

2026 IGRA STANDING RULES

RULE I BUDGET ITEMS WITH FIXED BUDGET LIMITS NOT DEPENDENT ON PRIOR YEARS ACTUAL RESULTS

- Section 1. Committees required to provide seminars.
- Section 2. Public Relations committee.
- Section 3. Officers' travel for board meetings.
- Section 4. Administrative items.

RULE II OFFICERS AND OFFICIALS EXPENSES REIMBURSEMENT WITHIN BUDGETED LIMITS APPROVED FOR

Section 1. Accommodation.

- A. Executive Board of Directors for Board of Directors meetings as budget permits.
- B. Executive Board Members competing or officiating at a rodeo that coincides with a board meeting are only eligible for reimbursement of the portion of expenses not reimbursed by another source.

Section 2. Travel.

- A. Rodeo Auditors for travel from auditor's home city to rodeo city and return.
- B. Instructor for certification seminars and public relations workshops.
- C. Executive Board for board meetings.
- D. Travel specific to official IGRA Business for the Executive Director.
- E. IGRA will not reimburse travel for an instructor or Executive Board Member who is competing or officiating at an IGRA sanctioned rodeo that coincides with a board meeting if the expenses are being reimbursed by another source.

Section 3. Annual Convention registration (unless the individual is a Member Association Delegate or alternate delegate)

- A. Executive Officers
- B. Parliamentarian
- C. Corporate Auditor
- D. Program and Administrative Assistant
- E. Committee chairs.

Section 4. Office expenses (telephone, postage, copying, etc.)

- A. Officers and the IGRA office.

RULE III IGRA REQUIRES THAT HOSTING ASSOCIATIONS BE RESPONSIBLE FOR THE FOLLOWING OFFICERS AND OFFICIALS EXPENSES FOR THE FOLLOWING EVENTS

Section 1. Sanctioned rodeos.

- A. Rodeo Auditor – hotel three (3) nights.
- B. Rodeo Auditor – ground transportation from local airport to hotel and hotel to rodeo facility and return.

RULE IV IGRA UNIVERSITY

Section 1. Time and Place.

- A. IGRA University may be held at a time and place determined by the Board of Directors.
- B. A Member Association may request that IGRA University be held in its geographical area. Requests shall be presented to the Executive Board thirty (30) days prior to any scheduled Board of Directors meeting.
- C. IGRA shall be responsible for all revenue and expenses. Other responsibilities will be agreed upon by the Executive Board and the University Committee Chair.

RULE V ANNUAL CONVENTION

Section 1. Except as otherwise provided by law, the Articles of Incorporation, the Bylaws, or these rules of order, those rules contained in Robert's Rules of Order, Newly Revised, shall govern the annual convention of this association in all cases to which they are applicable. The President shall appoint a parliamentarian to assure compliance with stated rules. The parliamentarian shall not have a vote.

Section 2. With appropriate provision for recesses and for such special events as may be arranged, the general order of business at the Annual Convention shall be:

- A. Opening Exercises
- B. Roll Call and Seating of Voting Delegates
- C. Admission and Seating of New Member Associations
- D. Reports of Officers
- E. Reports of Standing Committees
- F. Unfinished Business
- G. New Business
- H. Election of Officers
- I. Selection of Annual Convention location
- J. Announcements
- K. Adjournment

Section 3. The agenda for Annual Convention shall be prepared by the President and Board of Directors and mailed in accordance with Article VI Annual Convention, Section 2.

Section 4. The previous question shall be ordered on motion adopted by a majority vote of the convention.

Section 5. Convention floor rules shall be:

- A. Discussion on any motion or business shall be limited to ten (10) minutes. A majority vote will be required for each ten (10) minute extension of the discussion.
- B. The question cannot be called within the first ten (10) minutes of discussion/debate on any subject.
- C. Anytime a representative group calls for a caucus, it will take preference over a vote. The maximum time allowed for a caucus will be ten (10) minutes.
- D. All proposals and resolutions must be submitted in writing to the Secretary.
- E. Only delegates and/or committee chairs may address the convention floor.
- F. Voting by voice vote, show of hands, division, roll call of the voting delegates individually or by Association, or written ballot shall be the option of the chair, or at the request of any delegate.
- G. Each speaker may only speak once unless everyone desiring to speak has spoken.
- H. Any proposed changes made to the committee recommendations on the convention floor may, at the Presiding Officer's discretion, be sent back to the committee for rewording and then brought back to the convention floor.

Section 6. Officers, directors, delegates, and alternate delegates shall receive identifying badges, which shall be worn at all times.

Section 7. A specific area shall be set aside for voting delegates, alternate voting delegates, officers, and parliamentarian.

RULE VI ETHICS AND SPORTSMANSHIP

Section 1. Code of Ethics and Sportsmanship

- A. We believe that...
- 1. The sport of rodeo has earned and deserves the company of true sportsmen.
- 2. The contestants, sponsors, and friends of rodeo have much to gain by observing the highest ethical standards and by observing the best tenets of good sportsmanship in all things pertaining to the sport of rodeo.
- 3. In addition to the basic rule of "Do unto others as you would have them do unto you", it is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship and high ethical behavior and to warn, censure, or bring to public attention and discipline those who commit acts detrimental to the best interest of rodeo.
- 4. It is the right and obligation of the International Gay Rodeo Association to set standards in matters of ethics and sportsmanship concerning our rodeos and related activities.

B. Unethical and/or Unsportsmanlike Behavior.

1. The words “International” and/or “IGRA” shall not be used in connection with events that are not officially sponsored or sanctioned by IGRA and/or its Member/Recognized Associations.
2. It is unethical for anyone to attempt to influence the action of IGRA officials by duress or intimidation of any sort including threat of legal action against such officials.
3. Non-payment of fees and fines due IGRA shall be considered unethical.
4. The arena conduct of any contestant shall not be such as to adversely impact the competition of any other contestant in the arena.
5. Contestants should not accuse the Judge(s) of favoritism or bribery; they should support the Judge(s) and the judging system. If they have a legitimate protest, they should follow the procedures set out herein.
6. Any behavior that is clearly unethical and/or unsportsmanlike is considered a violation of the Code of Ethics and Sportsmanship, whether delineated herein or not.

C. Application of the Code of Ethics and Sportsmanship.

1. This Code of Ethics shall apply to Member/Recognized Associations, individual members of Member/Recognized Associations acting in an official capacity, participants in IGRA-sanctioned events, volunteers, persons under contract to IGRA and/or its Member/Recognized Associations and such other individuals as the EPRB may determine who come before it.
2. The Rules and Regulations of IGRA and its Member/Recognized Associations shall, in all respects, be supported in our efforts to strengthen ethical and good sportsmanship conduct in all methods of participation in our rodeos.
3. The rules of IGRA and its Member/Recognized Associations are hereby adopted by reference as part of this Code of Ethics and Sportsmanship.

D. Ethical Practices Review Board (EPRB).

1. There shall be an Ethical Practices Review Board (EPRB), which will be the sole reviewer of formal complaints of unethical and/or unsportsmanlike behavior.
2. It shall consist of the Board of Directors.
3. The functions of the EPRB shall be to interpret and enforce the ethical and sportsmanship rules promulgated and adopted by IGRA, and within such limitations, develop its own methods for handling matters properly brought before it.
4. The EPRB shall be considered the place of “last resort” for resolution of unethical or unsportsmanlike behavior; after all other avenues have been exhausted.
5. The Board of Directors, in accordance with the Code of Ethics and Sportsmanship shall establish meetings to review alleged violations. Any such meetings shall be scheduled in conjunction with Board of Directors meetings.
6. Only members of the Board of Directors and the Parliamentarian may attend.
7. Guidelines for the Ethical Practices Review Board.
 - a. It shall be the general policy of the EPRB to be constructive with those who have committed unethical or unsportsmanlike acts and to use its powers to prevent reoccurrence of similar events. Probationary periods may be applied to affect discipline.

- b. In every situation, the best interests of gay rodeo shall be paramount over all considerations.
- c. The EPRB shall make every effort to resolve complaints in a timely manner.

Section 2. Procedures of the Ethical Practices Review Board.

A. Complaint Procedure.

- 1. Alleged infractions may be brought to the EPRB by any Member/Recognized Association or any individual. Such allegations must be in writing, preferably on an EPRB Allegation Form, and must be submitted no later than fifteen (15) days following the alleged incident(s), except that no alleged infraction will be denied review if, in the opinion of the EPRB, it is deemed timely due to extenuating circumstances.
- 2. The complaint must include all infractions and substantiating evidence and be submitted to the Board of Directors at least fifteen (15) days prior to the next regularly scheduled Board of Directors meeting so they may get a response from the respondent.
- 3. Every effort should be made to first submit the complaint to the Trustee of the complainant's Member/Recognized Association, if applicable, and/or the Board of Directors for presentation to the EPRB.
- 4. Respondent will be given the opportunity to respond in writing to the complaint so that the EPRB can properly evaluate whether to dismiss the complaint or proceed to a hearing.
- 5. The EPRB will review all complaints referred to it and determine by a majority vote whether to dismiss a complaint or proceed with a hearing.
- 6. If the EPRB votes to proceed with a hearing, they shall immediately determine the procedures to be followed for the hearing itself. The procedures adopted by the EPRB shall be made available to the hearing Parliamentarian upon appointment by the President.

B. Hearing Procedure.

- 1. All persons involved shall be notified by any one or all of the following methods: personal service, certified mail, return receipt requested, FedEx signature required, USPS signature required, or Canada Post signature required at least thirty (30) days prior to the hearing of the date for a hearing to resolve the matter and shall be given the opportunity to present their side(s) of the situation. If personal service is used to give notice, it shall be made by a trustee with a board member serving as witness, with the service acknowledged by the signatures of the party, the serving trustee and the witness. This notification shall consist of the date, time and location of the hearing as well as the procedures to be followed. All parties shall give notification of their intent to attend, and whether in person or by telephone, and if they will have witnesses or other representatives present to testify or speak on their behalf.
- 2. The President shall appoint a parliamentarian in advance of EPRB meetings to offer interpretation on procedures, Bylaws, Standing Rules, Rodeo Rules, and Roberts Rules of Order, where applicable.
- 3. When offering opinions, participants shall do so in a manner that reflects strict integrity and courtesy.

4. After hearing all relevant testimony, the EPRB shall determine how it wishes to resolve a complaint.

C. Resolution Procedure.

1. No punitive action, which involves suspension or termination of IGRA privileges, shall be taken unless the individual involved is given a reasonable opportunity to testify on their own behalf in writing or in person.
2. Disciplinary action may include, but is not limited to, reprimands, citations, or sanctions.
3. A majority shall prevail in all decisions, except that in matters involving suspensions of a person from participation in IGRA-sanctioned events or matters involving unsportsmanlike acts, a two-thirds (2/3) majority vote shall be required.

D. Reporting Procedure.

1. Notice of disciplinary action taken by the EPRB against an individual shall be given in writing via FedEx, USPS, or Canada Post to the individual no later than fourteen (14) days after the conclusion of the hearing.

RULE VII SELECTION OF MR/MS/MX/MISS/MSTER IGRA

Section 1. Royalty competition must be held in conjunction with Finals Rodeo.

Section 2. Royalty Judge and Alternate Assignment.

A. Random Draw and Assignment

1. The intent is to assure equal representation by all Member and Recognized Associations.
2. The IGRA Vice President in conjunction with the current Outreach/Fundraising/Gender Diversity Committee Co-Chairs must conduct the random judge drawings and assignments. The random draw and assignments must be completed no less than one hundred (100) days prior to the first day of the Royalty Competition.
3. Each judging segment shall have five judges. Horsemanship judges should have knowledge of and experience in horsemanship.
4. Random draw:
 - a. Place all current Member and Recognized Associations acronyms on paper and place into a container.
 - b. Draw one Association at a time to assign the judges for each competition segment.
 - c. If no Associations remain in the container and judge assignments are not filled, place all paper acronyms back in the container and continue the draw.
 - d. When all segments are filled, draw eight alternates in the same manner.
5. Vice President must distribute the results of the Judge and Alternate Assignments to the IGRA Board of Directors within five (5) days of the completed draw and assignments.
6. The IGRA Vice President must distribute the List of Judge Assignments and Alternates to the Member Associations no less than ninety (90) days prior to the first day of the Royalty Competition. This notification must include the e-mail address of the Vice President as the only way to respond to assignments, issues, or changes.

7. The Vice President will notify Associations through their trustees if moved up from alternate positions. If there is no Horsemanship segment, the assigned Horsemanship judges are moved up before the alternates.
8. Emergency vacancies:
 - a. Interview and Horsemanship: Position(s) must be filled by IGRA and/or Association members.
 - b. Western Wear/Public Presentation and Entertainment: Up to two positions may be filled by IGRA and/or Association members or by local community members.
9. Member Association Judge Submittal. Each association must submit the name of one member filling each judge or alternate judge assignment to the Vice President no less than sixty (60) days prior to the first day of the Royalty competition. Any association unable to submit a name or provide a judge in the initial judges draw will be fined one hundred dollars (\$100.00) per assignment. These monies shall be designated for distribution to the current year's charity partner.
10. Current IGRA or association royalty are not eligible to serve as judge or alternate judge.
11. Judges/alternate judges may only represent one association assignment per segment.

Section 3. Judge/Alternate Judge Changes.

- A. Each association must submit the name of one member filling each judge or alternate judge assignment to the Vice President no less than sixty (60) days prior to the first day of the Royalty competition. Any association unable to submit a name or provide a judge in the initial judges draw will be fined one hundred dollars (\$100.00) per assignment. These monies shall be designated for distribution to the current year's charity partner.
1. Current IGRA or association royalty are not eligible to serve as judge or alternate judge.
2. Judges/alternate judges may only represent one association assignment per segment.

Section 4. Submission and Selection of Interview Questions.

- A. The current IGRA Royalty team will compile a pool of 100 questions and submit them to the Vice President no less than forty-five (45) days prior to the start of the competition.
- B. The Vice President will then recommend twenty (20) questions total, from which a minimum of (10) questions will be used across all categories (Mr./Ms./Mx./Miss/MsTer), to the IGRA President no later than thirty (30) days prior to the start of the competition for review and approval.
- C. The interview judges for the Royalty contest will meet immediately prior to the start of the interview and review questions with the Vice President.
- D. Questions must be comprised of the following: IGRA history, bylaws and standing rules, rodeo rules, and personal opinion.

Section 5. Competition Category Selection.

- A. Contestants competing for the titles of Mr./Ms./Mx./Miss/MsTer IGRA shall compete in the following categories:
 1. Interview

2. Western Wear
3. Public Presentation
4. Contestants will choose to compete in one of the following two categories at the time of application submission:
 - a. Horsemanship OR
 - b. Entertainment
5. Once application is submitted with category selection, the selection cannot be changed.

Section 6. Registration/Information Packets.

- A. Competition and Registration information will be posted on the IGRA web site at least sixty (60) days prior to the royalty competition by the Vice President. It is the contestant's responsibility to obtain the necessary information about the contest and related Exhibits from the IGRA Web site.
- B. Registration information must include Standing Rule VII, related Exhibits, all available information about the contest, location, important dates, contact information, and relevant information for posting on the IGRA Web site.

Section 7. Contestant Requirements.

- A. All contestants must be the official titleholder or first runner-up of a Member Association. Each association can send up to two representatives in each category.
- B. All contestants must complete the following requirements no later than 45 days prior to competition. An extension may be granted by the Vice President due to circumstances beyond the contestant's control.
- C. Submit to the Vice President at least one high resolution, professional quality portrait photograph in digital form. Cell phone pictures point and shoot selfie pictures, or poorly lit snapshots are not acceptable.
- D. Submit to the Vice President a contestant biography of approximately 200-word narrative. A simple list of accomplishments or titles held is not acceptable.
- E. Compete in a minimum of two (s) sanctioned rodeo events in different categories or volunteer under a certified official for two (2) rodeo days at a single rodeo.
- F. Raise a minimum of \$500 for IGRA. The Member's Association's treasurer of each contestant shall forward any monies raised with the IGRA Fundraiser Deposit Form (exhibit C12 to the IGRA Treasurer.
- G. Raise a minimum of \$250 for a non-profit entity under the laws of and in good standing with the state, province, territory, or other comparable territorial units of other nations during their regional reign.
- H. Submit to the Vice President a completed and signed Royalty Competition Entry Form (exhibit C2) along with a \$100 entry fee.
- I. At the contestant check-in before the competition, contestants must provide a written plan of action consisting of goals for the IGRA Royalty Team. Plans must be turned in along with a Western Wear description and either a Horsemanship video or Entertainment music to the Vice President. The Vice President reviews the plans with the competition winners to build the team's final plan of action for the following year. Failure to provide

a plan of action will result in a two (2) point deduction from each judge's score sheet in the interview segment.

Section 8. Distribution of Monies from Section B #4

- A. The five-hundred-dollars (\$500) raised by all royalty contestants for IGRA will be split as follows: Fifty percent (50%) to charity, fifty percent (50%) to IGRA. The charity or charities will be determined by the Board of Directors, upon recommendation from the current IGRA Royalty Team, at the Annual Convention.

Section 9. Announcements of Winners.

- A. Announcement of Mr./Ms./Mx./Miss/MsTer IGRA shall take place after an audit has been completed.
- B. Audit verification shall consist of both the manual and computer tabulation of judging sheets by an audit committee chosen by the current IGRA Royalty Team and the Vice President.
- C. Each category (Mr./Ms./Mx./Miss/MsTer) will name a first, second, and third place winner.
- D. The Vice President will ensure that all awards are consistent in design and provided at the competition. Whenever possible, all sashes are to be ordered from the official IGRA vendor. Sash colors will be as follows:
 - 1. Mr./Ms./Mx./Miss/MsTer Black
 - 2. First Runners-Up Red
 - 3. Second Runners-Up White
- E. All results of the Mr./Ms./Mx./Miss/MsTer competition will become a matter of corporate record. Results shall reflect the order of placement, and total scores shall be posted immediately after the announcement of winners. Individual results and judges' sheets shall be mailed to any contestants within thirty (30) days after the competition upon written request to the IGRA Executive Office.

Section 10. If a sash, buckle, or crown is lost, damaged, or stolen, the titleholder must notify the Vice President and must request a replacement at the titleholder's expense.

RULE VIII DUTIES OF Mr./Ms./Mx. /Miss/MsTer

Section 1. IGRA Rodeo and Event Attendance.

- A. Mr./Ms./Mx./Miss/MsTer are required to attend four (4) rodeos, Annual Convention, and Finals Rodeo. They must also make every effort to attend the Board of Directors meetings. If they cannot attend, they must notify the Vice President at least thirty (30) days prior to each meeting.
- B. Runners-up must attend at least four (4) rodeos and Finals Rodeo. They must also make every effort to attend the Annual Convention.

- C. All titleholders must supply a list of the rodeos they plan to attend during their reign to meet attendance requirements within one (1) month of the start of the rodeo year.

Section 2. Fundraising.

- A. Mr./Ms./Mx./Miss/MsTer and their runners-up must raise funds to support the charitable mission of IGRA.
- B. Mr./Ms./Mx./Miss/MsTer IGRA must raise a minimum of \$1,500 per person. First runners-up must raise a minimum of \$1,200 per person. Second runners-up must raise a minimum of \$1,000 per person. All minimum fundraising goals must be met within the first six (6) months of the rodeo year.
- C. All titleholders must supply a list of their proposed fundraisers to the Vice President within one (1) month of the start of the rodeo year.
- D. Funds raised must be sent to the Vice President or to the Treasurer with documentation sent to the Vice President via mail or email within seven (7) days of the fundraiser along with the IGRA Fundraiser Deposit Form (Exhibit C12). All monies should be made payable to IGRA. No personal checks will be accepted.

Section 3. Additional Responsibilities.

- A. Mr./Ms./Mx./Miss/MsTer IGRA and runners-up must compete or volunteer, in any capacity, at each IGRA-sanctioned rodeo attended to receive complimentary entry and/or hotel accommodations.
- B. Work with Member Associations to further the goals of the Community Outreach/Fundraising/Gender Diversity Committee. This shall be inclusive of, but not limited to, Member Association royalty competitions, volunteering at rodeos, fundraising events, other community event support, and charity contributions.
- C. Responsible for presentation of the traveling IGRA Spirit Stick award to a Member Association each year at the annual royalty competition.
- D. Responsible for ensuring Community Outreach/Fundraising/Gender Diversity information is included on the IGRA Web site.
- E. Any other duties pursuant to Standing Rule VII Selection of Mr./Ms./Mx./Miss/MsTer IGRA.

Section 4. Discipline.

- A. The Vice President will discuss with each titleholder their progress towards their rodeo attendance and fundraising goals within the first four (4) months of the rodeo year. If necessary, the Vice President will work with said titleholder to determine a reasonable plan to complete unfulfilled requirements.
- B. If for any reason a current IGRA titleholder or runner-up does not complete the minimum rodeo attendance requirement, the said royalty member will forfeit their step-down privileges, except for extenuating circumstances left to the discretion of the Vice President and the current IGRA Royalty Team.

- C. If the minimum financial requirements are not met within the first six (6) months of the year, the Vice President may recommend to the Board of Directors that said royalty member(s) be removed from the team.
- D. Failure to deliver monies within seven (7) days will result in a certified letter from the Vice President requesting the funds immediately. If the money is not received within thirty (30) days of the receipt of the certified letter, the Vice President will file an EPRB complaint against the Royalty Team member.
- E. In the event of a royalty removal vacancy on the current IGRA Royalty Team, runners-up will be moved accordingly. Additional spots will be filled with the next highest-scoring contestant unless no eligible contestants remain. New positions will be recognized at the next IGRA function and therefore be duly included in all official IGRA records.

Section 5. Election Positions.

- A. IGRA titleholders may not hold an elected position on the board of directors of any Member Association where their duties are specific to the management of a royalty program.

RULE IX **MEMBERSHIP LISTS AND CARDS**

Section 1. Membership Lists.

- A. Submission.
 - 1. In addition to the requirements for application and renewal, each Member and Recognized Association must send a current membership list to the IGRA office within fifteen (15) days prior to the beginning of each rodeo year.
 - 2. Periodic updates will be sent at the discretion of each Member or Recognized Association.
- B. Contents.
 - 1. Association name on the top of each page.
 - 2. Date of membership list.
 - 3. Names of all active members in alphabetical order by last name, first name.
 - 4. City and state or province where each member resides.
 - 5. County or other comparable geographical unit of residence for each member where such units are identified as part of an association's geographical area.
 - 6. Assigned 4-digit IGRA contestant number (optional).
 - 7. Page number, including total number of pages, at the bottom of each page.
 - 8. Total number of active members listed.

Section 2. Membership Cards.

- A. Member and Recognized Associations may provide their members with membership identification cards, which will be accepted by rodeo host association as proof of

membership provided that the ID card indicates at least association name, contestant name, and membership expiration date.

RULE X IGRA INSIGNIA AND COLORS

Section 1. Adoption.

A. The adoption of insignia and/or colors shall be voted on at the Annual Convention.

Section 2. Usage.

A. A Member Association holding a rodeo that has been sanctioned by IGRA shall cause the IGRA logo to appear in all advertising and promotional material related to that rodeo, except business card size.

Section 3. Discipline.

A. Any Member Association not using the IGRA logo on promotional materials for IGRA-sanctioned rodeos shall pay a fine of five (5) percent of gate receipts related to that rodeo. Any outside organization not connected with IGRA which uses the IGRA logo in connection with an event without the written permission of IGRA, will be investigated by IGRA for copyright violation, and, if necessary, prosecuted to the full extent of the law.

RULE XI MERCHANDISING

Section 1. IGRA may license the use of the IGRA logo on merchandise for promotional giveaway or sale provided such merchandise and use of the logo meets the approval of the IGRA Board of Directors.

Section 2. The Board of Directors shall have the right to refuse use of the logo if it is felt it would be degrading to IGRA or does not promote the goals of IGRA as stated in Article II of the Bylaws.

Section 3. IGRA shall not receive revenue from the sale or giveaway of the individual Member Associations' promotional rodeo posters or rodeo programs.

Section 4. The Board of Directors may review any proposal and negotiate a contract they feel may be beneficial to IGRA.

RULE XII RODEOS AND RODEO APPROVAL

Section 1. The rodeo year will begin on January 1 and end on December 31.

Section 2. A rodeo shall be a one or two go-round activity conducted over one, two, or three days.

Section 3. No more than two (2) rodeos may be held on the same weekend. The host cities of two rodeos approved for the same weekend must be at least 500 miles (804 km) apart.

Section 4. No IGRA-sanctioned regional rodeo may be scheduled after September 30.

Section 5. Member Associations requesting sanctioning of a rodeo must submit the following items with the request:

- A. Completed Rodeo Application (Exhibit A2) with all required supporting documents and information.
- B. Sanction fee.

Section 6. Rodeo Sanctioning

- A. Rodeos shall be sanctioned by the Board of Directors. A majority vote of the board will be required to sanction a rodeo.
- B. The sanctioning of a rodeo must occur before the beginning of the prior year's Annual Convention and at least six (6) months prior to the planned rodeo date. A Member Association submitting an application beyond this time shall be subject to a fine as determined by the Board of Directors.
- C. Rodeo application must be available for review no less than 14 days prior to sanctioning.
- D. Rodeo application must be approved at a regularly scheduled Board of Directors meeting.
- E. All monies owed to IGRA must be settled prior to sanctioning.

Section 7 The IGRA Web Administrator shall post sanctioned rodeos only as directed by the IGRA Secretary.

Section 8 Mentoring

- A. The Executive Board will appoint a Mentorship Team consisting of individuals experienced in the areas of rodeo directorship, financial responsibilities, and production to provide guidance for all phases of producing a rodeo. The Mentorship Team will provide guidance to Associations with new rodeos, associations with returning rodeos and to associations with returning rodeos after more than three years without a rodeo and any Association which request assistance.

Section 9 Rodeo Review Board

- A. The Trustees present at a rodeo will meet as the Rodeo Review Board (RRB) no sooner than thirty (30) minutes after the final event results have been posted.
- B. The Rodeo Review Board (RRB) shall affirm compliance with IGRA requirements and be responsible for approval of the rodeo.

Section 10 Appointed auditors will be required to send official results to the IGRA Rodeo Auditor within seven (7) working days after each rodeo.

Section 11 Fees Member Associations Pay.

- A. Rodeo Fees.
 - 1. A non-refundable sanction fee of seven hundred dollars (\$700.00) must be paid to the IGRA Treasurer to accompany rodeo application, excluding Finals Rodeo.
 - 2. The portion of contestant entry fees designated to IGRA shall be paid to IGRA simultaneously with the payment of the contestant prize money.

Section 12 Contestant Entry Fees.

- A. Rodeo entry fee is thirty-five dollars (\$35.00) per person, per go-round, per event to be distributed as follows:
 - 1. Twenty-six dollars (\$26.00) to contestant Day Money.
 - 2. Five dollars (\$5.00) to the host association.
 - 3. Two dollars (\$2.00) to be held in escrow per Event Category to be used as Day Money per Event Category for Finals Rodeo.
 - 4. Two dollars (\$2.00) to the IGRA general operating account.

Section 13 Contestant Point Accumulation.

- A. A contestant may accumulate points in any IGRA-sanctioned rodeo.
- B. A contestant's top six (6) placements during the rodeo year will count toward an invitation to the Finals Rodeo.

RULE XIII Rodeo Safety Committee

Section 1 Suspension, Interruption, or Cancellation of a Rodeo.

- A. At all IGRA-sanctioned rodeos and Finals Rodeo, a Rodeo Safety Committee will be chaired by the chair of the pre-rodeo meeting of the Trustees and shall consist of:
 - 1. Members of the Board of Directors who are present,
 - 2. Rodeo Director,
 - 3. All certified rodeo officials,
 - 4. Stock contractor, and
 - 5. One contestant representative.
- 6. When any condition raises a concern for safety, the chair will temporarily suspend the rodeo and summon the committee to a designated place.
- 7. The committee will discuss the concerns, evaluate the threat to safety, and propose one of the following actions:
 - a. Continue while monitoring the conditions,
 - b. Declare a suspension period and re-evaluate, or
 - c. Cancel the rodeo.

- B. The chair will take the proposed action to a vote of the committee.
- C. A majority vote is required for any of the above actions.
- D. The Rodeo Director will make an announcement to contestants, officials, and attendees.
- E. If the decision is to cancel the rodeo, appropriate fees will be refunded in a manner determined by the Rodeo Director.
- F. Points and moneys will be awarded based on completed events only.
- G. Buckles will be awarded based on placement in completed events only.

RULE XIV FINALS RODEO

Section 1 IGRA shall host Finals Rodeo and shall be responsible for its branding as World Gay Rodeo Finals.

Section 2 IGRA shall be responsible for all revenues and expenses of Finals Rodeo.

Section 3 Finals Rodeo may not be scheduled within seventeen (17) days of Annual Convention, IGRA University, or any other IGRA-sanctioned rodeo.

Section 4 Finals Rodeo will be conducted in accordance with IGRA-sanctioned rodeo rules in all respects.

Section 5 Establish a Rookie of the Year award for contestants in their first year of IGRA competition. A contestant's inaugural year of competition will qualify them for Rookie of the Year. Winners are determined by male and female contestants earning the most total points in IGRA rodeos for that year including Finals Rodeo. Buckles will be awarded at Finals Rodeo.

RULE XV INTERNATIONAL CHAMPIONS

Section 1 Selection of Champions.

- A. Points awarded at Finals Rodeo will be the same as a regular rodeo.
- B. Event champions will be awarded based on points earned at Finals Rodeo.
- C. The IGRA All-Around Cowboy and IGRA All-Around Cowgirl will be awarded based on the following qualifications:
 1. Must receive an invitation in three (3) event categories.
 2. Must compete in three (3) event categories.

3. Will earn points in only the events they received an invitation to.
4. Must place first (1st) through eighth (8th) in two (2) event categories.

Section 2 If no contestants meet the qualifications of Section 1 above, the All-Around title will be awarded to the contestant who has earned the highest number of points at Finals Rodeo.

Section 3 Refer to Rodeo Rules XIV and XV regarding ties and buckles.

A. Individual Events.

1. The top twenty (20) ranked contestants in each event will be eligible to compete in Finals Rodeo.
2. If any of the top twenty (20) decline their invitation, additional contestants will then be eligible by rank order with the intent to have a maximum of twenty (20) contestants.

B. Team Events.

1. The top twenty (20) ranked contestants in each event will be eligible to compete in Finals Rodeo.
2. Each eligible contestant must indicate their team member(s) when accepting. All team members must have competed in that event at least once during the rodeo year.
3. If a team is comprised of multiple members of the top twenty (20) ranked contestants if any of the top twenty (20) decline, additional contestants will then be eligible by rank order with the attempt to have the maximum twenty (20) teams.

Section 4 Invitational Tie Breakers.

A. If there is a tie in a particular event, the tie will be broken as follows:

1. Each contestant will be given one (1) point for each time they placed in that event (1st through 8th).
2. If a tie still exists, one (1) point will be given to each contestant for each time they received a score/time in that event.
3. If a tie still exists, each contestant will be given one (1) point for each time they entered the event during the IGRA Rodeo Year.
4. If a tie still exists, all those contestants involved in the tie will be invited.

Section 5 If there is no Finals Rodeo held, the awards for each event shall be determined by points accumulated at IGRA-sanctioned rodeos held that rodeo year. Finals Rodeo day money held in escrow for each event shall be disbursed among the top contestant qualifiers and shall be paid out according to Rodeo Rule VIII Rodeo Prizes and Payoffs.

Section 6 Finals Rodeo day money held in escrow plus additional sponsored prize money and all Finals Rodeo entry fees will be totaled, divided by the number of events with entries, and distributed among the events, with the team events receiving additional amounts in increments according to the number of team members:

$$9 \text{ men's events} \quad \times \quad 2 \text{ go-rounds} \quad = \quad 18$$

9 women's events	X	2 go-rounds	=	18
1 2-person team roping	X	2 go-rounds	=	4
2 2-person camp events	X	2 go-rounds	=	8
1 3-person camp event	X	2 go-rounds	=	<u>6</u> 54

Section 7 The contestant payout for Finals Rodeo will be the responsibility of Finals Rodeo Auditor and will be paid on IGRA checks.

RULE XVI SPECIAL INTERNATIONAL AWARDS

Section 1 Except as otherwise noted, each award shall be a plaque indicating purpose of award, shall include the insignia of IGRA, shall have the cost covered by IGRA, and shall be presented at Annual Convention.

Section 2 Except as otherwise noted, the Board of Directors shall determine date(s) and method(s) for receiving nominations and selecting recipients.

Section 3 President's Award.

- A. This award is for outstanding contributions by an individual or organization to gay rodeo. This is awarded for exceptional service to IGRA benefiting all its members.
- 1. The President selects the recipient(s) of this award.
- 2. IGRA will cover the cost of no more than one (1) award.

Section 4 The Wayne Jakino Western Lifestyle Award.

- A. This award is to recognize one individual who is active within the IGRA community, promotes the Western lifestyle, adheres to the IGRA Code of Ethics and Sportsmanship, and shows enthusiasm for the IGRA mission statement.
- 1. The Board of Directors selects the recipient of this award.
- 2. This award will be in the form of a buckle.
- 3. This award will be presented at Finals Rodeo.

Section 5 International Award.

- A. This award is to recognize those members of IGRA who have made contributions to IGRA worthy of special recognition. This contribution can be in any of the activities that IGRA encompasses.
- 1. The Board of Directors selects the recipient(s) of this award.
- 2. IGRA will cover the cost of no more than five (5) awards.

Section 6 Trustees' Award.

- A. This award is to recognize those contestants of IGRA who have exhibited excellence in the standards exemplified in the Code of Ethics and Sportsmanship.
 - 1. The Trustees select the recipient(s) of this award.
 - 2. IGRA will cover the cost of no more than five (5) awards.

Section 7 Service Award.

- A. This award is to recognize individuals who have served as Directors of IGRA and will be given at Annual Convention after the completion of their term in office.

Section 8 Certified Official Award.

- A. This award is to recognize exemplary performance, commitment, and dedication of a past or present rodeo official. Recipients should exhibit excellence in upholding the principles of consistency, fairness, good sportsmanship, integrity, and the use of prudent judgment.
 - 1. The Rodeo Officials Committee selects the recipient(s) of this award.
 - 2. IGRA will cover the cost of no more than five (5) awards.

Section 9 Appreciation Award.

- A. This award is for individuals or organizations who have made significant contributions to the Member Association and is a means of providing a formal thank you.
 - 1. May be given by the Officers, Directors, Trustees, Committee Chairs, or any other official representatives of IGRA with the approval of the Board of Directors.
 - 2. IGRA will cover the cost of no more than two (2) awards per Member Association.

Section 10 Media Award.

- A. This award is for Member Associations who have made significant contributions using their publications by demonstrating excellence in promoting Gay Rodeo, IGRA, and their Associations.
 - 1. The Board of Directors selects the recipient(s) of this award upon the recommendation of the Public Relations Spokesperson.

Section 11 Appreciation Certificates.

- A. All standing committee chairs and other individuals selected by the Board of Directors shall receive a certificate of appreciation from the President.

Section 12 Spirit Stick Award.

- A. This traveling award is for a Member Association which has made significant contributions to any or all of the following: IGRA Royalty, entertainment and dance programs, rodeo event hospitality, and IGRA Community Outreach/Fundraising/Gender Diversity Committee goals.
 - 1. The IGRA Royalty Team selects the recipient of this award.

Section 13 Women's Outreach Mentorship Award

- A. This award is to recognize one individual member of IGRA who has made contributions to the growth and support of women in IGRA. The contributions should be toward any or all of the following: The growth of female membership, assistance and support of female competitors and obtaining sponsorships. Candidates should show a dedication to mentoring women of IGRA in and out of the arena.
- 1. Member Associations will submit their nominations to the Women's Outreach Committee Chairperson.
- 2. The committee will submit up to five nominees to the IGRA Board of Directors.
- 3. The Board of Directors will select the recipient(s) of this award.

RULE XVII IGRA HALL OF FAME

Section 1 Definition.

- A. The Hall of Fame honors individuals who have provided for the development and growth of gay rodeo or who have accrued an outstanding record or achieved a prominent position in the sport.

Section 2 Administration.

- A. The Hall of Fame shall be administered by the Hall of Fame Committee, which shall consist of five (5) individuals appointed by the President. These five (5) individuals shall be members of IGRA Member Associations. The committee shall be responsible for the administration of the Hall of Fame including implementation of the rules and selection of inductees.

Section 3 Requirements for Nomination.

- A. Each nominee must have substantially advanced the development and growth of gay rodeo or have accrued an outstanding record or achieved a prominent position in the sport.
- B. No person shall be nominated because of a financial contribution.

Section 4 Nominating Procedure.

- A. Nomination must be made by a member of an IGRA Member or Recognized Association and submitted on the Hall of Fame nominating form. Nominations must be received by March 1st of each year. The form shall be submitted to the Executive Director via E-mail attachment or by a government postal service to the address as shown on the form. The Executive Director shall keep a copy of all submitted nomination forms on file and forward via electronic means to the Hall of Fame Committee. All individuals nominated

shall remain on the list of nominees until such time as they may be selected for induction into the Hall of Fame.

Section 5 Selection Procedure.

- A. The Hall of Fame Committee shall vote no later than April 20th of each year on whether to induct each nominee. A majority of votes is necessary for induction.
- B. There shall be no minimum or maximum number of inductees in any given year.

Section 6 Notification.

- A. If contact information is available, approved nominee(s) shall be notified, in writing, by the committee chairperson within two (2) weeks of the vote.
- B. Approved nominee(s) shall reply, in writing, within one (1) month of date of notification, accepting or declining induction. Approved nominee(s) may include additional information (e.g., photograph) as requested or approved by the committee.
- C. An approved nominee who cannot be contacted, or who does not respond within the time period shall be deemed to have accepted induction.
- D. In the case of a posthumous nomination/induction, an effort shall be made to contact the heir(s) of the approved nominee using the same notification and reply procedures.

Section 7 Awards.

- A. Each inductee to the Hall of Fame shall receive their choice of a buckle/wall plaque. The design for either award shall include the IGRA logo, the words "IGRA Hall of Fame," the year of induction, and the inductee's name. If an approved nominee cannot be contacted or does not respond, they are still eligible to receive their choice of a buckle or wall plaque after their induction into the Hall of Fame, after first contacting the Hall of Fame Committee chair. In the case of a posthumous induction, the award shall be given to the inductee's heir(s), if available. Otherwise, no award shall be given.
- B. Each inductee shall be included in the Hall of Fame section of the IGRA Web site or an IGRA-associated site. The Web site shall list the name, IGRA contestant number (if applicable), reason for induction, and image (if available) of each inductee.

Section 8 Induction Ceremony.

- A. The Hall of Fame induction ceremony shall take place at the Annual Convention. If the inductee is able to attend the award ceremony and is not already a delegate to the IGRA convention, IGRA will cover the inductee's expense for any associated meal. IGRA will also cover the meal cost for one guest of the inductee who is not already a delegate to the IGRA Convention. In the case of a posthumous induction, a maximum of two (2) meals will be covered for the heirs, or one (1) meal for another relative or close friend, of the inductee. Inductees may invite additional guests to attend any meal associated with the induction, but they shall reimburse IGRA in advance for the cost of the meal.

Section 9 Budget.

- A. The committee will present a proposed budget each year for the expenses of the Hall of Fame.

RULE XVIII PARADE AND GRAND ENTRY

Section 1 Requirements.

- A. Ceremonies will take place during each day's rodeo competition.
- B. Ceremonies will include, but are not limited to:
 1. Parade (optional on both days of the rodeo) as defined in Section 2 below.
 2. Grand Entry (required on each day of a rodeo) as defined in Section 3 below.
 3. Other ceremonies may include a grand marshal(s), a riderless horse ceremony, an invocation, a moment of silence, or any other appropriate segments as determined by the Hosting Association. Such segments may take place at any appropriate time during the rodeo performance.

Section 2 Parade.

- A. The parade could include but is not limited to groups (as present) in any appropriate order: Government Officials (who should lead the Parade), IGRA Royalty, IGRA Directors, IGRA Member Association Royalty, Members, and peripheral groups (such as dance teams and community organizations) in alphabetical order by Association acronym.

Section 3 Grand Entry.

- A. Grand Entry must consist of, in the following order:
 1. Mounted entry of the host Association's national flag
 2. Mounted entry of other national flags, if used.
 3. Mounted entry of the host Association's state/provincial flag.
 4. Mounted entry of other state/provincial flags, if used.
 5. Mounted entry of the IGRA flag.
 6. Mounted entry of host and/or other Association flags, if used.
 7. Mounted entry of optional flags, in any appropriate order, if used.
 8. Introductions of rodeo officials, including clown and stock contractor, unless introduced later during the rodeo performance.
 9. Host Association's national anthem.
 10. Departure of all flags except the host Association's national and state/provincial flags.
 11. The posting of colors, with the host Association's national flag being the last to leave the arena.

Section 4 Fines.

- A. In the case that any portion of Standing Rule XVIII Parade and Grand Entry is not followed, the host association will be fined only if Trustees conclude that no effort whatsoever has been made to conform to this rule.

RULE XIX GENERAL RULES FOR CERTIFIED PERSONNEL

Section 1 Administration.

- A. Certification programs shall be administered by the Rodeo Officials Committee (ROC).
- B. The committee will gather performance information for all certified officials, present it to the Trustees for certification/recertification recommendations, and use it for handling disciplinary actions.

Section 2 Enrollment.

- A. Any person interested in becoming a certified rodeo official should contact the Area Lead of the particular area of interest to schedule training.

Section 3 Requirements.

- A. Requirements for certification.
 - 1. Be a member in the Member/Recognized Association listed on Certification Request Form. (See IGRA exhibits)
 - 2. Attend required seminars and/or workshops required by each individual certification program.
 - 3. Serve in associated area as required per each individual program.
 - 4. Take and pass a written examination with a score of 90% or better as specified by each individual certification program. The exam will be open book and with no time limit to complete or as specified by each individual certification program.
 - 5. Exams must be taken and passed during the year when certification is recommended, or as specified by each individual certification program.
 - 6. Each exam will not exceed fifty (50) questions with a total value of 100 points.
 - 7. All exams will consist only of true/false, multiple choice, and short fill-in-the blank questions. No essay questions shall be used.
 - 8. Previous experience in a specific area may waive some requirements for certification.
- B. Enrollees may be required to obtain additional hands-on experience, work additional rodeos and/or events upon the recommendation of the Area Lead or Rodeo Officials Committee prior to being recommended for certification. Experience may also be gained from participation in IGRA-approved rodeo school(s) to meet certification requirements at the discretion of the Area Lead for the enrollees' programs. This must be coordinated with the Area Lead or their designee in advance.
- C. Additional requirements will be communicated to the enrollee at the earliest opportunity so the individual can develop a plan to obtain the required experience.

Section 4 Education and Training.

- A. A general information class for rodeo officials will be scheduled at each IGRA University, if held.
- B. Each certified official will work with the respective **Area** Lead to develop a recertification plan annually. This is to ensure each official meets the requirements of recertification.
- C. Each **Area** Lead will schedule a meeting held in person or via electronic means a minimum of once per quarter with all certified personnel in the respective certification area. Additional meetings may be scheduled as needed. Certified personnel are expected to participate in the meetings.
- D. The Rodeo Officials Committee Chairperson will schedule a quarterly meeting held in person or via electronic means in each calendar quarter with all committee members. All committee members are expected to participate in the meeting.

Section 5 Evaluation and Review.

- A. The **ROC** will collect evaluation data and narrative summaries from key personnel at each rodeo that express issues, concerns, recommendations, or commendations based on personal observations from the rodeo director and other officials.
- B. The **ROC** will examine the Rodeo Review documentation that is applicable to individual rodeo officials.
- C. Available evaluation data will be reviewed by the **ROC** during each quarterly meeting.
- D. An investigation will be performed on any official with reported allegations from other rodeo officials, IGRA directors, or documented on rodeo checklists.

Section 6 Certification Process.

- A. The individual requesting certification must complete the Request for Certification form, sign the IGRA Certified Officials Code of Ethical and Professional Conduct form, and submit all forms to the Rodeo Officials Committee chairperson or the specific **Area** Lead Person.
- B. The **ROC** chairperson will submit a recommendation for certification at the next regularly scheduled Trustees meeting following quarterly review and approval by the committee of any application.
- C. A positive vote of at least two-thirds (2/3) of the Trustees present is required to approve a certification.
- D. The Secretary shall send updated certified lists to all Member and Recognized Associations and all certified personnel within fifteen (15) days following any new certification approvals.
- E. See individual programs for any additional requirements.

Section 7 Recertification Process.

- A. Seminar attendance is not required for recertification.
- B. **An exam may be required at the discretion of the ROC.** A score of 90% or better is required to pass. The exam will be open book.

- C. Any exam must be administered by March 30 of the new rodeo year.
- D. If the exam is not passed with a score of 90% or better, the individual will be given a second opportunity to take and pass the exam. The exam must be taken and passed within thirty (30) days after notification that the first exam was failed.
- E. If the appropriate exam is not passed with a score of 90% or better after the second attempt, The individual will then be required to attend a seminar and take and pass the exam with a score of 90% or better. The committee may then recommend recertification.
- F. The individual requesting recertification must complete the “Request for Recertification” form and submit all forms to the Rodeo Officials Committee chairperson or the specific area chairperson. Recertification requests and all required documents must be submitted by September 30 of each rodeo year.
- G. Recertification recommendations will be reported to the Board of Trustees by the Rodeo Officials Committee.
- H. An official who is denied recertification must be notified at least 30 days before the last regularly scheduled Trustees meeting and has the right to be present or may request to be contacted by phone to make a five-minute statement to the Trustees for reconsideration.
- I. The individual who is being considered for recertification has the right to be present and make a 2-minute statement prior to a vote being taken on their recertification.
- J. If the individual is present, or available by phone, the Trustees may choose to question the individual.
- K. A positive vote of at least two-thirds (2/3) of the Trustees present is required to overturn a decision to deny recertification.
- L. The Secretary shall make available updated certified lists within 15 days following any recertification approvals.

Section 8 Responsibilities.

- A. Shall always act in a professional manner, ensure that all rules and regulations are enforced, and conduct oneself in an unbiased manner.
- B. If, after acceptance to serve, the certified individual is unable to keep the commitment, they shall communicate verbally in a timely manner and follow up in writing with rodeo management to allow time to find a replacement.
- C. Officials shall adhere to required dress code: long pants, long-sleeved shirt, Western boots, Western hat (optional in chute area), and area-approved shirt design or proper color-coded vest for each area of service.
- D. Shall notify local rodeo officials of arrival in area, location residing, and contact phone.
- E. Shall obtain a schedule of meetings, events, locations, and be in attendance when required.
- F. Shall complete any required paperwork and submit to proper rodeo officials within given time requirements for submission to IGRA.

Section 9 Disciplinary Procedures.

- A. Within fifteen (15) days following each rodeo, reports on performance listing any certified officials' performance issues, concerns, or observations at that rodeo will be

submitted to the appropriate **Area Lead**. These issues may include, but are not limited to, items listed in Standing Rule XIX General Rules for Certified Personnel, Section 10.

- B. The **Area Lead** shall send the performance report(s) to all **ROC** members. The appropriate **Area Lead** shall notify any individual receiving a negative report, outline the reported performance issues, and request a written response within ten (10) days.
- C. The **Area Lead** shall send the response from the affected individual to all **ROC** members.
- D. The **ROC** shall determine if discipline is in order and determine the disciplinary action to be taken, if any.
- E. Disciplinary action may include a verbal warning, a written warning, placing the individual on a probationary period, or suspension. The committee may impose additional requirements (e.g., attending a seminar).
- F. At the end of the probationary or suspension period, the **ROC** may return the individual to full certification status or recommend to the Trustees that the individual's certification be rescinded.
- G. All actions taken shall be reported in writing to the Board of Trustees for review at their next regularly scheduled meeting.
- H. In extenuating circumstances, as determined by the **ROC**, an official may be temporarily suspended until the above steps are satisfied.
- I. The outcome of any investigation or disciplinary action shall be communicated in writing to the individual within ten (10) days.

Section 10 Suspension from Certification or Recertification.

- A. Grounds for suspension from certification or recertification shall include, but not be limited to the following:
 - 1. Failure to:
 - a. Comply with IGRA rules and regulations.
 - b. Be in proper attire.
 - c. Act in a professional or ethical manner.
 - d. Complete required duties.
 - e. Complete and submit the required paperwork.
 - f. Entering the arena or contestant area under the influence of or in possession of alcohol, narcotics, or illegal drugs of any kind.
 - g. Causing voluntary endangerment of livestock and/or contestants.
 - h. Fixing or changing scores and/or times.
 - i. Drugging of any livestock without written veterinary consent, which includes description of medication, how often, and for what reason medication is necessary.

RULE XX ARENA DIRECTOR CERTIFICATION PROGRAM

Section 1 Responsibilities.

- A. Manage rodeo staff and run an efficient, smooth, and safe rodeo.

- B. Coordinate with the Rodeo Director to ensure that ample staff are available for all areas of the arena.
- C. If the Arena Director becomes incapacitated during the rodeo and no other certified Arena Director is immediately available, the Assistant Arena Director will assume those responsibilities with the Chute Coordinator as an advisor. If the Assistant Arena Director is unable to take over the responsibilities, then the Chute Coordinator will assume the Arena Director responsibilities.
- D. If for any reason during the running of all IGRA-sanctioned rodeo events (performance and slack, foot parade, grand entry) the Emergency First Responders become busy or unavailable, the Arena Director must stop all events until they become available.
- E. The Arena Director must attend the Rodeo Director's meeting with the Emergency First Responders before the running of the first event to coordinate a plan of action and response expectations in case of emergencies.

Section 2 Applicants.

- A. Refer to Standing Rule XIX, Section 3. A. 8 regarding previous experience.
- B. Applicants may provide **Area** Lead with a list of previous rodeo experience. The **Area** Lead shall evaluate past experience and inform the candidate which requirements have been met or reduced upon entrance into the certification program.

Section 3 Certification.

- A. Arena and chute area requirements may be completed at any time during the certification process. Arena Director candidates may only be assigned to one role per rodeo.
 - 1. Requirements.
 - a. View the IGRA-sanctioned rodeo safety video.
 - b. Serve as an Arena Crew Coordinator for at least two (2) rodeos.
 - c. Candidates must learn to properly evaluate the size and condition of the arena and place patterns according to the IGRA rodeo rules.
 - d. The candidate must be familiar with all required arena equipment and supplies.
 - e. Candidate must be able to properly harness and handle goats.
 - f. Serve as an Assistant Arena Director for at least three (3) rodeos. The following duties must be performed successfully and under the supervision of a certified Arena Director before a candidate shall be considered for certification.
 - g. Properly conduct a new contestant orientation meeting.
 - h. Properly conduct pre-rodeo meetings with the Chute Coordinator, Rodeo Director, and EMS crew.
 - i. Be familiar with the completion of the IGRA rodeo checklist, contestant injury, animal injury, and protest forms.
 - j. Assist with the coordination and running of speed events.
 - k. Assist with the coordination and running of camp events.
 - B. Candidate must be a Certified Chute Coordinator prior to being certified as an Arena Director.

Section 4 Final Evaluation & Certification.

- A. Refer to Standing Rule XIX, Sections 2 and 3, for general certification requirements.
- B. Candidates shall notify the **Area Lead** when all the **certification requirements** have been completed. The **ROC** will confirm completion of the required certification **criteria**. Candidates shall be notified if all requirements have been accepted within fourteen (14) days of notice to the **ROC** chair. Upon confirmation of the candidate's completion, the **Area Lead** will notify the candidate that they are eligible for assignment as a **Rookie Arena Director**.
- C. Upon approval to serve as a **Rookie Arena Director**, the **Area Lead** shall contact the **Rodeo Director** and **Arena Director** of the candidate's requested rodeo for approval. The **Area Lead** shall notify **rookie** of approval.
- D. **Rookie Service** shall be **completed** with a **certified Arena Director** supervising. At the discretion of the **Arena Director**, the **certified Arena Director in attendance** may be activated **in place of the rookie** for any period.
- E. The **rookie performance review** shall be completed by **rookie** and **supervising Arena Director**. The **Area Lead** shall notify the **rookie candidate** within fourteen (14) days after completion of evaluation rodeo if he/she has successfully completed the certification program.

Section 5 Recertification.

- A. Refer to Standing Rule XIX, Section 7, for recertification process general requirements.
- B. Each **certified Arena Director** shall work at least one (1) rodeo, other than **Finals Rodeo**, as an **Arena Director**, **Assistant Arena Director**, or **Arena Crew Setup Coordinator** per year.
- C. If a **certified Arena Director** is unable to work as an **Arena Director**, **Assistant Arena Director**, or **Arena Crew Coordinator** in a rodeo year, then that person must serve as an **Assistant Arena Director** and attend an **Arena Directors seminar** before being recommended for recertification.

RULE XXI CHUTE COORDINATOR CERTIFICATION PROGRAM

Section 1 Responsibilities.

- A. The **Chute Coordinator** is the coordinator and will act in such a manner to oversee the entire area.
- B. To coordinate the chute staff, both in the bucking chutes and roping chutes areas, in regards to duties necessary, rules, dress code, livestock, and equipment for a smooth, safe and efficient running rodeo. To accomplish the above, the **Chute Coordinator** and **assistant** will remain on or behind the bucking chutes during chute events except in the case of split chutes.
- C. To direct contestants and livestock to proper locations according to lineup of events and ensure all procedures and rules regarding events are enforced.
- D. To observe that all rules regarding livestock behaviors are acted upon as necessary.

- E. To act as a contact person before and during a rodeo to communicate directions, concerns, and changes with the Stock Contractor regarding the livestock and stock contractor's staff.
- F. Shall inspect and ensure, with the assistance of necessary staff, that all necessary equipment (riggings, ropes, halters, chutes, etc.) is kept in working order or removed from usage and report any defective equipment to the Rodeo Director for replacement.
- G. The Chute Coordinator must attend the Rodeo Director's meeting with the Emergency First Responders before the running of the first event to coordinate a plan of action and response expectations in case of emergencies.

Section 2 Certification.

- A. Refer to Standing Rule XIX, Section 3. A. 8 regarding previous experience.
- B. Individual must work on the chute staff for a minimum of two (2) rodeos as a volunteer before entering the Chute Coordinator certification program.
- C. Candidate must then work the following activities and receive approval according to the Chute Coordinator Program Checklist (See IGRA exhibits).
- 1. A minimum of five (5) rodeos as a recognized volunteer in the following areas:
 - a. Rigging and spotting (may be combined with animal loading).
 - b. Animal loading (may be combined with rigging and spotting).
 - c. Contestant lineup.
 - d. Gate openings (rough stock, camp, and roping).
- 2. Two (2) rodeos as an assistant in bucking and two (2) as an assistant in roping.
- 3. No more than three (3) Checklist items may be verified at any one (1) rodeo.
 - a. All Checklist items must be worked both rodeo days at any one (1) rodeo.
 - b. WGRF may not be used to complete any Checklist item.
- D. Candidate must complete a Chute Coordinator seminar.
- E. **Area Lead** and candidate shall review performance to evaluate if candidate is ready to be a rookie.
- F. Upon approval to serve as a Rookie Chute Coordinator, **Area Lead** shall contact rodeo officials of requested rodeo, including the Rodeo Director, to obtain approval for usage of rookie. The **Area Lead** shall then notify rookie of approval and disseminate the name and phone number of the Chute Coordinator. Rookie shall contact the Chute Coordinator regarding assistants and duties for the said rodeo.
- G. Rookie service shall be completed with a certified Chute Coordinator on staff in the chute area. At the discretion of the Arena Director and certified Chute Coordinator, the certified Chute Coordinator in attendance may be activated in place of the rookie for any period.
- H. Candidate performance review shall be completed by candidate and Chute Coordinator and be forwarded to the **Area Lead** within fourteen (14) days of completion of said rodeo.
- I. Refer to Standing Rule XIX, Sections 2 and 3, for general certification requirements.

Section 3 Recertification.

- A. Refer to Standing Rule XIX, Section 7, for recertification process general requirements.

- B. Each certified Chute Coordinator shall work within the chute areas as a certified Chute Coordinator, Assistant Chute Coordinator, recognized volunteer, or certified Arena Director at least once each rodeo year, other than Finals Rodeo.
- C. If a certified Chute Coordinator is unable to work as a Chute Coordinator, Assistant Chute Coordinator, recognized volunteer, or certified Arena Director in a rodeo year, the individual must attend a seminar before being recommended for recertification.

RULE XXII JUDGES CERTIFICATION PROGRAM

Section 1 Responsibilities.

- A. To officiate rodeo events and ensure that all competition rules are applied fairly for each contestant.
- B. Shall ensure that all Judges' scores or score sheets are turned over to the official Scorekeeper.
- C. Senior Judges will accompany Student, Rookie, and Junior Judges in training to assure accuracy and consistency of scores and times.

Section 2 Certification.

- A. General
 - 1. Refer to Standing Rule XIX, Sections 2 and 3 for general certification requirements.
 - 2. If an applicant presents written documentation of previous rodeo judging experience, the Area Lead will review and determine certification requirements on an individual basis.
- B. Student Judge Requirements.
 - 1. Judging candidates may enroll in the IGRA Student Judging program upon application to and acceptance of the IGRA Board of Trustees. This acceptance will grant the applicant a limited certification as a Student Judge to allow for the development of the skills required for full certification.
 - 2. The certification program does not have to be completed in any particular time frame.
 - 3. Complete two (2) days of observation at an IGRA sanctioned rodeo, with a Senior Judge. Student Judges should observe at least two (2) different Senior Judges over the 2-day rodeo. Both days must be completed on the same rodeo weekend. Student Judges must observe all events offered at that rodeo during these two days. This will require the Student Judge to observe different events and judging positions on day two than they did on day one. This requirement cannot be split up between different rodeos.
 - 4. Pass an open book rules exam administered by the Area Lead covering the events for the Student Judge portion of the training program.
 - 5. Demonstrate basic competency in specific mechanical functions of the Judges position. Competency will be determined and documented by any IGRA Senior Judge. There is no minimum or maximum requirement of the number of rodeos required to finish this requirement. The competency must be demonstrated in a live rodeo setting.
 - 6. Hands-on training. The following must be completed with a Senior Judge dedicated to accompanying the Student Judge at all times.
 - a) Work in the following positions for at least one (1) complete go:

- i. Start Goat Dressing
 - ii. Finish Goat Dressing
 - iii. Start/finish Pole Bending, Barrel Racing, and Flag Racing
 - iv. Act as pattern Judge in Pole Bending, Barrel Racing and Flag Racing
- b) Work in the following positions for at least two (2) complete goes:
 - i. Start Steer Deco without the duty of watching the completion of ribbon and tag.
 - ii. Start Wild Drag Race
 - iii. Whistle for the line in Chute Dogging
 - iv. Score Steer Riding/Bull Riding unofficially. The student's scores must be within 5 pts of the accompanying Senior Judge's scores to consider this requirement completed.

7. For promotion to Rookie Judge status, the Student Judge must:

- a) Pass a closed book rules exam covering the rules of the events the trainee took part in during their time as a Student Judge. This test will be administered by the **Area** Lead or his/her Senior Judge appointee. There is no limit on the number of times this test can be taken but each try must be made on a different day. This requirement must be completed in the presence of the **Area** Lead or his/her Senior Judge appointee. The Student Judge must achieve a score of at least 90% on this exam. The **Area** Lead must review the questions not answered correctly with the trainee and require the trainee to demonstrate the ability to locate the correct answer in the rule book.
- b) Upon satisfactory completion of all requirements, the **Area** Lead will forward written documentation to the Rodeo Officials Committee, for review. Upon acceptance and approval by the ROC, the Student Judge will be promoted to Rookie Judge.

C. Rookie Judge Requirements.

- 1. Rookie Judges are considered qualified to perform all skills mastered in the Student Judge program without direct supervision of a Senior Judge.
- 2. Pass an open book rules exam administered by the **Area** lead covering the events for the Rookie Judge portion of the training program.
- 3. Demonstrate basic competency in specific mechanical functions and rules required to judge the positions beyond the Student Judge program. Competency will be determined and documented by an IGRA Senior Judge. There is no minimum or maximum requirement for the number of rodeos required to finish this requirement. The competencies must be demonstrated in a live rodeo setting.
- 4. Hands-on training. The following must be completed with a Senior Judge dedicated to accompanying the Rookie Judge at all times:
 - a) Work in the following positions for at least two (2) complete goes:
 - i. Finish Steer Deco
 - ii. Finish Wild Drag Race
 - iii. Judge Steer/Bull Riding as non-official timer demonstrating the ability to score contestants resulting in the same placement order as the accompanying Senior Judge. If Ranch Saddle Bronc is offered an additional go for this event should be judged. Judging Ranch Saddle Bronc is not required for certification since this event is rarely offered.

b) Work in the following positions for at least one (1) complete go:

- i. Judge one complete go as official timer for Steer/Bull and/or Ranch Saddle Bronc Riding. There must be a minimum of three (3) stopwatch times within 0.8 seconds of the accompanying Senior Judge's time, regardless of the number of goes required to do so.
- ii. Start Calf Roping on Foot
- iii. Start Breakaway Roping
- iv. Start Team Roping

5. Promotion to Junior Judge status

- a) Pass a closed book rules exam covering the rules of the events the trainee took part in during their time as a Rookie Judge. This test will be administered by the Area Lead or his/her Senior Judge appointee. There is no limit on the number of times this test can be taken but each try must be made on a different day. This requirement must be completed in the presence of the Area Lead or his/her Senior Judge appointee. The Rookie Judge must achieve a score of at least 90% on this exam. The Area Lead must review the questions not answered correctly with the trainee and require the trainee to demonstrate the ability to locate the correct answer in the rule book.
- b) Upon satisfactory completion of all requirements, the Area Lead will forward written documentation to the Rodeo Officials Committee, for review. Upon acceptance and approval by the ROC, the Rookie Judge will be promoted to Junior Judge.

D. Junior Judge Requirements.

1. Junior Judges are fully qualified to judge in all positions mastered in Student and Rookie Judge programs without direct supervision of a Senior Judge.
2. Pass an open book rules exam administered by the Area Lead covering the events for the Junior Judge portion of the training program.
3. Demonstrate basic competency in the specific mechanical functions and rules required to judge the positions beyond the Student or Rookie Judge program. Competency will be determined and documented by any IGRA Senior Judge. There is no minimum or maximum requirement of the number of rodeos required to finish this requirement. The competencies must be demonstrated in a live rodeo setting.
4. Hands-on training. The following must be completed with a Senior Judge dedicated to accompanying the Junior Judge at all times.
 - a) Work in the following positions for at least four (4) complete goes:
 - i. Finish flag Chute Dogging
 - ii. Finish flag Calf Roping on Foot
 - iii. Finish flag Breakaway Roping. If logically possible the first go judged should NOT be on horseback. At least one (1) of the remaining three (3) goes must be judged from horseback. At least two (2) legal catches must be flagged during the four (4) goes.
 - iv. Finish Flag Team Roping. If logically possible the first go judged should NOT be on horseback. At least one (1) of the remaining three (3) goes must be judged from horseback. At least two (2) legal catches must be flagged during the four (4) goes.

5. Promotion to Senior Judge status

- a) Pass a closed book rules exam covering the rules of the events the trainee took part in during their time as a Junior Judge. This test will be administered by the **Area** Lead or his/her Senior Judge appointee. There is no limit on the number of times this test can be taken but each try must be made on a different day. This requirement must be completed in the presence of the **Area** Lead or his/her Senior Judge appointee. The Junior Judge must achieve a score of at least 90% on this exam. The **Area** Lead must review the questions not answered correctly with the trainee and require the trainee to demonstrate the ability to locate the correct answer in the rule book.
- b) Upon satisfactory completion of all requirements, the **Area** Lead will forward written documentation to the Rodeo Officials Committee, for review. Upon acceptance and approval by the ROC, the Junior Judge will be promoted to Senior Judge

E. Senior Judge Requirements.

- 1. Senior Judges are fully certified to judge all positions.
- 2. There must be at least one Senior Judge who is not accompanying a Student, Rookie, or Junior Judge officiating in every arena in every rodeo event.
- 3. Only Senior Judges may be invited to or serve as a Rodeo Judge at the Finals Rodeo.
- 4. Senior Judges will assist with the training and development of Student, Rookie, and Junior Judges. Only Senior Judges may supervise and train Student, Rookie, and Junior Judges.
- 5. Senior Judges will provide documentation of judging activities to the Area Lead at the end of each rodeo. This will include reporting on the progress of Student, Rookie, and Junior Judges.

Section 3 Recertification.

- A. Refer to Standing Rule XIX, Section 7, for recertification process general requirements.
- B. Work as a Judge at least once each year at an IGRA-sanctioned rodeo other than Finals Rodeo. Judges who have not worked at least one rodeo in the current rodeo year, must attend a seminar before being recommended for recertification.

RULE XXIII AUDITOR CERTIFICATION PROGRAM

Section 1 Responsibilities.

- A. Work closely with the Rodeo Secretary to ensure that scores, times, and results are recorded accurately and timely in the rodeo records and IGRA records.
- B. Submit a report to the Trustees meeting following the final event, but prior to the awards presentations.
- C. Refer to Article XI Auditors, Section 2, and Paragraph B Duties.

Section 2 Certification.

- A. Requirements for certification.

1. Refer to Standing Rule XIX, Section 3. A. 8 regarding previous experience.
2. An individual may enroll in the Auditor Certification Program by submitting an application to the ROC chair for approval by the ROC committee chair and the IGRA Rodeo Auditor.
3. Successfully complete the Secretary and Scorekeeper certification programs.
4. Serve as the Rodeo Secretary at a minimum of three (3) IGRA-sanctioned rodeos, excluding Finals Rodeo.
5. Work under the supervision of an IGRA Rodeo Auditor as an Assistant Auditor at a minimum of three (3) IGRA-sanctioned rodeos, excluding Finals Rodeo.
6. Attend or conduct a Rodeo Secretary and Scorekeeper seminar and successfully pass each of the examinations with a score of 90% or better after the conclusion of the seminar.
7. Certification may be recommended by mutual agreement of the committee chair and the IGRA Rodeo Auditor.
8. Refer to Standing Rule XIX, Sections 2 and 3, for general certification requirements.

Section 3 Recertification.

- A. Refer to Standing Rule XIX, Section 7, for recertification process general requirements.
- B. Serve as the IGRA Rodeo Auditor, appointed certified Auditor, or Assistant Auditor for at least one (1) rodeo during the current year, excluding Finals Rodeo.
- C. If a certified Auditor is unable to meet one of the above requirements, the individual must attend a Secretary and Scorekeeper seminar before being recommended for recertification.
- D. The ROC committee chair and the IGRA Rodeo Auditor must approve a recommendation for recertification.

RULE XXIV SECRETARY CERTIFICATION PROGRAM

Section 1 Responsibilities.

- A. Supervise the Scorekeeper and other secretarial staff.
- B. Ensure that adequate secretarial staff are available.
- C. Work closely with the Rodeo Auditor to ensure that all scores, times, and results are recorded accurately and timely in the rodeo records and IGRA records.
- D. Work closely with the Rodeo Announcer to ensure that times and scores are announced as quickly as possible.
- E. Ensure that adequate secretarial supplies and forms are available at the rodeo.

Section 2 Certification.

- A. Refer to Standing Rule XIX, Section 3. A. 8 regarding previous experience.
- B. Serve as a certified Scorekeeper at a minimum of one (1) IGRA-sanctioned rodeo.
- C. Serve as an Assistant Secretary at a minimum of three (3) IGRA-sanctioned rodeos. Member Associations will not refuse any reasonable request from an applicant to serve as an Assistant Rodeo Secretary.

D. Refer to Standing Rule XIX, Sections 2 and 3, for general certification requirements.

Section 3 Recertification.

- A. Refer to Standing Rule XIX, Section 7, for recertification process general requirements.
- B. The following shall be acceptable each year for recertification.
 - 1. Serve as one of the following at a minimum of one (1) IGRA-sanctioned rodeo, excluding Finals Rodeo.
 - a. IGRA Rodeo Auditor.
 - b. Appointed Certified Rodeo Auditor.
 - c. Assistant Rodeo Auditor.
 - d. Rodeo Secretary.
 - e. Assistant Rodeo Secretary.
 - 2. If a certified Secretary is unable to meet one of the above requirements, the individual must attend a seminar before being recommended for recertification.

RULE XXV SCOREKEEPER CERTIFICATION PROGRAM

Section 1 Responsibilities.

- A. Ensure that an adequate number of Timers are always available during the rodeo.
- B. Supervise activities of all Timers.
- C. Accurately and legibly record all scores and times for the rodeo.
- D. Relay scores and times to the Rodeo Announcer as quickly as possible.

Section 2 Certification.

- A. Refer to Standing Rule XIX, Section 3. A. 8 regarding previous experience.
- B. Requirements:
 - 1. Serve as a Timer at a minimum of three (3) IGRA-sanctioned rodeos. Host associations will not refuse any reasonable attempt from an applicant to serve as a Timer.
 - 2. Serve as an Assistant Scorekeeper at three (3) IGRA-sanctioned rodeos covering all IGRA-approved rodeo events.
 - 3. Refer to Standing Rule XIX, Sections 2 and 3, for general certification requirements.

Section 3 Recertification.

- A. Refer to Standing Rule XIX, Section 7, for recertification process general requirements.
- B. The following shall be acceptable each rodeo year for recertification.
 - 1. Serve as one of the following at a minimum of one (1) IGRA-sanctioned rodeo, excluding Finals Rodeo:
 - a. IGRA Rodeo Auditor.
 - b. Appointed certified Rodeo Auditor.
 - c. Assistant Rodeo Auditor.
 - d. Rodeo Secretary.

- e. Assistant Rodeo Secretary.
- f. Rodeo Scorekeeper.
- g. Assistant Rodeo Scorekeeper.

2. If a certified Scorekeeper is unable to meet one of the above requirements, the individual must attend a seminar before being recommended for recertification.

RULE XXVI ARENA CREW COORDINATOR

Section 1 Responsibilities.

- A. Coordinate the quick and efficient setup of the arena for all required events per specification and measurements detailed in the Rodeo Rule Book to ensure safe and fair competition.
- B. Assist the Arena Director in any other areas, as requested.
- C. Recruit volunteers for each rodeo.
- D. Direct arena crew volunteers to ensure smooth and timely transition between events.
- E. Prior to the first go-round consult with the Arena Director and Contestant Liaison, if available, to determine the stopping and timing light distance for speed events based on the arena size.

Section 2 Certification.

- A. Refer to Standing Rule XIX, Section 3.A.8 regarding previous experience.
- B. Applicants must have been an:
 - 1. Arena crew volunteer for a minimum of three (3) IGRA-sanctioned rodeos.
 - 2. Assistant Arena Crew Coordinator for a minimum of three (3) IGRA-sanctioned rodeos.
 - 3. Assistant Arena Director for a minimum of one (1) IGRA-sanctioned rodeo.

Section 3 Recertification

- A. Refer to Standing Rule XIX, Section 7, for recertification process general requirements.
- B. Applicant must have served as one of the following at a minimum of one (1) IGRA Sanctioned rodeo, excluding Finals Rodeo:
 - 1. Arena Director
 - 2. Assistant Arena Director
 - 3. Arena Crew Coordinator
 - 4. Assistant Arena Crew Coordinator
- C. If a certified Arena Crew Coordinator is unable to meet one of the above requirements, the individual must attend an Arena Crew Coordinator seminar before being recommended for recertification.

RULE XXVII RODEO ANNOUNCER

Section 1 Responsibilities.

- A. Perform announcer functions as specified in the rodeo rules.
- B. Perform emcee and additional announcer functions as requested by the Rodeo Director.
- C. Adhere to all rules and regulations.
- D. Shall not be under the influence of or in possession of alcohol, narcotics, or illegal drugs of any kind during the rodeo.

RULE XXVIII RECORDS RETENTION AND DISPOSITION

Section 1 General Requirements.

- A. IGRA needs to retain certain records beyond current user needs, according to regulatory, legal, financial, and operational requirements. Whether a record is in paper or electronic format does not determine its value or retention period; its content is the key factor.
- B. Records referenced in this schedule include paper and electronic in traditional containers.
- C. When a record is no longer needed or required, it should be disposed of properly to ensure that it truly is no longer recoverable.

Section 2 Records to Retain.

- A. The following are examples of IGRA records which at various times need retention and later destruction as deemed appropriate by the IGRA Executive Board who will publish such direction and update annually at the first Board of Directors meeting of the year:
 - 1. Accident reports and claims.
 - 2. All financial records.
 - 3. All tax records.
 - 4. Articles of Incorporation, charter, bylaws, standing rules, and minutes.
 - 5. Audit reports.
 - 6. Bylaws and charter.
 - 7. Contracts, mortgages, notes, and leases (expired).
 - 8. Copyright, trademark, and patent registrations.
 - 9. Correspondence (administrative).
 - 10. Correspondence (general).
 - 11. Donations.
 - 12. Grants (funded).
 - 13. Insurance records, accident reports, and claims.
 - 14. Mission statements and strategic plans.
 - 15. Training manuals.

Section 3 Categorizing Information.

- A. Because the above list is not all-inclusive, IGRA may need to determine whether a particular item is considered a record and thus, subject to a records retention and disposition schedule. Some of the characteristics of a record are:
 - 1. Contains legal or regulatory compliance information.

2. Evidence is a transaction.
3. Identifies participants in business activities or who have knowledge of an event.
4. Proves a business-related event or activity occurred or did not occur.
- B. It may be useful when making retention decisions to sort records into three categories: enduring value, limited value, and no value.

Section 4 Electronic Record Keeping.

- A. The terms online, near-line, and off-line retention are unique to electronic records and refer to the type of storage media, not to the length of time the information in a particular record should be retained. IGRA's managers should collaborate to determine which type of storage is appropriate for each category of record. They should set up calendar reminders to migrate data from older media at regular intervals to be sure the records remain viable for the required period.

Section 5 Record Destruction.

- A. When a record is no longer required to be kept, it should be properly destroyed, and the destruction should be documented. Deleting data and emptying the "recycle" folder or "trash" bin from electronic storage media such as CDs, hard drives, tapes, etc. does not permanently destroy the information. Some printers and photocopiers with document memory capability may require data cleaning also before sale or disposal.
- B. If data are not sensitive or private, simply overwriting the information may be adequate.
- C. If computers and media are going to be reused or decommissioned, they must be properly cleaned in order to prevent unauthorized retrieval and use of information, especially if that data includes privacy or security-related material such as personnel records or financial data.

Section 6 Certificate of Destruction.

- A. The Secretary must annually present to the Board of Directors a report on documents to be destroyed and the mode used to destroy them. The board must review the report and vote on the destruction of listed documents. When the Secretary has completed the destruction of documents, they must follow up to the board with a report on destruction to include the listed documents, date destroyed, and mode including any third party involved.

RULE XIX CONFLICT OF INTEREST POLICY

Section 1 Purpose

- A. The purpose of this policy is to protect IGRA's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director. This policy is intended to supplement, but not replace, any applicable state and

federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2 Definitions.

- A. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- B. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - 1. An ownership or investment interest in any entity with which IGRA has a transaction or arrangement.
 - 2. A compensation arrangement with IGRA or with any entity or individual with which IGRA has a transaction or arrangement.
 - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which IGRA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 3 Procedures.

- A. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- B. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- C. Procedures for Addressing the Conflict of Interest.
 - 1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - 2. The chairperson of the governing board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - 3. After exercising due diligence, the governing board or committee shall determine whether IGRA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - 4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in IGRA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflicts of Interest Policy.

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4 Records of Proceedings.

- A. The minutes of the governing board and all committees with board delegated powers shall contain the following.
 1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5 Compensation.

- A. A voting member of the governing board or voting member of any committee who receives compensation, directly or indirectly, from IGRA for services is precluded from voting on matters pertaining to that member's compensation.
- B. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from IGRA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6 Annual Statements.

- A. Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such a person:
 1. Has received a copy of IGRA's conflicts of interest policy;
 2. Has read and understands this policy;
 3. Has agreed to comply with this policy; and
 4. Understands IGRA is a nonprofit which must engage primarily in activities which accomplish one or more of its purposes.

Section 7 Periodic Reviews.

- A. To ensure IGRA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its status, the Board of Directors shall conduct periodic reviews.

RULE XXX WHISTLEBLOWER POLICY

Section 1 If any member of IGRA believes that some policy, practice, or activity of IGRA is in violation of law, a written complaint must be filed by that member with the Secretary and the Trustee Chair.

Section 2 It is the intent of IGRA to adhere to all laws and regulations that apply to the nonprofit organization and the purpose of this policy is to support the organization's goal of legal compliance.

Section 3 The support of all members of IGRA is necessary in achieving compliance with various laws and regulations.

Section 4 All members of IGRA are protected from retaliation if any member of IGRA brings the alleged unlawful activity, policy, or practice to the attention of IGRA and provides IGRA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

Section 5 The protection described below is available to all members of IGRA that comply with this requirement.

- A. IGRA will not retaliate against a member of IGRA or its separate Associations who in good faith, has made a protest or raised a complaint against some practice of the IGRA, or of another individual or entity with whom IGRA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.
- B. IGRA will not retaliate against member or Association of IGRA who disclose or threaten to disclose to an Official of IGRA or a public body, any activity, policy, or practice of the IGRA that the member of IGRA reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.
- C. IGRA will not sanction the use of this Whistleblower Policy to defame or attack members or Member/Recognized Associations.

Section 6 The procedure used in IGRA with a potential whistleblower is as follows:

- A. The Secretary and Trustee Chair will respond to the complainant within two (2) weeks via E-mail or written communication to acknowledge receipt and outline the process to include the opportunity to address the next scheduled Board of Directors meeting.

- B. The Secretary will send notification to the board of the complainant's request within two (2) weeks of receiving the complaint.
- C. The Secretary will research IGRA records for relevant materials in the complaint and share these materials with the board and the complainant.
- D. The board will review the complaint and associated materials and allow the complainant the opportunity to address the board at their next scheduled meeting.
- E. IGRA will take the complaint into consideration with the goal of resolving the matter amicably.
- F. All questions, concerns, and complaints filed must adhere to the whistleblower policy contained herein.

Standing Rules revised and amended November 16th, 2025.