



Handbook

Revised 2023

"Don't follow your dreams; chase them"

-Richard Dumb

The Routt County Royalty Program exists for the purpose of selecting a group of young ladies to serve as official spokespersons for the Routt County Fair and the Routt County Agricultural community.

“Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.”

-Harriet Tubman

We do not discriminate against any individual on the basis of race, color, ethnic or national origin, ancestry, age, sex, gender, sexual orientation, gender identity and expression, religion, creed, political beliefs, or disability in employment, admission or access to, treatment or participation in, or receipt of the services and benefits under any of our programs, services and activities.

Contest Rules & Regulations

The Routt County Royalty Program is open to all Routt County youth. Applicants must be identifying female residents of Routt County and between the ages of 8 and 18 as of January 1st of the current year. Girls can compete more than one year, however, once a girl has been named “Queen” she has to wait one full serving year before reapplying and can only receive the title of “Attendant” should she be rechosen. Girls who receive the title of “Attendant” may run again as many times as eligible until she reaches the “Queen” title, then the “Queen” rules apply.

Each year there will be 1 Queen, and up to 3 Attendants crowned with a maximum of 4 girls on the court. This will be determined by final judges scores; some positions may not be filled dependent on judges scores.

Age Divisions and Titles:

8-10: Junior Attendant

11-13: Intermediate Attendant

14-18: Senior Attendant OR Queen

Senior members will hold the titles of “1st Attendant”, “2nd Attendant”, etc. based on scores.

*The Royalty Board has the authority to re-configure the positions depending on number and ages of girls applying, abilities to perform the duties requested of applicants, and scores from tryouts, i.e. we may choose to have two Intermediate attendants if no Juniors apply.

Applicants must be single (never married, never had a marriage annulled, or been pregnant, has never had children and must not marry or get pregnant during her reign). In addition, she shall not maintain any form of cohabitation with another person other than family during the time of her reign. If for **any** reason the Queen chosen is unable to fulfill her obligations as the reigning Queen; she agrees to relinquish her title and all privileges and prizes awarded to her. Any dismissed Queen will be succeeded by the 1st Attendant. In the event there are no other senior members, the court will complete the year without a queen.

Boyfriends or significant others will not be permitted to show affection (i.e. kissing in public) or other similar behavior while in royalty attire or at any other related functions while representing the Routt County Fair Royalty Program.

Convictions of any crime other than a minor traffic offense shall be cause for immediate

dismissal. Illegal and unacceptable types of behavior, such as drug use, alcohol consumption, MIP, DUI, DWI, will not be tolerated and will be grounds for immediate dismissal and/or refusal of application to compete.

2023 Routt County Fair Royalty and 2024 Contestants must be in attendance at the 2023 Routt County Fair on certain dates, where duties will be outlined as determined at tryouts. Applicants must work a minimum of 3 shows and be present at all group activities (i.e. stick horse rodeo, crowning, mutton bustin', fundraising events, and any other events which the Routt County 4-H or Routt County Fair Advisory Board asks for attendance). The girls and parents, along with the RCFR Board, have a purpose to represent Routt County as a unified group of one.

Application Process, Routt County Fair Royalty Clinic, Tryouts, and Crowning

Each applicant must complete the Application and Forms provided with this packet. Contestants must have their parents or guardians sign the application and have 2 letters of recommendation from adults not related to the applicant. Any contestant that is re-applying for a title needs to receive at least one letter of recommendation from a contact from their year of royalty service. Any more than 2 letters will not be included in the judging packet. Applicants must also include a picture (8X10) of themselves and a current resume with the application. Your resume should include, but not be limited to: Education, Goals, Community Service, Awards, and Organizations/Affiliations. Applicants will provide a copy of their health insurance card along with the application.

Each applicant will write a 2-3 page essay on: ***"How has agriculture affected your life? How can you use agriculture to improve the world around you? How can you give back to agriculture?"*** Essay must be typed and double spaced, and submitted with the application. The essay will be judged for content, grammar, and spelling.

All applications must be submitted to the Routt County Extension Office or a Routt County Fair Royalty Board member by **July 10, 2023 at 5pm.**

Chosen applicants must be committed to attending at least 80% of the Routt County Fair Royalty events as agreed upon at day of contest over other organization events that may overlap (i.e. if a horse show is scheduled the same time as Royalty event, you must attend the Royalty event). Routt County Fair Royalty schedule and responsibilities should be taken into consideration when looking to participate in other extra curricular activities (school sports, club events, FFA, etc.)

Clinic:

The Routt County Fair Royalty Clinic will be held on June 15th from 11am to 5pm, at the Routt County Fairgrounds, this is a highly recommended event for all applicants. The Routt County Fair Royalty Clinic will cover topics such as: interview tips, horsemanship, how to introduce/present yourself, how to interact with judges, how to give a speech, hair and make-up, etc. All current Royalty members must also be present.

Tryouts:

The try-out process will be held July 26th at SoRoCo High School. More information will be shared once the application is received.

Each applicant will take the written test at tryouts. The test will cover, but not be limited to: horsemanship and livestock knowledge, fair events/dates/happenings, Routt County history and knowledge, as well as current rodeo events and news. ***In the event of a tie, the written test score will determine the overall winner.**

For the interview, each contestant will meet alone with the panel of judges for 10-15 minutes. The interview will include questions from the judges' panel of three Yampa Valley Community Members.

Each applicant will give a 2-3 minute speech based on **"What does being a fair/rodeo queen mean to you? How do you plan to represent Routt County as a fair and agriculture representative"** at the completion of their modeling. DO NOT read your essay for your speech portion!

The dress suggested for the contest are as follows:

Interview: a western outfit which contestants think best represents themselves. Jackets or Blazers are acceptable additions.

Modeling and Speeches: Each applicant may wear their own western outfit found in their closet; no new outfits need to be bought. "Traditional" or fashion forward outfits (skirts/dresses) are encouraged. Contestants could consider consulting the Miss Rodeo Colorado or Miss Rodeo America facebook pages or websites for style ideas or outfit choice. Each applicant will write her own commentary card to be read while modeling her western attire. Applicant's outfits and commentary should show personal taste, style, and creativity.

Horse Riding: Will not be a judged portion for the contest. Horse riding is optional. For those applicants who wish to ride during parades or other Royalty events where appropriate, the applicant must pass a test equivalent to the 4-H Level 1 Horse Test as deemed appropriate by the Routt County Fair Royalty Board and each horse/rider

combination must be deemed safe around banners/flags/commotion and pass ALL parts of the Royalty Horse Test given by the Royalty Board members at the Routt County Fair Royalty Clinic. All above criteria must be met on a yearly basis if running again, or as needed if horses change.

Undercover Judging:

There will be 4 undercover judges during the Routt County Fair and one undercover social media judge. Each undercover judge will give each contestant a score of 1-100 for their efforts in 5 categories, (Teamwork, Communication, Representative in Public, Attitude, and Character) worth 20 points each, totaling 100 pts. Undercover judges will be active each day of the Routt County Fair, with the exception of the social media judge, who reserves the right to review all social media accounts starting the day of tryouts.

Crowning will take place during the demolition derby- Friday, August 18, 2023 . All contestants must be present in western attire consisting of a clean and fitting cowboy hat, pressed white button down, clean blue jeans, belt, clean cowboy boots, and any appropriate jewelry.

The contestant (along with her parents), should she be crowned, must make a one year commitment and are required to sign the Contract and Code of Conduct (which includes 2 strike rule), and also adhere to program rules, dress codes, policies and guidelines. It is required that any board member, parent, or other chaperone possess vehicle insurance when transporting any member of our program for any royalty events.

The Routt County Fair Royalty Board reserves the right to adjust any contest rules as they see fit based on circumstances. The Royalty Board has the authority to re-configure the positions depending on number and ages of girls crowned, abilities to perform the duties requested of the girls crowned, scores from tryouts and performance as royalty.

Judging:

Application: 150 points (50 per judge), completeness, neatness and correctness

Essay: 300 points (100 per judge), Topic: ***“How has agriculture affected your life? How can you use agriculture to improve the world around you? How can you give back to agriculture?”*** Should be 2-3 pages- typed, double spaced, content, grammar, and spelling

Interview/Personality: 300 points (100 per judge), intelligence, good common sense, sense of humor, genuine interest and consideration of others, Interview: judges will ask two to three questions per applicant.

Modeling/Speech: 150 points (50 per judge), creativity, positive outlook on life, self-confidence, projection – ability to project one’s personality whether it be one person to another or in front of a crowd. Speech: 2-3 minutes about **“What does being a fair/rodeo queen mean to you? How do you plan to represent Routt County as a fair and agriculture representative?”**

Personal Appearance: 75 points (25 per judge), grooming, neatness, cleanliness, composure, and self-assurance before a group. The ability to promote the Routt County Fair. Contestants are to wear: A western outfit of their choice.

Undercover Judging: 500 pts (100 per judge), Each Judge will give each contestant a score out of 100 pts possible. There will be 5 categories (Teamwork, Communication, Representative in Public, Attitude, and Character) worth 20 points each, totaling 100 pts.

Test: 100 points, horsemanship and livestock knowledge, fair events/dates/happenings, Routt County history and knowledge, as well as current rodeo events and news. ***In the event of a tie, the written test score will determine the overall winner.**

Previous Royalty Service/Experience: 5 points Any applicant that has served as a royalty

member (title and number of years of service do NOT matter), will be awarded 5 points for their dedication and previous experience in the program.

Total Points Possible: 1580 Points

Minimum Score to be Crowned: 1106 (70%)

Duties:

Must carry out all duties assigned by the Routt County Fair Royalty Board. These are ALL subject to change and members will be notified in plenty of time by the Royalty Board.

Chosen applicants must be committed to attending at least 80% of the Routt County Fair Royalty events as agreed upon at day of contest over other organization events that may overlap (i.e. if a horse show is scheduled the same time as Royalty event, you must attend the Royalty event). Routt County Fair Royalty schedule and responsibilities should be taken into consideration when looking to participate in other extra curricular activities (school sports, club events, FFA, etc.)

Represent Routt County Fair Royalty at the following events -

Required Events:

- Routt County Fair Open Horse Show
- Routt County Fair (Events & Parade)
- Routt County 4-H Exhibit Day & Fashion Show
- Routt County 4-H Achievement Night
- Routt County Fair Royalty Etiquette Lunch
- Autograph signings or public events for Sponsors as scheduled
- Radio Spots for Fair publicity
- Grand Olde West Days- Craig
- Labor Day parade – Oak Creek
- July 4th parade – Steamboat Springs or Yampa
- Group Meetings as Scheduled (virtual)
- F.M. Light or Other Sponsor Shopping Day(s)
- Cowboy Downhill
- Community Service (one to two will be scheduled)

- Steamboat Springs Pro Rodeo Events (Kickoff Party & Appearance)
- Colorado Association of Fairs and Shows Conference
- Individual Sponsor Meetings

Strongly recommended events:

- National Western Stock Show - Senior Members ONLY
- Cheyenne Frontier Days Parade
- Routt County Cattlewomen Events (TBA)
- Hayden Tree Lighting
- Routt County 4-H Open House
- Steamboat Springs Holiday Stroll
- Hayden Daze Parade
- Toponas Ranch Rodeo
- Any Other Fair/Rodeo/Community Events RCFR Receives an Invitation to Attend

Suggested Fundraising Opportunities:

- Christmas Tree Auction – Hayden
- RCFR Sponsored event at the Routt County Fair
- Any other ideas brought forward by any royalty members

Queen and Attendants are responsible for coordinating with Royalty Coordinator:

- Dates/times for all events
- Making entries for all events
- Arriving at events on time and complete registration for the event
- Know in advance time/place to meet, and what to wear or bring.
- The Queen decides what outfits to wear and informs the board and the rest of the members
- The Queen is responsible for updating and managing our social media accounts under the direction of the coordinator and board members or as otherwise arranged. RCFR has active Facebook and Instagram Accounts.

Budget and Sponsorships:

Sponsorships: Each Royalty member will be responsible for contacting at least 5 possible sponsors that might be willing to sponsor a specific item for all members of the Royalty court or a dollar amount sufficient to purchase the items for all members of the Royalty Court. Sponsors also have the option to donate to the Royalty Scholarship Fund.

The current Queen will contact the previous years top sponsors. All other previous sponsors will be divided among the rest of the court. Any new sponsors will be divided as

the members and RCFR board see fit as long as each member has a minimum of 5 contacts.

Sponsor Contact must be made by November 1st. Sponsorships are due to the RCFR Coordinator by December 15th.

Upon securing sponsorships from supporting businesses, the Royalty Coordinator may set up other “activities” for all members to attend (ie: autograph signings or work days). Our budget is dependent upon the funds raised from sponsorships. Use of funds from previous years are to be used at the discretion of the RCFR Board. Allocations include but are not limited to: Scholarships; Insurance Payments; the Purchase of New Crowns, Sashes, or Other Transferable Items; or General Operations.

Scholarship:

All girls who successfully complete a term as Routt County Fair Queen will receive a \$500.00 scholarship upon graduation of High School and acceptance into an accredited University, College or Trade School- Payable 2nd Semester. They must provide proof of post-secondary plans at the accredited University, College or Trade School of their choice or they will forfeit their funds back to the scholarship fund (i.e. an admissions letter or another form of evidence of admission).

There will also be a \$250.00 scholarship available to any girls who have served at least one year in the royalty program, other than queen (title does not matter). Awarding the scholarship will be based on a short essay and an application. This scholarship application will be due April 15th of the members senior year and will be payable in the second semester.

It is the responsibility of the recipient to provide proof of enrollment, transcripts, student ID, and financial aid address to the RCFR Coordinator prior to the start of the semester which the scholarship will be paid to.

Photo Shoot:

All members of Royalty will be scheduled for a photoshoot sometime during the beginning of their reign. The photos will be used by the Royalty Board for autograph cards, advertisements and other promotional items (Routt County Fair Board may also use the photos for various projects <i.e. bio in Routt County Fair Book>). Additional photoshoots may be scheduled.

Communication:

Most Routt County Fair Royalty communication will be done via Slack. Each member and their parent(s)/guardian(s) will be added to the team upon crowning. Other means of

communication include email, texts, and phone calls. It is requested that when appropriate, responses to emails are "Reply All".

It is the responsibility of the member and her parent(s)/guardian(s) to inform the RCFR board if there is a change of phone number or email during the year.

If there is an issue with any of the above communications, it is the responsibility of the member and her parent(s)/guardian(s) to inform the RCFR board.

Appearance:

Appropriate dress consists of:

Hat: must be appropriately shaped for a woman, fit securely, clean, and in good condition

Boots: should be kept clean and polished

Pants: enhance the figure, neither too tight nor too baggy. No faded pants or "High waters"

Shirts: long sleeve, collared, appropriately sized, and tucked in. No crop tops or tank tops.

Belt/ Buckle / Tiara: the belt should be attractive and appropriate sized and strong enough to support the weight of the buckle. The buckle, tiara and sash(es) are part of the outfit and should be worn at all times when acting as Routt County Fair Royalty and most times are supplied by the RCFR program or a sponsor

Any deviation from above will be approved by the RCFR Board on a case by case or event basis. EX.- blazers, blouses, dresses, etc.

Queen / Attendants: should be presentable at all times, even when not serving in the official capacity (i.e. showing animals at fair)

At these times clothes are clean and in good repair, free of holes, tears or slashes.

Clothes are free from violent or drug-related materials, or anything that alludes to violations of the Code of Conduct.

Cover-ups are worn with swimsuits when not participating in water activities or sunbathing. Swimsuits will provide adequate coverage – no string bikinis or extremely revealing suits will be tolerated.

Shorts must be mid-thigh length. No cut off shorts allowed.

All items designated as underwear are kept under cover.

No Halter-tops, tube tops or tops that expose undergarments.

No pants or shorts that expose undergarments.

No spaghetti straps on shirts, or dresses, with the exception of formal attire.

No see-through garments or muscle shirts.

Shoes must be worn at all times deemed appropriate.

Code of Conduct:

Program participants and parents are expected to abide by the stated rules including:

Conduct yourself as a lady at all times in a courteous, respectful manner; use appropriate language, exhibit good sportsmanship, and act as a positive role model whether in Queen's/Attendant's attire or not. You are not only a representative of the Routt County Fair Royalty, but you are also representing your family, 4-H, FFA, school and community. A positive attitude and behavior is a must. Arguing, yelling, fighting, and swearing, obscenities, or disrespectful expressions (eye rolling, sighs, hand gestures, etc.) will not be tolerated. You must respect others property and privacy rights, apply rules of safety to individuals, groups, and property. Refrain from child, animal, physical, or verbal abuse. You are in the public eye at all times, and you must represent the Routt County Fair properly. You also agree to complete all duties as outlined by the Routt County Fair Royalty Board verbally or as written in the handbook.

It is expected that all participants will obey all local, state and federal laws. This includes any abstaining from underage DRINKING, SMOKING OR DRUG USE, and/or immoral postings of the internet (including but not limited to Facebook, Instagram, TikTok, Snapchat, etc.). *Illegal underage activities* WILL NOT BE TOLERATED. Abstaining from possessing or consuming any tobacco products, drugs, or alcoholic beverages, shoplifting, theft, etc. This applies to all participants and current royalty, from date of application through reign. Remember – you are in the public eye even when not in official attire. Smoking, chewing tobacco, drug use or drinking alcoholic beverages is inappropriate as is any posting of any illegal inappropriate behavior on the internet (this includes facebook, twitter, and any other social media outlet). Participants found attending a party or social event and consuming any of the above products will be disqualified, will forfeit their reign and/ or participation in the royalty program and will return any gifts they have received including but not limited buckle, sash, banner, crown, jacket, anything with the RCFR Logo, etc. **Removed members will be required to provide a full monetary refund for all clothing such as shirts, belts, boots, hats, jeans, etc.**

It is your RESPONSIBILITY to be responsible for your actions. If you conduct yourself inappropriately, then you will be dismissed immediately from your reign and forfeit any winnings.

A contestant, Queen or Attendant can be disqualified by judges or the Routt County Fair Royalty Board for any offenses listed under the Routt County Fair Royalty Code of Conduct section.

Conduct not in keeping with these standards will not be tolerated. Violation of items listed above will result in consequences to the participant. Consequences may include removal at the individual's expense and without refund, from participation in this event, restitution or repayment of damages, sanctions on participation in future Fair events, forfeiture of financial support for this event, etc...

2 "strikes" will be allowed for minor mistakes, but any illegal activity will be grounds for immediate dismissal. A "strike" may consist of anything done that deviates from the RCFR Handbook as deemed unacceptable by the board. Members have to be notified in writing that they have committed a "strike" by the board. After two strikes, the board may seek an immediate dismissal. **Removed members will be required to provide a full monetary refund for all clothing such as shirts, belts, boots, hats, jeans, etc.**

The RCFR Board may issue one verbal warning as a courtesy prior to notification of a strike.

Age and presence of an adult (18) or other perceived status of a Routt County Fair Royalty Member is not grounds for behavior outside of established guidelines.

A Royalty Board Member or Parent Sponsor designated by the Royalty Board must be present at all events, unless prior approval has been made.

**PARENT/GUARDIAN COMMITMENT TO CODE OF CONDUCT – ADAPTED FROM THE
COLORADO 4-H ADULT CODE OF CONDUCT:**

Youth learn from their experience. Part of their experience is observing and modeling the behavior after adults they know and respect. To contribute in a positive way to youth development, leaders, volunteers, parents and other adults will:

- o Conduct themselves in a mature, courteous and respectful manner, use appropriate language, exhibit honesty, good sportsmanship and act as a positive role model at ALL times (this includes the internet, facebook, and any other social media outlet).
- o Provide a safe learning environment, free of physical abuse, mental abuse, ethnic, racial and sexual harassment or exploitation of the contestant(s).
- o Adhere to all program rules, policies and guidelines including dress code.
- o During transportation, one must have a valid state issued driver's license and insurance as prescribed by State law and maintain the vehicle so that it is safe and reliable for the conditions, weather and distance for which it will be driven.

- o Abstain from the use of alcohol and illegal drugs while participating in Routt County Fair Royalty events/programs. These are not allowed at any RCFR sponsored program, event and/or activity where youth are present. Adults should limit their tobacco use to areas where youth are not present.
- o Respect the rights and authority of leaders, parents, coordinators, and Routt County Fair Board.
- o Refrain from physical or verbal abuse.
- o Apply rules of safety to individuals, groups and property.
- o Accept personal responsibility for behavior.
- o It is required that parents/guardians participate in group meetings to plan and execute all events.
- o Parents/guardians are not to interfere with member responsibilities at events.

Conduct not in keeping with these standards will not be tolerated. Violation of items listed above will result in consequences to the participant. Law enforcement may be called and illegal behaviors may result in citations or arrest. Consequences may include removal, at the individual's expenses and without refund, from participation in the event, restitution or repayment of damages, sanctions on participation in future local events and forfeiture of financial support for this event.

Grievance Procedure:

- 1) Submit grievance in writing
- 2) Schedule meeting with Royalty Board
- 3) Present grievance at meeting with Royalty Board
- 4) Committee renders decision (pro or con) within 48 hours
- 5) Decision of Board is final

Grievance Policy:

In the ruling of a grievance with a crowned Royalty member, the findings of the Board are final.

Routt County Fair Royalty Board

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Queen's Parent/Guardian

Board Member

TBD @ Crowning- Aug. 2023