

# GUIDELINES AND PROCEDURES



## MISS RODEO VIRGINIA - 2010

Congratulations! You have been chosen as the Miss Rodeo Virginia 2010. The pride and honor of wearing this crown brings with it a tremendous amount of responsibility.

**Be sure and read the contract carefully; when you sign your contract, you will be accepting the challenge of not only representing PRCA and the sport of rodeo, but also the great state of Virginia and the Miss Rodeo Virginia Program.** You will touch the lives of thousands of people across the United States and you will find yourself becoming a role model to hundreds of younger children. Wear your crown proudly!

**REMEMBER: By signing this contract, you will be accepting the position of Miss Rodeo Virginia. Your direct supervisor will be the Miss Rodeo America National Director from Virginia (Director); your employer is the Miss Rodeo Virginia Program (Program). Please think of this position as a job.**

### RESPONSIBILITIES OF LADY-IN-WAITING/MISS RODEO VIRGINIA-2010

Although you have won the Miss Rodeo Virginia – 2010 title in October of this year, you will not receive your official title until January of 2010. Until that time, your title will be the MRV Lady-in-Waiting.

Because Miss Rodeo Virginia's conduct is a reflection upon the community, rodeos and pageant she represents, the Program strongly urges you to follow these guidelines when encountering various situations as outlined in this guide. It is of utmost importance to send thank you notes on a timely basis and to return phone calls promptly.

### CONDUCT

From the time you win the title of Miss Rodeo Virginia 2010 until you relinquish the crown at the end of your reign, you will be in the spotlight. It is imperative that you conduct yourself accordingly, whether it is on a personal level or as Miss Rodeo Virginia.

Throughout your reign you will be expected to portray the highest moral standards, show the true ideals of young womanhood, and set an example above reproach.

You will be expected to conduct yourself as an example to the public, which includes no smoking, drinking, chewing, foul language, or inappropriate social behavior.

You should never be seen at a bar, lounge or social event where alcohol is served unless under the direct supervision of Miss Rodeo Virginia Program, whether it be as MRV or personally.

You must not marry, have had a marriage annulled, or been pregnant, nor shall you during the year of your reign.

You shall not maintain any form of cohabitation with another person during your reign.

You will be expected to emulate the Miss Rodeo Virginia' Mission Statement:

“The Miss Rodeo Virginia Program works to select an Ambassador of Good Will who will promote a positive image of professional rodeo and the western way of life, keeping education leadership and personal growth in the forefront and doing so with the highest level of integrity.”

### MISS RODEO VIRGINIA PROGRAM

Now that you are the next Miss Rodeo Virginia, you will be “working” for and with the Miss Rodeo Virginia Program. They are your “Employer” and your main support group. They are comprised of former Miss Rodeo Virginia, professional women and men, people experienced in horsemanship and rodeo people who are available to assist you throughout your year in preparation for your competition at the Miss Rodeo America Pageant. With their help you will have a very fun, rewarding year that you will treasure forever.

The Miss Rodeo Virginia Program Board will have jurisdiction over Miss Rodeo Virginia and the Lady-in-Waiting.

You are solely responsible for your personal property and physical well-being; and shall neither ask for, expect nor receive compensation for reimbursement from the Miss Virginia Rodeo Program or its members.

You shall carry your own health insurance. If you are injured at any function where you are acting as MRV, immediately notify the National Director within 24 hours of the incident.

### APPEARANCES

Prior to the official start of your reign (January 1, 2010) you will be known as and addressed as “MRV Lady in Waiting.” Any appearances made during the period between selection as Miss Rodeo Virginia 2010 and January 1, 2010, will be as the MRV Lady-in-Waiting. **Every appearance during this period must be approved by the MRV National Director.**

The same conduct guidelines apply to the Lady in Waiting as with Miss Rodeo Virginia.

**DO NOT TAKE FRIENDS OR FAMILY MEMBERS WITH YOU TO APPEARANCES UNLESS INVITED BY THE HOST AND APPROVED BY THE NATIONAL DIRECTOR.**

You will be kept very busy with appearances and will not have time to spend with friends or family members.

**UNDER NO CIRCUMSTANCES ARE YOU TO TRAVEL WITH SOMEONE OTHER THAN A FAMILY MEMBER OR MRV PROGRAM MEMBER.**

**UNDER NO CIRCUMSTANCES ARE YOU TO TRAVEL WITH YOUR BOYFRIEND.** We strongly suggest that from the time you win your title until you pass the crown on, your boyfriend should keep a low profile.

**UNDER NO CIRCUMSTANCES ARE YOU TO APPEAR AT A BAR, NIGHTCLUB, OR EVENT WHERE ALCOHOL IS SERVED UNLESS UNDER THE DIRECT SUPERVISION OF THE MISS RODEO VIRGINIA PROGRAM representative or member.**

Miss Rodeo Virginia shall attend as many pro rodeos as feasible. Miss Rodeo Virginia shall work with the MRV National Director to coordinate her schedule and shall not commit to any appearances prior to the Director's concurrence.

Publicity photographs and autograph sheets must be pre-approved by the MRV National Director.

If you receive the use of a vehicle, truck and/or horse trailer for travel as Miss Rodeo Virginia you shall purchase insurance coverage of those vehicles, including full property damage, collision and liability coverage.

### CORONATION

The Coronation is generally held in your hometown. Proceeds from your Coronation fundraiser is 100% yours. The MRV Program will help if you need additional assistance; however, you are responsible for all planning, expenses and income.

### SPONSORSHIP & FUNDRAISING

While every effort will be made by Miss Rodeo Virginia Program to obtain and maintain various sponsorships for Miss Rodeo Virginia and the Miss Rodeo Virginia Pageant, awards may vary from year to year. The gifts and sponsorships awarded to previous Miss Rodeo Virginia titleholders may or may not be available during your reign. It is your responsibility to raise the necessary funds by sponsorships and fundraising to cover costs during your reign and Miss Rodeo Virginia 2010.

The Program requires a detailed income and expense report; the net proceeds are to be paid; by check, to the MRV 2010 account for recordkeeping purposes. Please visit with the MRV National Director on how to handle the income.

**NO MONEY WILL BE PAID OUT UNTIL SPONSORSHIP MONEY HAS BEEN DEPOSITED INTO YOUR ACCOUNT.**

**NO MONEY WILL BE REIMBURSED WITHOUT ORIGINAL RECEIPTS & REIMBURSEMENT FORM.**

**ALL MONEY RECEIVED BY YOU WHETHER IT IS CONSIDERED A SPONSORSHIP OR A DONATION, NO MATTER HOW SMALL, MUST BE RUN THROUGH YOUR MISS RODEO VIRGINIA – 2010 ACCOUNT BY THE NATIONAL DIRECTOR.** This is to protect you as well as provide accurate accounting.

Procurement of any funds, fund raising and/or donations under the title of Miss Rodeo Virginia shall be approved and distributed by the MRV Program. Miss Rodeo Virginia shall, either personally

provide or solicit sponsorships for her expenses in order to fulfill her duties as Miss Rodeo Virginia 2010. She will receive 100% of funds raised to benefit Miss Rodeo Virginia. All funds raised for benefit of Miss Rodeo Virginia 2010 must be deposited into the MRV 2010 account for reimbursement of expenses incurred during her official duties.

Miss Rodeo Virginia will fully disclose to Miss Rodeo Virginia any financial or product donations made to her in support or sponsorship of her duties as Miss Rodeo Virginia 2010. This information is to include amount or type of assistance, and all contact information of supporters including name, address, phone number and email address and shall be provided to the MRV National Director within two week of securing the donation.

Miss Rodeo Virginia will turn over any and all monetary sponsorships of Miss Rodeo Virginia 2010 made payable to "Miss Rodeo Virginia 2010" to the Program National Director for deposit into the Miss Rodeo Virginia 2010 account. In addition, she agrees to submit reimbursement forms including original receipts for approved expenses incurred while carrying out her duties as Miss Rodeo Virginia 2010. Priority for expense reimbursement will be given to clothing and accessories for use at the Miss Rodeo America 2010 Pageant as well as for fuel, food and lodging while on an official appearance. Any other expenses will be reimbursed at the discretion of Miss Rodeo Virginia with her best interests in mind. All reimbursement forms and receipts must be turned into the National Director before December 31, 2010. Any funds remaining in the account that are not scheduled for reimbursement by January 1, 2011, will be used at the discretion of Miss Rodeo Virginia Program.

All funds raised to benefit the Miss Rodeo Virginia Program will be kept separate and disbursed for expenses of the Program.

When fundraising to benefit both the Program and Miss Rodeo Virginia occurs, the division of the proceeds will be established before the event.

Keep in mind; sponsorship money is to be used for MRV approved travel, appearance costs, clothing, training, etc. It is recommended that you support Wrangler, Bailey and Justin when attending PRCA rodeos and events, as they are sponsors for Miss Rodeo America as well as PRCA. Sponsors should not be expected to pay for unrelated clothing, travel, etc.