



AUSTRALIAN PROFESSIONAL RODEO ASSOCIATION INC

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E: apra@prorodeo.com.au W: www.prorodeo.com.au

To Whom It May Concern:

Thank you for your enquiry in regard to staging an Australian Professional Rodeo Association affiliated rodeo.

I have enclosed a complete information kit that sets out in detail all the requirements and check points to assist you in the preparation for your event.

To briefly summarise the information kit, once you have decided to stage an APRA rodeo you then book your date by sending a \$22 booking fee to this office.

From date of receipt of your booking fee, your rodeo will then be included in the 'Rodeo News' magazine calendar which is circulated to 1,800 members and affiliated committees. At this stage it is not necessary to provide us with full details i.e. posted prize money, stock contractor etc. However, they will be required no later than six weeks prior to your rodeo.

The Affiliation Fee with the APRA is \$220 which is payable no later than two weeks before your rodeo. As part of your affiliation our office will take all the entries for your rodeo, complete the stock draw and supply you with a gate list, competitors entry sheet and receipts with the entry fees due from each competitor.

As it is the Judge's responsibility to calculate the prize money payouts for each event, the sole responsibility of the secretary on the day of the rodeo is to accept the entry fees and draw the cheques and obtain the signatures of placegetters upon receipt of their prize money.

The entry fees are broken up in three (3) parts, added money which is in addition to the Committee's posted prize money and is paid out to the winners. The APRA levy which includes insurance and administration (\$22) and committee levy which is retained by your committee. As the committee levy is based upon posted prize money, please refer to sliding scale in the information pack.

We request that you send the APRA levy of \$22 per entry and \$24.20 per bull ride entry along with the results sheets and Judges Sheets back to our office as soon as possible after your rodeo, so that riders standings can be updated and insurance premiums can be passed onto our insurers. In regard to public liability the APRA has an optional \$20 million cover available to your committee for \$1380 which includes a 12 month voluntary workers personal accident cover.

Apart from optional Public Liability Insurance cover the only money payable by your committee to the APRA is the \$22 booking fee and \$220 affiliation fee. Competitor's insurance and administration levy is paid to you by our members and then passed on through your committee to the APRA.

In regard to stock contractors, judges, pickup men, announcers, rodeo clowns etc., it is often far more convenient to contract one of our members from the 'Stock Contractors and Producers' listing in the Rodeo News who have at their disposal all the necessary staff to produce your entire rodeo. Please note that this is a suggestion only, however by doing so it allows you more time to concentrate your efforts on rodeo promotion and sponsorship. Please contact this Office if you wish to hire personnel yourself we will be able to provide you with names and contact numbers.

Should you opt to utilise one of these afore mentioned contractors it is important that before you engage them they know exactly what services you require and if they are providing personnel PLEASE check if they are fully accredited and current financial members of our association. Prior Board approval is required if you wish to use unapproved financial members.

In closing, I hope this information is of assistance to you and should you decide to become involved in Professional Rodeo, I welcome you and look forward to working with you in the future.

In the meantime should you require further information or clarification, please don't hesitate to contact me.

Yours sincerely,

Karen Burraston
Office Manager





COMMITTEE INFORMATION PACK

AUSTRALIAN PROFESSIONAL RODEO ASSOCIATION

(07) 4661 8183 | apra@prorodeo.com.au

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SECRETARY'S ROLE

Dear Rodeo Secretary,

The following is a 12 point overview to assist you:

1. **Book your date** with our office by either phoning (07) 4661 8183 or emailing us at apra@prorodeo.com.au. A \$22 booking fee is required which enables us to advertise the rodeo in the monthly magazine 'Rodeo News'.

2. **Affiliation Fee.** An invoice will be issued billing you for our affiliation fee \$220 and Public Risk Insurance (if you require it) \$1254. These amounts must be paid **no later than four weeks prior** to the rodeo however if you require your insurance to take effect immediately you must pay straight away. Once paid your committee are covered for working bees and fundraisers, a hard copy outlining the details of the event must be provided to the head office prior to the event to pass on to the insurance company to confirm eligibility of this.

3. **Unless otherwise advertised entries** are taken Wednesday and Thursday 10 days prior to the rodeo date by this office. Late entries are taken on the Friday and until 12pm the Monday prior to your rodeo.

4. **Cancel Outs** are taken by the central entries office until 12 PM EST on Monday. This means anyone who entered last week can cancel out before the draw if they wish.

5. **Final entry numbers.** We advise the stock contractor of final entry numbers and they in turn advise us of the sections and stock numbers. Should you have a detailed program of events planned you would need to advise your stock contractor before 12 noon on the Monday prior to your rodeo. We require a finalised program at your earliest convenience to advertise to competitors via our website.

7. **Draws** are completed and express mailed out to you on the Monday prior to the rodeo.

8. **Receipts** are pre-printed for your convenience and posted along with the draws.

9. **Turnouts** are advised by our office late on the working day prior to the rodeo. These competitors are not coming and have to be scratched from the judge's sheets and receipts.

10. **All competitors' entry fees** are to be paid to you prior to their participation in their respective rodeo events. Failure to do this will result in disqualification

11. **Judges** return the 'Judges Sheets' to you and should work out the prize pool (that is posted prize money plus the total add back from the competitors entry fee), then calculate the payout.

Alternatively you can have the APRA office pay out all your prize money however conditions apply

- Cleared funds must be deposited into the APRA Bank Account 10 days prior to your

rodeo.

- Your committee secretary will still be responsible for collecting entry fees from contestants on the day however all cheques are to be written out to the APRA.
- The secretary must deposit all entry fees into the APRA Bank Account on the first working day following the rodeo. Deposit slip to be faxed or emailed to us.
- The secretary must fax or email a copy of all judges and results sheets to the APRA office before 9 am on the next working day following your rodeo.
- All other forms to be completed and mailed to Head Office within 7 days.
- Upon receiving all paperwork the APRA will then send you a cheque for your committee levy once APRA levies are paid.
- You may contact the APRA office for any further information

The fee for APRA Head Office doing rodeo payouts is \$1 Per senior competitor paid by the committee not the competitor and is capped at \$200.

12. **Paperwork.** Completed paperwork should include: Judges Sheets, Levy Sheet, Result Sheets, Injured Rider List, 2 Animal welfare forms, Day Membership Forms and your cheque for APRA levies taken from the competitor entry fees. The following pages explain these processes more thoroughly. Please feel free to contact our staff if you have a query pertaining to any aspect of your rodeo.

DETAILED GUIDE

1. **When Booking** your rodeo it is important that you complete and return the enclosed rodeo details form. This gives us all the information we require.

2. **Affiliation Fee** is \$220.00

3. **Entries:** All entries for APRA affiliated rodeos are taken on the Central Entry System. Two telephones operate taking entries from all over Australia. This phone number is (07) 4661 4766 and all entries are recorded. Entries are taken on the Wednesday and Thursday of the week prior to your rodeo between 9am and 5pm EST unless otherwise advertised. Late entries are taken on the Friday and until 12pm the Monday prior to your rodeo.

Day Members can be taken by the committee and passed on to head office or directed straight to head office for entering. You must choose one option and notify the office when filling out the rodeo details form. If you accept them yourself it is good practice to ensure they pay their day membership (\$16.50 for seniors and \$5.50 for juniors including GST) and entry fees before the committee accepts their entries and notifies the APRA. Please ensure you take a contact phone number in case of a problem with their entry.

Please advise central entries of all Day member entries on the Friday morning the week before your rodeo. These can either be faxed or emailed through. The office will then advise you if there are any APRA members who have tried to enter as day members as their membership is probably not up to date. If this is the case you must let them know they must contact our office to discuss membership payment.

If day members do not pay prior to the day of the rodeo, they must pay before competing and a day membership form to be completed and passed on to the APRA.

4. **Draws** will be separated into three folders: Judge 1, Judge 2 and Timed Events. Give each rough stock Judge 1 and Judge 2 folder and the timed event folder to the timed event timekeepers. You will also receive a Results Sheets folder which includes the results sheets. You will use the Results Sheets to complete your payouts so just put them aside until then.

5. **Turnouts:** These will be advised to you on the Friday before the rodeo, please write on the judges sheets next to the competitor's name. This will help when it comes time to do the payouts. The stock contractor or chute boss should be notified of any turnouts.

6. **Competitor Entry Fees** must be paid before they compete so if a competitor has not paid it is important to notify the judges so they know not to let them compete until they have paid. It is the judge's responsibility to calculate the prize money payouts and levy sheets.

7. **Payouts:** After the completion of an event the judges will return to you the judges score sheets. It is now that you will use the Result Sheets folder. To calculate the Payout Figure, follow the subsequent steps:

a. Add up the number of competitors that actually competed and paid full entry fees in the event (do not include notified, un-notified or medical turnouts **unless** that competitor has paid his full entry fee).

b. Multiply the number of entrants above by the add back (add back amount is shown on the results sheets on the same line as 'Number of paid entries' or is the total entry fee minus the admin, GST and committee levy).

c. Add the posted prize money (money put up by the committee) to the figure calculated in Step 2. This will give you the prize pool figure.

d. If a bonus applies (see 2nd Division Bonus page 6) subtract the bonus figure from the prize pool. This total is the amount you pay out on.

NB: The top of the results sheets is designed to help you do all of this. All you need to do is fill in the blanks as the formula is already done.

Remember it is the Judges responsibility to assist you with payouts, they will check that all calculations are correct before you write out a cheque or hand out cash to the winning competitors.

HOW TO SPLIT UP THE PRIZE MONEY

Prize money splits are determined by the figure you calculated in Step D previous page. Firstly you must determine how many placings to pay out on.

If the figure is in the range: \$1 to \$2999	pay to Fourth place
\$3000 to \$3999	pay to Fifth place
\$4000 and above	pay to Sixth place

The only exception to this is the Team Roping. To calculate Team Roping, just halve the payout figure. (Both members of the team share the prize money equally). E.g. For a payout figure of \$4000 you would:

\$4000 divided by 2 = \$2000 so you would pay to fourth place.

You then calculate the amount each of the placing competitors will receive. We do this using percentage depending on the number of placings to be paid. See table below:

Number of places to be paid	Percentages
One	100%
Two	60%, 40%
Three	50%, 30%, 20%
Four	40%, 30%, 20%, 10%
Five	37%, 27%, 19%, 10%, 7%
Six	35%, 25%, 18%, 10%, 7%, 5%

ROUNDS

If your committee is running an event over more than one round advise Head Office as soon as possible then all you have to do is:

- Pay out on each round plus pay an aggregate. Divide the payout by the number of rounds plus aggregate ie: 2 full rounds plus aggregate, divide by 3. For 2 rounds, a final and an aggregate divide by 4.

However, for a Short-Go-Round or Final the prize is divided in the following manner:

- 1st Round – 35%, Final/Short-Go-Round – 25%, Aggregate-40%

Then just treat each round as you normally would, using the previously mentioned steps.

A competitor must compete in all rounds to be eligible for money in the aggregate. The exception to this is if they are physically unable to compete and have a medical certificate a judge has given them a visual out. In this case they may be included in the aggregate payout.

Once that is done for all events, make sure the judges check them and sign the sheets; you can then write the cheques or pay out the cash. Competitors must sign for it on the results sheets.

IF NO SCORES ARE QUALIFIED IN AN EVENT

Open Event: If none of the competitors record a time or score the committee retains the prize money they have posted. The add back money goes to the Stock Contractor (Add back money previously explained on page 4.)

Second Division and Junior Events: The committee retains the prize money they have posted. The add back is to be sent to the APRA with the other returns.

All prize money must be paid out within twenty-four hours of the completion of the rodeo. All competitors must sign for the prize money they receive in the applicable section on the results sheets. Uncollected prize money goes back to Head Office to be posted.

SECOND DIVISION BONUS PAYOUTS

Firstly you need to establish which events, if any, require a bonus to be paid. (Do this before you calculate the payouts for the events.) A bonus is paid in the event where:

- a. There is no Second Division event on the program i.e. you are running an Open Saddle Bronc but you are not running a Second Division Saddle Bronc.
- b. No Second Division Competitors have placed in this Open Event
- c. One or more Second Division competitors have competed in this Open Event.

If all of the above criteria is filled in, you then take the BONUS money off the prize pool before you calculate the rest of the payouts. The amount of the bonus should be twice the add back but no more than the last place getter. If it is more than the last place get they receive just one lot of add back.

8. **Paperwork.** You need to return certain paperwork to APRA head office within 7 days of the rodeo. The paperwork includes:

White copies of all APRA Judges Sheets. You keep for your records the yellow copies.

White copies of all APRA Results Sheets. You keep for your records the yellow copies.

Pink Copies are to be displayed for the competitors to view.

Rodeo Results Sheet. The sheet should include attendance figures, best stock, judges etc. Please fill out all of these details and return them to this office, as we need to maintain records of this information in order to compile statistics.

Levy Sheet and Administration fee payment. You will need to fill this in. To do so just go to your judges sheets and for each event count the number of competitors that paid their entry fee. You should also include any competitors that are turn outs providing they have come to you on the day and paid their administration levy. That's \$26.40 per bull rider and \$24.20 per event for adults in all other events and \$7.70 per event for juniors. Anyone who has not paid you any money is not to be counted in the payouts. Follow all the extensions on the levy sheet provided. You will also have to calculate how many junior and senior day members you have. Write these in the applicable section and extend them out. Competitors that do not compete can pay "levies" this is entry fee less add back. They are only included on the levy sheet.

Now you can total up the sheet. (The amount of your total is the amount you sheet send to the APRA head office.)

Competitors Entry Sheet. You will notice there is a section down the bottom to write all the people who have not paid their FULL entry fee. Complete this section for your own records. Then if you add up the total administration levy for all of these people who have not paid you their administration levy. Deduct this figure from the total admin levy on the sheet and it should equal your levy sheet.

Injured Riders List. Please complete this form and have a judge sign it. If there is no injured riders just write nil on the sheet and still return it. It is important that we receive this form for insurance purposes.

Animal Welfare Forms (x2). Same criteria as in Injured Riders List.

Day Membership Forms. All day members must fill in one of these forms. Please return these forms to head office.

Any unclaimed prize money. If any competitor does not collect their prize money please forward it to APRA office so that it can be passed on to them.

If any competitor passes a cheque which is later dishonoured. Please forward the cheque and bank notice to us so that steps can be taken to recoup the cheque amount and relevant bank fees as soon as possible.

This completes your secretary's role. The following is general information relating to the running of your rodeo.

GENERAL INFORMATION

RODEO NEWS

You are probably aware the APRA puts a 'Rodeo News' magazine every month.

It contains the results of rodeos, the rodeo calendar, central entry dates and standings.

If you have any details, letters, photographs or anything else that may be of interest to our readers please send it to Head Office. We would appreciate a short story about the running or anything significant that occurred at the rodeo to publicise your event for the future.

Perhaps you would like to take out a full, half or quarter page advert. We have a circulation of approximately 1800. That includes members, committees, subscribers, libraries and it also goes to various Saddlery and Western Shops around the country. Just give us a call and we can organize something for your rodeo. Our deadline is the 15th of the month before you wish to advertise.

HOW TO SET YOUR ENTRY FEES

Entry fees are set according to your posted prize money. An entry fee is made up of

three parts: the add back, administration levy and the committee levy. Entry fees can be either chosen by you or supply us with just the posted prize money and we can set them for you.

Firstly, you need to decide whether you want a minimum or maximum add back. Or you can choose one that is middle of the range. The more add back you have the more prize money there is which is attractive to competitors.

The maximum add back for \$1000 prize money is \$100. The add back may increase \$10 for every extra \$1000 prize money to the limit of \$200 add back. For example \$2000 prize money, maximum add back \$110; \$11000 prize money \$200 add back.

Next you need to calculate the committee levy your committee is entitled to charge competitors. The amount will depend on your posted prize money.

There is a committee levy granted to committees on all events per entry. To qualify for the levy it must be advertised in at least one (1) issue of the Rodeo news (conditions may apply). It is at the discretion of the committee to set the levy you'd like to charge however it is capped at the following:

Timed Events: Rodeo's posting prize money from \$0 to \$2000 per event will receive 2.5% of posted prize money for all timed events to a maximum of \$35. Prize money over \$3000 per event will receive a maximum of \$40 per event.

Roughstock: Rodeo's posting prize money up to \$1000 per event will receive 3.0% of posted prize money, rodeo's posting prize money over \$1000 per event will receive 3.5% of posted prize money for all roughstock events to a maximum of \$45.

Finally the Administration levy. This is a set rate so no calculating will be necessary.

Open and 2nd Division events (excluding Bull ride)	\$22
Open and 2nd Division Bull Ride	\$24
Junior Events	\$7

Add the three together:

Add back + Committee Levy + Admin Levy + GST (if required) = Entry Fee

THINGS TO NOTE WHEN SETTING POSTED PRIZE MONEY

- Posted prize money to be split evenly over the seven main events (Saddle Bronc, Bull Ride, Bareback, Rope and Tie, Steer Wrestling, Team Roping and Barrel Race). You can choose to feature a roughstock and a timed event or one or the other. To feature an event you can increase the posted prize money of that particular event/s. However, the prize money for the remaining events must remain equal. Ladies Breakaway Roping is a compulsory event at all pro tour championship rodeos however prize money does not have to equal that of the seven main events however it must be a minimum of 75% of the open events prize money. The feature event prize money should not be more than twice the amount of any one of the remaining standard events.

- If your rodeo has posted prize money of \$2000 or more in each event the committee has the option of making the Team Roping a team entry (i.e. one entry one run).

JUNIOR EVENTS

A competitor can no longer enter junior events from the day they turn 18. This includes junior day members.

Junior event rules to be aware of:

- No timed event cattle to be used in the Junior Steer Ride
- Juniors are not permitted to ride in the Open bull Ride
- Juniors MUST wear a helmet for protection when competing in any rodeo event.

SECOND DIVISION EVENTS

As encouragement for Permit members the APRA urges rodeo committees to include Second Division events in their rodeo program.

INSURANCE

Public Liability Insurance

The APRA has negotiated a \$20,000,000 Public Liability Insurance policy which is available to your committee at a cost of \$1254 for one day. For further days contact our office for prices.

The policy excess is \$1500 and a Voluntary Workers Personal Accident Policy has also been included for your committee members while undertaking duties associated with you rodeo.

Some committees may have obtained their own Public Liability Insurance cover under another scheme such as show societies, church insurance etc. If you are so covered please make absolutely sure that it does indeed cover ALL of your rodeo related activities. (Some do not and some have exclusions which this scheme may cover). Payment for the APRA negotiated policy and a completed Risk Management form is required no less than two weeks before your Rodeo.

It is not compulsory for a committee to take the Public Liability Insurance that the APRA is offering however if you hold your own policy you must provide a **Certificate of Currency of that insurance** to the Australian Professional Rodeo Association. The certificate must state that the policy is extended to cover rodeo events.

Personal Accident Insurance

Members and Day Members: The APRA maintains a Personal Accident Insurance policy for members and day members. \$13.20 premium is included in the Administration levy portion of the entry fee. That is why it is vital that all competitors

pay their entry fee before they compete. Failure to do so may result in compensation claims being denied in the result of an accident. It is also the reason we need the injured riders list to be completed and returned within 7 days of your rodeo.

Rodeo Employees and Back Yard Workers: The affiliation fee includes personal accident insurance for 2x bullfighters, 2x judges and 2x pickup men. To be covered by insurance all other officials ie: Stock Contractors, Announcers, Photographers, Chute Boss, Timers etc are required to pay a premium of \$13.20 per day. If they are not members of the APRA they must also pay \$16.50 day membership in order to be eligible to take out the personal accident insurance.

It is the responsibility of these people to obtain a receipt from the rodeo secretary, as in the event of a claim they **must** provide proof of payment. These payments and a list of the insured names and membership numbers if applicable are to be noted on the levy sheet so that payment can be passed onto the insurance company.

TIME KEEPERS

The ultimate aim of a time keeper is to ensure each competitor receives exactly what they are entitled to.

Roughstock events: All roughstock events are of eight seconds duration, commencing when the animals shoulder crosses the plain of the chute. If hand timing with a whistle, some anticipation is necessary, but ensure the whistle is not blown too early, to ensure fairness to all competitors. Remember that the timekeeper's role in rough stock event is for the benefit of the contestants, the judges and the interest of the spectators. Please ensure that you pay full attention at all times and try to be accurate and consistent as a lack of efforts may be detrimental to contestants.

Timed events: The timekeeper should position him/herself on the barrier side of the chute and commence timing when the barrier flag is released. Ensure the position of the flag judge before each beast is released so that the flag can be seen immediately. The watch should be stopped immediately as the judge's flag drops then a check made with the barrier judge to see if there were any penalties and also to see if there were any signals from the judge regarding time penalties or disqualifications. Also:

- The timekeepers should familiarize themselves with legal and illegal ties and catches.
- All time events are of thirty seconds duration
- When keeping time sheets, ensure competition and competitors name is correct and in team roping, mark the letter 'B' beside the header and write in the partners name. (B is for the first competitor past the barrier)
- All times in timed events are taken to the tenth of a second (e.g. 3.4, 3.8) and to the nearest hundredth when averaged (e.g. 3.3 and 3.4 are averaged to 3.35). If the animal escapes the arena, the clock is stopped at that moment and judges are advised of the recorded time.
- If more than .5 of a second difference is noted between timekeeper's watches you should notify the judge immediately as a re-run may be awarded.
- Two timekeepers are required for all timed events.

- All timekeepers must wear correct western dress when in arena (including slack).

RULE BOOK

Enclosed is a current rulebook for your information. If you have any queries pertaining to any of the rules, please contact us.

POSTERS

The APRA has posters available for committee use, at the cost of 80cents each plus postage. These posters are designed so that your details can be easily inserted into them and we can do this unless your committee wishes to do their own. An example copy is enclosed. Please call us for further details if you would like us to print your posters for you.

ARENA SURFACES

Where possible the surface should be rotary hoed to a depth of 75mm. For rodeo committees utilizing portable arenas on grassed areas, it is recommended that the grass should be cut as short as possible before the sandy loam is spread. Should an aerating machine be available it is also advisable to aerate the arena area.

The sandy loam should be spread as close to the starting time of the rodeo as possible so that the grass does not sweat beneath the surface and cause it to become slippery.

Minimal water should be applied to the surface. For further advice refer to your stock contractor.

If there is to be a slack in the barrel race (open or juniors) the number of competitors must be split evenly between the slack and the main performance. Alternatively if the committee/contractor opts to not split it evenly then a tractor drag of the surface must be done after the minimum amount of competitors (or less) that are drawn in the performance ie: if there are 15 competitors drawn in the performance and 32 in the slack then a tractor drag must occur after each 15 competitors (or less) in the slack and vice versa. This is the responsibility of the committee or stock contractor. If a tractor is unavailable then raking is acceptable.

FIRST AID REQUIREMENTS

The APRA recommends that the state Ambulance Service be used in preference of any other First Aid provider however a minimum of 2 advanced First Aid responders (Level 3 certificate holders) with emergency equipment may be used providing your event is conducted within reasonable proximity to an Ambulance Station or Hospital. It is also advised that you check to see if there is a minimum requirement criteria imposed by the venue management on the local and State Authorities.

STATE PERMIT REQUIREMENTS

SOUTH AUSTRALIA

Department of Environment, Water & Natural Resources
GPO BOX 1047
ADELAIDE SA 5501
Phone: (08) 8204 1910

VICTORIA

Department of Environment & Primary Industries
PO BOX 4440
MELBOURNE VIC 3001
Phone: **136 186**

QUEENSLAND

Department of Agriculture, Fisheries & Forestry
GPO Box 46
BRISBANE QLD 4001
Phone: 13 25 23 or 07 3404 6999

No permit required however you must ensure the ground or arena is registered with the Department of Industries and Fisheries and has a Property Identification Code (PIC). Contact your local stock inspector to obtain the necessary registration forms to obtain a PIC.

WESTERN AUSTRALIA

Department of Local Government and Communities
Gordon Stephenson House
140 William Street/ GPO Box R1250
PERTH WA 6000
Phone: (08) 6551 8700

No permit required

TASMANIA

Department of Primary Industries, Parks, Water & Environment
GPO BOX 44
HOBART TAS 7001
Phone: 1300 368 550

No permit required however a Veterinarian must be in attendance throughout the rodeo and slack.

NORTHERN TERRITORY

Department of Primary Industry & Fisheries
GPO BOX 3000
DARWIN NT 0801
Phone: 08 8999 5511
No permit required

NEW SOUTH WALES

No permit required, however particular notice Rules 2.4 and 2.5 of the NSW Code of Practice should be observed and adhered to:

2.4 All animals to be used in bucking events must be contract stock. Contractors must be approved by the APRA, ABCRA or NRA.

2.5 Where animals for use in bucking events cannot be supplied by an approved contractor, rodeo associations may accept as contract stock those animals which have, within the 21 days immediately preceding the event, been certified in writing as being fit and suitable for this purpose by an officer as defined under the Prevention of Cruelty to Animals Act.

Department of Primary Industries
Locked Bag 21
ORANGE NSW 2800
Phone: 02 6391 3100



CHECK LIST FOR YOUR APRA RODEO

AREA	PERSON RESPONSIBLE
PERSONNEL	
STOCK CONTRACTOR	
JUDGES (2)	
SECRETARY	
TIMERS (2)	
ANNOUNCER	
PICK UP MEN	
BULL FIGHTERS/CLOWN	
CHUTE BOSS	
BACKYARD MEN	
VETERINARY SURGEON	
AMBULANCE/ FIRST AID	
ARENA	
P.A. SYSTEM	
MUSIC	
LIGHTING	
SURFACE (DIRT/SAND)	
TRACTOR	
SLED	
WIRE HOOKS (1 metre length)	
WATER TRUCK	
STOP WATCHES (3)	
BARRIER STRING	
3 BARRELS FOR BARREL RACE	
STOCK	
BUCKING STOCK:	
SADDLE BRONCS	
BULLS	
BAREBACK BRONCS	
TIMED EVENTS:	
STEER WRESTLING	
ROPING STEERS/CALVES	
TEAM ROPING STEERS	
ADMINISTRATION:	
SECRETARY'S OFFICE	
PENS	
PAPER	
STICKY TAPE	
RECEIPT BOOK	
ENVELOPES	
CHANGE, CHEQUE BOOK	
TICKETS	
LOCAL GOVERNMENT PERMITS	
PUBLIC RISK INSURANCE	
PERMIT TO CONDUCT A RODEO	
LIQUOR BOOTH LICENCE	
MISCELLANEOUS	
SIGNS TO RODEO/CAR PARK	
CONCESSIONS AND FOOD OUTLET	
FLAGS- GRAND ENTRY	
CONTACT – LOCAL POLICE	

Australian Professional Rodeo Association

PO Box 264, Warwick, QLD 4370
 Phone: (07) 4661 8183 Fax (07) 4661 4990
 Email: apra@prorodeo.com.au
 Web: www.prorodeo.com.au



RODEO DETAILS FORM

RODEO NAME: _____ RODEO DATE: _____

TRADING UNDER/AS: _____

PRINCIPLE CONTACT NAME: _____ ADDRESS: _____

PHONE NO: (____) _____ FAX NO: (____) _____ EMAIL: _____

PRESIDENTS NAME: _____ ADDRESS: _____

PHONE NO: (____) _____ FAX NO: (____) _____

See committee information package (page 10) for entry fee breakdown or APRA Office can set the entry fees for you.

Event	Prize Money	Add Back	APRA Admin	Comm Levy	GST	Total entry
PLEASE CIRCLE ALL EVENTS YOU ARE RUNNING						
Open Bull Ride			24			
Open Saddle Bronc Bareback			22			
Open Rope & Tie Steer Wrestling Team Roping Barrel Race			22			
Breakaway Roping:			22			
Feature Event:						
2 nd Division Bull Ride			24			
2 nd Division Saddle Bronc Bareback			22			
Junior Events: PLEASE CIRCLE			7			
Steer Ride Bull Ride Barrel Race Breakaway Roping						
Other events not affiliated by APRA. Please list so we can advertise:			Who is taking the entries, phone number & limit if any:			

RODEO COMMENCES: _____ AM / PM SLACK IF NECESSARY: YES / NO _____ (Time)

(if yes, you must designate a time)

RODEO VENUE: _____

DAY MEMBERS ACCEPTED? YES / NO WHO IS TAKING THEM?: YOUR COMMITTEE / APRA

STOCK CONTRACTOR/S: _____

WHAT IS YOUR ABN?: _____ ARE YOU REGISTERED TO COLLECT GST: YES / NO

WHAT IS YOUR PROPERTY IDENTIFICATION CODE? (PIC): _____

(Please obtain from DPI or equivalent department in your state)

WOULD YOU LIKE THE APRA HEAD OFFICE TO DO YOUR PAYOUTS? YES / NO (Please circle)

(*NOTE: APRA Public Risk Insurance does not cover contract acts who are non-members eg. Announcers, comedy clown etc. Please ensure these contract acts have Public Risk Insurance).

A Booking Fee of \$22 is payable immediately. Affiliation fee, Public Risk Insurance and Risk Management form is due at least two weeks prior to your rodeo date.

If your committee does not wish to use the APRA's insurance policy a certificate of currency of your own policy must be forwarded to us.

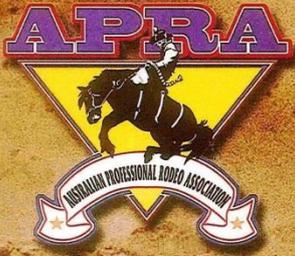
The principle name on this form will be responsible for any outstanding monies owed to the Association.

- Please note -
- Feature Event prize money must not be more than double that of your standard open events.
 - Second Division prize money must not be more than half that of your standard open events.
 - Ladies Breakaway Prize money must be 75% of the remaining open events.
 - If you have any ground rules or other notes for the magazine please include on a separate page and return.

We the _____ Rodeo Committee agree to adhere to the rules and guidelines of the Australian Professional Rodeo Association.

Signed.....

Date.....



RODEO



A3 POSTER

(A3 is twice the size of this page)

**YOUR DETAILS WILL BE
INSERTED HERE**

80 CENTS PER POSTER

**CONTACT THE HEAD OFFICE FOR
FURTHER INFORMATION**

(07) 4661 8183

apra@prorodeo.com.au

**AFFILIATED WITH THE AUSTRALIAN
PROFESSIONAL RODEO ASSOCIATION INC.**

www.prorodeo.asn.au

