strip
- ✓ Condiments
- ✓ 2 tables
- ✓ Shade
- ✓ Chairs
- ✓ Coolers

Microwave – can plug in directly to power source and use to make breakfast burritos.

**Remember, the objective of the concession is a money-maker for the club. Ensure products are priced accordingly**



**COLORADO REBELS  
RIDING CLUB**

## **PAST PRESIDENTS**

Ken Kissinger	1964
Alva Swain	1965-66
Jim Roetker	1967-68
Lus Feriancek	1969-70
Edna Wright	1971
Ruth Feriancek	1972
Ken Kiner	1973
Les Wright	1974-77
Jim Dilley	1978-81
Lee Sheard	1982
George Knox	1983-84
Bob McCall	1985-86
Jerry Higginson	1987
Milt Ibach	1988-89
Betty Haynes	1990-97
Sudzy Ruzanski-Benesch	1998
Stephanie Smith	1999-2003
Janis Bate	2003-2005
Judy Bollig	2006-2009
Leo French	2010
Kristie Black	2011
Glenda Goad	2011
Vickie Van Riper	2012
Bekki Seifert Reisch	2013
Lynn Adamic	2014

## **2015 OFFICERS**

President	Marie Burns
1 <sup>st</sup> Vice President	Karyn Miller
2 <sup>nd</sup> Vice President	Pam Cornella
Secretary	Shelly Mulso
Treasurer	Lynn Adamic
Trustees	Bekki Reisch JJ Hawk



**COLORADO REBELS  
RIDING CLUB**

# **NOTES**

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