

**HAWAII HIGH SCHOOL RODEO  
ASSOCIATION POLICY MANUAL  
REVISED 09.14.2024 FINAL**

PURPOSE: To clarify and address items that may otherwise be unclear as stated in the HHSRA State Bylaws or the NHSRA Rule Book. The rules set forth in the NHSRA Rule Book will supersede any conflicts in this Policy.

GENERAL RULES:

1) Chain of Command:

- a. Rodeo / membership – contact State Secretary.
- b. Clarification of rules – contact State President, then Junior National Director, then National Director
- c. National questions – contact National Director, Junior National Director, then State Secretary
- d. District problems or issues – Contact District President
- e. Points – Contact District Secretary, then State Secretary. State Secretary will contact State points Auditor. Unless State points auditor initiates contact with District Secretary.

Members *and adults* must use the proper chains of command as described above. Abuse of this policy can lead to disciplinary action *and will be enforced by State Board / Executive Board and/or District Board. Refer to Rulebook p.6 10-11 (Article 11 Membership Associations Memberships)*

2) Meetings:

- a. In case of an emergency, the State President or any two (2) Board members may call a meeting within 24 hours' notice. The reason for the meeting shall be given with notice.
- b. Board of Directors may convene quarterly either in person or teleconference. The August meeting shall be attended in person. Meeting location and time to be published not less than seven (7) days in advance.

3) National Meetings

- a. The State shall be responsible for National Director, Junior National Director, State Secretary or Designee legitimate expenses (airfare, room, rental car), while attending National meetings. The State shall reimburse expenses with receipts.

4) State Officers and District Representatives:

- b. Current **Directors** elected and appointed shall be reimbursed for airfare, room and car while attending State meetings.
- c. The State shall be responsible for all board members legitimate expenses while attending State meetings. The State shall reimburse expenses with receipts. District meetings shall be the responsibility of the District Board.
- d. No student or adult member shall hold more than one (1) voting position on the State Board.
- e. A member may not hold more than one (1) office at the district level unless they are the sole candidate for that office running unopposed or that office remains vacant after the election. If a member holds more than one (1) office, that member can only cast one (1) vote.
- f. District shall fill vacancies in state representative positions by appointment of the full board until the next district election can be held.

5) Voting

- a. Voting is only permissible at the Annual Meeting. A member entitled to vote may vote at their District Finals (Rodeo 12) with the National Director, Jr. National Director, State President, State Vice President and/or State Secretary present during voting.
- b. District Board elections to be held at the District Finals (Rodeo 12).
- c. *State Vice President is responsible to coordinate all aspects of voting.*
- d. *One (1) representative in good standing from each district should be present during the counting of the ballots.*
- e. *Any candidate on the ballot should not be present during the counting of the ballots*
- f. *It will be optional for any candidate to submit a self-introductory video **and/or biography** to be uploaded to the website, to put a face to name on the ballots.*
- g. Deadline for nominations is February 15<sup>th</sup> for State and District Positions.

6) Residence Change

- a. If a student member changes district residence, member will have the option to remain in the original district for the remainder of the year. Points are not transferable.

7) District Transfer

- a. Any member wishing to rodeo in a district other than their own may do so at the beginning of their rodeo season. If they wish to change districts after joining, they must submit a request to both the respective District Presidents. This shall be done when the change is after the beginning of the rodeo season. Inter-district transfers will be handled by the District Presidents. Both District Presidents must agree, or the matter must come before the State Board. Points are not transferable.

8) Membership Requirements

- a. *All returning and new memberships are done on the NHSRA Member Management Portal*
- b. *Grade and Conduct Certification Letter, Home-School verification form (if applicable), **DOE State Form 4140 (if applicable)** and Social Media Policy form must be sign and uploaded to the membership portal.*
- c. All members must submit a current report card with their membership application **and with each rodeo entry.**
- d. First year **and returning** members new to association may join the HHSRA with the National High School Rodeo requirements (*passing grades in at least 70% of total classes taken*).
- e. A scheduled school computer generated, or school certified report card shall be sent to the district secretary and a copy sent to and approved by the State Secretary. This includes all charter, correspondence and home school programs and must be recognized and approved with the State of Hawaii Board of Education.
- f. Student eligibility is determined by the most recent passing report card, specifically defined, and determined by the most recent quarter or trimester grade. When quarter/trimester grade not available use the semester grade. When the year-end or semester GPA is an average of the total performance over the course of the year or semester and is not the most recent and therefore not acceptable.
- g. **The most current passing report card must be submitted with rodeo entry and must be in the hands of the District Secretary no later than 12 noon of the Friday prior to**

- ~~the rodeo.~~ A contestant failing to adhere to this rule will be denied entry.
- h. Report card submitted to State Secretary for State Finals will be used for entry to National Finals Rodeo.
  - i. When a rodeo is postponed and a designated rainout date is used, contestant's eligibility to enter that rodeo is determined by their academic standing on the original scheduled rodeo date.
  - j. State Secretary must receive all memberships by **March 1<sup>st</sup>**.

9) Dress Requirements

- a. Any contestant and or adult board member while attending rodeos shall be always in full dress code as per the National Rule Book in all areas of the rodeo grounds. Anyone within the arena shall be in dress code. This includes all help in the back pens and chutes.

10) Non-sufficient Funds Checks:

- a. Returned checks for entries must be cleared in the form of a money order to cash plus a \$25 bank charge.

11) District Responsibilities

- a. A list of the District Board members, year-end financial statements are due to the State Secretary by **the Annual Meeting of the State Board of Directors**. If not received, that district is not in good standing.
- b. District Financial Obligations Due the State  
The following fees are due to the State Treasury by March 1:
  - 1) State Finals Award Fees: **\$1,500** (Buckles and Saddles)
  - 2) State Assessment Fee: **\$1,800** (Operational costs)
- c. District to submit guidelines **for HHSRA sanctioned** activities 90 days prior to activity.
- d. Individuals may not use the State association and/or name to acquire individual sponsorships without approval from the Board of Directors.
- e. District Treasurer must submit a quarterly financial statement to the State Secretary in a timely manner.
- f. All district and state qualifying rodeos shall always have an ambulance and/or EMT on property during their rodeo.
- g. All district and state qualifying rodeos shall have safety pick up men during the Bronc Riding, Bareback Riding, Steer Riding and Bull Riding, and shall have a minimum of two bull fighters in the arena during the bull riding event.
- h. District Directors and the District Board members shall be responsible for the actions of their district members both contestants and adults. If any adult or contestant causes a disruption that may jeopardize the mission of the Association, that or those individuals will be dealt with accordingly and efficiently, which may include probation and up to and including termination of membership. If the district director and/or the District Board cannot handle said situation and individuals, the Executive Committee will take action.
- i. All District Directors or District Secretaries shall submit a copy of any printed material distributed to their membership relating to HHSRA Bylaws, Policy or Rodeo System to the State President and State Secretary.
- j. The Executive Committee shall be notified **in writing** of all disciplinary action taken by District Board prior to execution.

- k. Every District Board must give reasonable notice to the Junior National Director of all district meetings. The Junior National Director**

***shall be included in communication regarding meetings and provided a copy of meeting minutes. Abuse of this policy can lead to disciplinary action.***

12) Event Rules:

- a. Safety: No contestant shall compete on a horse in any event that poses a danger to the rider, and/or horse, spectator, other contestants, or rodeo personnel in or around the event area. If a danger is identified, the district director, arena director, or flagman shall have the right to disqualify the horse and/or contestant from that rodeo.
- b. Points: In keeping track of points, points awarded to a contestant at any rodeo shall be his/her points at the end of said rodeo. If there is any discrepancy on the points awarded, that issue needs to be resolved prior to the completion of said rodeo. Once the rodeo has ended, District Secretaries must submit their points and copies of their members' most recent report card to the State Points Auditor and State Secretary within seven (7) days. Once those points are sent, those points will be final. Additionally, a copy must be sent to the State President and the Junior National Director.
- c. Every district is to use standardized rodeo forms supplied by State Secretary. Failure to comply will result in probation.
- d. Districts shall hold twelve (12) qualifying one go-round rodeos per year / season.
- e. Students must check in at the rodeo by the closing time of registration of each rodeo. Refusing to contest is considered a turnout for the rodeo. Contestants are to contact the district rodeo secretary if they cannot make the check in time and/or grand entry to be able to make their run. By contacting the rodeo secretary, they may still be able to take their run. If the contestant is on grounds and missed their event, they are a turnout for that rodeo. This decision shall be left up to the Arena Director whose decision SHALL BE FINAL.
- f. Cutting: HHSRA shall perform a draw for each go of the cutting performed at all HHSRA rodeos. If the cutting event is held at another location or date other than the rodeo, a check-in will be made available at that location for cutting contestants. If a contestant turns out of a rodeo, but appears for check in for cutting, he/she will be able to compete. Cuttings are to be offered to all contestants in the district. A minimum of two and a half head of cattle per contestant is required. The State Board shall, prior to the start of the rodeo season, select or not the "cutting option" as per the NHSRA Rule Book. The State Board will also determine how the cutting points will be used towards the district buckle and all-around titles and for the State buckle and all-around titles. Once determined, the decision on cutting points along with the rest of the event points determination and use thereof shall be distributed by the State Secretary to the entire contestant membership, as to provide clarification on the points system.
- g. Reined Cow Horse (RCH): HHSRA shall perform a draw for each go of the RCH performed at all HHSRA rodeos. If the RCH event is held at another location or date other than the rodeo, a check-in will be made available at that location for RCH contestants. If a contestant turns out of a rodeo, but appears for check in for RCH, he/she will be able to compete. RCH are to be offered to all contestants in the district. The State Board shall, prior to the start of the rodeo season, select or not the "RCH option" as per the NHSRA Rule Book. The State Board will also determine how the RCH points will be used towards

the district buckle and all-around titles and also for the State buckle and all-around titles. Once determined, the decision on RCH points along with the rest of the event points determination and use thereof shall be distributed by the State Secretary to the entire contestant membership, as to provide clarification on the points system.

- h. Bareback Riding: It shall be mandatory that all bareback horses must have halters on during the competition.
- i. In the Saddle Bronc, Bareback, **Saddle Steer**, **Bareback Steer** and Bull Riding, all contestants must wear a protective vest *and mouth piece* to minimize injury to the upper body. A helmet is mandatory *except in the High School Saddle Bronc and Bareback events (Horse)*. Each District must implement this as a mandatory ground rule.
- j. Qualifying Rodeos: District Rodeos 1-12 are qualifying rodeos, which includes the district finals. To be eligible to compete at the State Finals Championship Rodeo, a contestant must compete in that event in at least four (4) qualifying district rodeos.
- k. Shooting: The NRA Safety Certification or RSO (Range Safety Officer) Range Safety and Training session is mandatory to compete in the shooting events at the State Finals regardless of event location. If shooting in both the Rifle and Shotgun (HS only) you need to complete the certification course for each one. Each district must hold two (2) qualifying district shoots in order to enter State Finals.

13) State Finals:

- a. Rotation: The following rotation will be as follows:

<u>Junior High State Finals</u>	<u>High School State Finals</u>
2023-2024 Hawai'i District	2023-2024 Maui District
2024-2025 O`ahu District	2024-2025 Kauai District
2025-2026 Maui District	2025-2026 Hawai'i District
2026-2027 Kauai District	2026-2027 O`ahu District
- b. If a host district declines to host the Junior High or High School State Finals the State Finals will then be held on the Big Island (Hosted by the Hawai'i District) for that year. The rotation will resume the following year as scheduled.

Amendments to this policy may be made annually at the Annual Meeting of the State Board of Directors, by majority vote, (51%), of the Board members present and if said amendments are consistent with State and National Bylaws. Notice of any amendments to this policy shall be given no less than 30 days prior to and no more than 60 days prior to the annual meeting of the State Board of Directors.

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