



**Miss Rodeo Oklahoma Teen
Titleholder Handbook
2021**

For further information or assistance, please contact:

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Lady in Waiting Guidelines

Congratulations you have just been chosen as Miss Rodeo Oklahoma Teen! The pride and honor of wearing this crown brings with it a tremendous amount of responsibilities. Be sure to read your contract carefully; when you sign your contract, you will be accepting the challenge of not only representing PRCA and the sport of rodeo, but also the great State of Oklahoma. You will touch the lives of hundreds of people across Oklahoma and you will become a role model to hundreds of younger children. Wear your crown proudly!

Remember that by signing your contract, you will be accepting the position of Miss Rodeo Oklahoma Teen. You will report directly to the Miss Rodeo America National Director from Oklahoma, who along with the ORPC Board of Directors will guide and direct your efforts during your reign.

Although you won the Miss Rodeo Oklahoma Teen (MROT) pageant in June of this year, you will not receive the official title until January 1st. Until that time, you will be referred to as Miss Rodeo Oklahoma Teen/Lady in Waiting. It is very important that you remember the current Miss Rodeo Oklahoma Teen has another seven months of her reign. Please be respectful of her title and position

1. Prepare a report for the ORPC membership to be presented at the November ORPC, Inc. membership meeting. Your attendance is required at the November meeting held in conjunction with Miss Rodeo Oklahoma's send-off party. You are welcome, but not required, to attend all other meetings in person.
2. Begin communicating with the National Director to provide updates of preparations.
3. Attend the send-off party for the reigning Miss Rodeo Oklahoma in full western attire (Wranglers and jacket; with Lady-in-Waiting crown and banner).
4. Prepare to place all personal social media accounts into inactive status. This includes but is not limited to: Facebook, Myspace, Twitter, LinkedIn, Snapchat and Instagram. All such accounts must be inactive as of January 1. You may submit pictures and posts to the Social Media Chairman, and they will be posted on your behalf to the Miss Rodeo Oklahoma Teen Facebook page at their discretion. Appropriate privacy settings will be used.
5. Prepare an individual sponsorship packet for approval by the National Director by September 1st. These packets may include cover letter, ORPC information, your individual information, a draft of an autograph sheet, (with picture of you in Lady-In-Waiting Crown), a schedule of your tentative appearances and your sponsorship levels.
6. It is required that MROT obtains a post office box during her reign so that her physical address

is not publicly listed. It is also required that a cell phone number be used for the business cards, so that a reverse directory cannot be used to track physical addresses.

7. Business Cards: must have the titleholder's contact information, as well as, the National Director's contact information. Please also include the ORPC, Inc. website address. Business cards are due by October 1st to your National Director for approval.
8. With the direction of the National Director, or designated ORPC member, MROT must create announcer cards. These cards will include name, title, hometown and 1 or 2 fun facts in bullet point format and are to be given to announcers at all events. These cards should fit on a 4x6 or 5x7 note card and are due to the National Director for approval by October 1st.
9. Your official autograph sheet needs to be approved by October 1st and completed by November 1st. National Director approval on all aspects, including picture, are required!
10. You will not be allowed to make any appearances as Miss Rodeo Oklahoma Teen Lady-In-Waiting, unless requested by the board.
11. The Miss Rodeo Oklahoma Teen logo must appear on ALL documents, including but not limited to: autograph sheets, announcer cards, business cards, sponsorship packets, invitations, stationery and thank you cards.

Titleholder Guidelines

1. Miss Rodeo Oklahoma Teen will abide by all rules stated in the Contract that she signed after the conclusion of pageant.
2. The Teen will not be permitted to make out of state appearances, unless an exception is approved by the board. **Requests for an out of state appearance approval must be presented to the board no later than one month prior to the appearance.** The National Director will complete all scheduling. If you are requested to make other appearances, they must be scheduled through your National Director. If you want the National Director to contact others for potential appearances, you must provide the National Director with the contact information. You must not make any appearance commitments yourself.
3. The titleholder is responsible for reliable transportation to all functions. Proof of insurance will be required for that vehicle. Safe driving and clean vehicles are required at all times.
4. No males, other than immediate family members shall accompany the titleholder to, from or during events that she is attending as MROT. During the MROT reign, MROT may not co-habitat with anyone of the opposite sex other than an immediate family member. In addition, if you have a sponsored vehicle or your name and title on your personal vehicle, your boyfriend shall not ride in the vehicle with you at any time.
5. MROT may not have any visible tattoos or facial piercings at any time during her reign.
6. As Miss Rodeo Oklahoma Teen, it is important that you dress appropriately, in western attire, crown, banner and be perfectly groomed at all times for all public appearances. This includes hair styled neatly, nails manicured and make up on.
7. Your wardrobe must be age appropriate, no cleavage, bralessness, panty lines (dress' or wranglers) or tank tops. MROT is advised and expected to follow advice from the National Director on her clothing choices and styles.
8. MROT is not to attend any rodeo dances. In addition, MROT should recognize that a bar, club, or tavern is not an appropriate environment for a state titleholder even if she removes her hat crown and banner.
9. Proper phone etiquette must be used at all times! If you do not understand proper phone etiquette, call the National Director. MROT should keep cell phone turned on silent during all appearances. At no time should MROT answer her phone or text during an appearance. MROT is not allowed to carry her phone where it is visible or partially visible. Initial contact for an appearance should be by a phone call, not text.

10. Clean crown, banner, buckle and boots must be worn for all appearances. An appearance is defined as ANY place where you might expect to meet another person interested in speaking to MROT or looking at MROT. This includes ORPC meetings and travel to and from appearances.

11. Dark, pressed and starched blue jeans are permitted when in travel status, under chaps or where appropriate. Faded blue jeans or jeans with holes are not permitted. The titleholder will receive one warning regarding inappropriate blue jeans. The second violation will result in the titleholder being required to wear only colored jeans.

12. The MROT titleholder must assume financial responsibility for all preparations to represent Oklahoma during her reign, and for travel and expenses incurred during her reign. FINANCIAL ASSISTANCE IS NOT GUARANTEED.

13. MROT must represent Oklahoma to the best of her ability throughout her reign. MROT will sometimes stay with a host family and is expected to treat these families with the utmost respect. IN ADDITION, ALL SPONSORS, RODEO COMMITTEES AND STOCK CONTRACTORS SHOULD RECEIVE THANK YOU CARDS FOLLOWING EVERY RODEO AS WELL AS THANK YOU CARD FOR CONTACT PERSON AT ALL APPEARANCES. Furthermore, MROT is expected to arrive to all rodeo performances a minimum of one hour before the performance starts, prepared with what she needs for that appearance, including, but not limited to: chaps, hat, crown, banner, announcer card and autograph sheets.

14. MROT may not compete at any rodeo where she is making an appearance.

15. The titleholder will be required to attend the new Miss Rodeo Oklahoma Teen's Coronation Ceremony following her reign.

16. Titleholders are not permitted to contact ORPC or Pageant sponsors directly for individual sponsorship. Always check with the Development Committee Chair regarding potential sponsors.

17. Titleholder may hold one fundraising event, which must be approved by the board.

18. Titleholders will designate a charitable organization that they will spend a minimum of 15 hours volunteer time. If you would like, the ORPC can recommend a charitable organization for you. You will need to have the charitable organization approved by the board and hours recorded and reported to your National Director.

19. Should a titleholder be relieved of her title or resign during her reign, she will be ineligible to compete for any future Miss Rodeo Oklahoma competitions or gain membership with the Oklahoma Rodeo Pageants Council, Inc. The ORPC reserves the right to void the membership of family members or relatives subsequent to the dismissal of title and reserves the right to refuse future membership. In addition, all ORPC scholarships related to this title will be forfeited.

20. All titleholders and their parents must sign a Non-Disclosure Agreement at the time of contract signing.

21. Miss Rodeo Oklahoma title holders are prohibited from consuming alcohol at appearances during their reign. Oklahoma law prohibits the consumption of alcohol by minors.

22. All advertising and wraps, related to your reign, must be removed from vehicles within 30 days following the titleholder's year of reign.

If at any time during her reign, the titleholder has questions, she should contact the National Director or the ORPC President.

Disciplinary Actions

The following is an example of the disciplinary actions that will be used.

Warning Report

This warning is: Verbal Written Date of Warning: _____

Titleholder Name: _____

<input type="checkbox"/> Attitude/Behavior	<input type="checkbox"/> Lack of Communication	<input type="checkbox"/> Conduct of Family/Friends
<input type="checkbox"/> Habitual Tardiness	<input type="checkbox"/> Non-Approved Appearance	<input type="checkbox"/> Use of Drugs or Alcohol
<input type="checkbox"/> Cell Phone Usage	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Missing Mandatory Event	<input type="checkbox"/> Insufficient Sponsor Contact	_____

National Director/President Statement *Description of Incident:*

National Director: _____ Date: _____

President: _____ Date: _____

Titleholder Statement

I agree with the ND Statement I do not agree with the ND Statement

Titleholder Comments: _____

Titleholder Signature: _____ Date: _____

Correction Sheet

Titleholder Name: _____

Incident: _____

Action that is being taken to correct issue: _____

Date to be completed by: _____

Titleholder Signature: _____

President Signature: _____

National Director Signature: _____

This action was completed on: _____

Consequence Matrix for Unmet Expectations

The following matrix details the consequences for unmet expectations by the Oklahoma Rodeo Pageants Council (ORPC). Please familiarize yourself with this matrix. We do not anticipate ever having any of these problems! However, if any of these issues do arise, please know that the ORPC will not hesitate to implement the appropriate consequences.

Violation	1st Offense	2nd Offense	Repeat Offenses
Inappropriate Attitude/Behavior	-Meet with National Director & President	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title -Possible Termination
Habitual Tardiness	-Meet with National Director & President	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title -Possible Termination
Inappropriate Cell Phone Usage	-Meet with National Director & President	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title -Possible Termination
Missing a Mandatory Event (Contract)	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title

		-Possible Termination	-Possible Termination
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Violation	1st Offense	2nd Offense	Repeat Offenses
Lack of Communication with National Director	-Meet with National Director & President	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title -Possible Termination
Making Non-Approved Appearances as MRO, MROT or MROP	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title -Possible Termination	-Meet with National Director & President -Possible Suspension of Title -Possible Termination
Inappropriate Social Media	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title -Possible Termination	-Meet with National Director & President -Possible Suspension of Title -Possible Termination
Insufficient Sponsor Contacts	-Meet with National Director & President	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title -Possible Termination
Inappropriate Conduct by Family/Friends of MRO, MROT or MROP	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title	-Meet with National Director & President -Possible Suspension of Title

			-Possible Termination
Use of Drugs or Alcohol	-Meet with National Director & President -Possible Suspension of Title -Possible Termination	-Meet with National Director & President -Possible Suspension of Title -Possible Termination	-Meet with National Director & President -Possible Suspension of Title -Possible Termination

Miss Rodeo Oklahoma Royalty Parental Agreement

When accompanying my/our daughter while she makes an appearance as Miss Rodeo Oklahoma, Miss Rodeo Oklahoma Teen, or Miss Rodeo Oklahoma Princess, I/we agree to conduct myself/ourselves in a manner that upholds the same standards that are expected of my/our daughter.

I/We will not do or say anything that could have an adverse affect on my/our daughter or the Oklahoma Rodeo Pageants Council, Inc.

I/We understand that, depending on the severity, an infraction on my/our part may be cause for, but not limited to, the following actions:

My/Our daughter's appearances may be limited.

My/Our daughter's appearances may be cancelled.

I/We may no longer be allowed to accompany my/our daughter during an appearance.

My/Our daughter may be required to surrender her title as Miss Rodeo Oklahoma, Miss Rodeo Oklahoma Teen or Miss Rodeo Oklahoma Princess.

Parent

Parent

IN WITNESS THEREOF, I have hereunto set my hand and seal on this ____ day of _____, 20____.

My Commission # _____

Notary Public for the State of Oklahoma

My Commission Expires: _____

Printed Name

TENTATIVE SCHEDULE

This schedule will be updated throughout the year by the ORPC and the National Director.

Before June 30:

- ❖ Biography and photos to the National Director for website
- ❖ Send personal thank you notes to all pageant sponsors

July:

- ❖ Meet with the National Director and a board member to go over handbook and requirements

August:

- ❖ Begin looking at date and location for coronation/fundraiser – The Miss gets first choice for coronation, followed by the Teen and Princess. The Teen Coronation will be held in February.
- ❖ Prepare Individual Sponsorship packet, including mock autograph sheet, with picture in Lady-In-Waiting Crown, to the National Director for approval by September 1st.

September:

- ❖ Attend the MRO Alumni Fundraiser, if applicable
- ❖ Begin contacting potential sponsors
- ❖ Photo taken for autograph sheet
- ❖ Attend Lady In Waiting clinic

October:

- ❖ Autograph sheets, Announcer cards and business cards prepared for approval by November 1st.

November:

- ❖ Coronation date and location finalized
- ❖ Attend the reigning Miss Rodeo Oklahoma's Send Off Party - REQUIRED
- ❖ Attend ORPC Annual meeting - REQUIRED
- ❖ Autograph Sheets, business cards and announcer cards printed.

December:

- ❖ Have three arena shirts completed by December 31

January:

- ❖ Attend the Miss Rodeo Oklahoma Coronation - REQUIRED

February:

- ❖ Coronation

March:

- ❖ Attend the Coronation Celebration of the MRO Princess – REQUIRED
- ❖ Timed Event Championship – Lazy E, Guthrie, OK

April:

- ❖ Scholarship Golf Tournament in Woodward, OK, if applicable
- ❖ Submit to National Director the following for the Oklahoma State Pageant – program photo, updated biography page, personal thank you page, and pictures for the titleholder slideshow
- ❖ Western Heritage Awards at the National Cowboy & Western Heritage Museum

May:

- ❖ Claremore PRCA Rodeo

June:

- ❖ Miss Rodeo Oklahoma Pageant and Woodward Elks Rodeo, Woodward, OK - REQUIRED
- ❖ Hugo Rodeo – Hugo
- ❖ 101 Wild West Rodeo, Ponca City

July:

- ❖ Newkirk Range Riders Rodeo

August:

- ❖ Lawton PRCA Rodeo, Lawton, OK
- ❖

September:

- ❖ Elk City Rodeo, Elk City, OK
- ❖ Attend the MRO Alumni Fundraiser, if applicable
- ❖ Crown to 2020 MROT for autograph pictures - REQUIRED

October:

- ❖ Tulsa State Fair

November:

- ❖ MRO Send-off party – REQUIRED
- ❖ Rodeo Hall of Fame Inductions – National Cowboy & Western Heritage Museum

December:

- ❖ Stockyard City Christmas Parade.

Following reign:

- ❖ Attend the coronation ceremony of the new Miss Rodeo Oklahoma Teen 2021 – REQUIRED
- ❖ You are encouraged to attend all other fund raisers and MRO pageant.

Coronation Guidelines

The following is a list of guidelines to use in planning a MROT Coronation Ceremony:

- With the help of your National Director choose a date in February
- Choose a location, time, optional entertainment and menu for the evening. (Various civic organizations will often donate space. Contact the National Director if you need a letter requesting space.)
- Choose an emcee; make sure to give him or her accurate information about the Miss Rodeo Oklahoma Pageant Program and history.
- Contact a hotel in the area that is willing to hold a block of rooms at a group rate for people who travel to the event.
- Create invitations to mail out to all Oklahoma PRCA rodeos, ORPC, Inc. Membership, former and potential pageant contestants, and former Miss Rodeo Oklahoma titleholders. Please contact the Secretary for these lists.
- Invitations must be mailed 3 to 4 weeks prior to the event.
- Get all information regarding the evening to the website coordinator three weeks before the event including:
 - Written descriptions of all live auction items
 - Tentative list of all silent auction items
 - Number of silent auction items
- Find an auctioneer for the live auction.
- Create a schedule for the evening of what you need the ORPC membership to assist with such as: serving food, front door, silent auction- receiving money and distributing items for the ORPC, Inc. membership to sign up for.
- Create a sign-up sheet for visiting royalty at the front door.
- Create programs. (Optional)
- Have a cash box available for the door and silent auction. (You may ask the Treasurer to do this)
- Coronation ticket prices cannot exceed \$25
- Alcohol is prohibited at any Teen or Princess events.

Example of Coronation Ceremony Itinerary:

Welcome – announcing the silent auction giving the time it will close

Invocation

Dinner

Introduction

- ❖ Introduction of ORPC, Inc. and members
- ❖ Introduction of Visiting Royalty and former Oklahoma titleholders
- ❖ Introduction of the new Miss Rodeo Oklahoma Teen
- ❖ Acceptance speech by the newly crowned MROT

Live Auction

Closing

Attached is the ORPC Fundraiser Policy

ORPC Fundraiser Policies

1. Each titleholder will be permitted to hold one fundraiser. You may choose a “coronation ball/celebration” as a fundraiser, or any fundraising event.
2. The Miss Coronation ball will be held first, followed by the Teen, and then the Princess. Alcohol is prohibited at any Teen and Princess events.
3. Titleholders are permitted to sell tickets to these events as well as hold live and silent auctions.
4. One half (50%) of all proceeds earned on silent and live auction items at coronation fundraisers, that are donated by ORPC members, excluding items provided by the titleholder and family members, will be retained by the ORPC to benefit the scholarship fund
5. All proceeds generated from titleholder’s coronations and fundraisers including, but not limited to coronation fundraisers, MUST go through the ORPC bank account and follow appropriate procedure to access. Due to federal regulations regarding 501c(3) status, all funds are subject to audit by the Internal Revenue Service. A dated receipt will accompany a donation in excess of \$250.
6. Titleholders must submit receipts to receive funds. Receipts must be submitted to the National Director prior to being paid by the Treasurer. Eligible expenses may include, but are not limited to:
 - a. Coronation expenses
 - b. Fuel for travel for appearances
 - c. Other travel expenses such as airfare or lodging
 - d. Meals purchased in conjunction with an appearance
 - e. Clothes purchased for year of reign (must have prior approval by National Director)
 - f. Dry cleaning for appearance clothes
7. Authorization for reimbursement will depend on the balance held by ORPC office for travel, lodging, clothing, etc. No additional funds will be provided after the titleholder exhausts her account.
8. In order for funds to be tax deductible under IRS 501(c)3, all checks must be made payable to Oklahoma Rodeo Pageant Council (ORPC).

Autograph Sheets (ORPC Policy)

1. The ORPC will pay for the titleholder autograph sheets as follows:
 - a. Miss – the first 1,000 full page color autograph sheets (black and white on back).
 - b. Teen – the first 300 full page color autograph sheets. (black and white on back)
 - c. Princess – the first 300 full page color autograph sheets (black and white on back).
2. You are encouraged to find sponsors for your autograph sheet.
3. **All** pictures taken for autograph sheets must have the approval of the National Director before going to the printer, even if they are temporary
4. You must have all ORPC Platinum Sponsors names or logo on front of autograph sheets.
5. The MROT logo must be on the front of all autograph sheets.