

## **PROCEDURES FOR TRUSTEES RESPONSIBLE FOR COMPLETING THE RODEO CHECKLIST AND CHAIRING THE RODEO REVIEW COMMITTEE**

### Section 1. Responsibilities for the Rodeo Checklist Trustee.

- A. Attend the officials' meeting on Friday night.
- B. Be in attendance throughout all events of the actual rodeo.
- C. Complete the Rodeo Checklist.
- D. Fully document any extraordinary events of the rodeo. Documentation should include, but is not limited to, the account of the event, the first and last names of those involved, as well as witness's names, where applicable. Notify the Rodeo Director and/or appropriate rodeo officials of any issues that can and should be corrected during the running of the rodeo.
- E. Prepare and present a verbal and legibly written report on the rodeo to the Rodeo Review Board.
- F. Ensure appropriate certified committee chairs are notified of specific issues arising at the rodeo by use of the checklist comments section.

### Section 2. Responsibilities of the Trustee Designated as the Rodeo Review Chairperson.

- A. Investigate all verbal and written reviews.
- B. Follow the guidelines for handling reviews as outlined in Rodeo Rule VI.
- C. Be in attendance at the rodeo grounds during the running of all events and up to thirty (30) minutes after the rodeo is complete.
- D. Prepare and present a verbal and legibly written report of all reviews to the Rodeo Review Board.