



## Gilroy Rodeo Volunteer Handbook

We thank you for volunteering your time and talents in making Gilroy Rodeo a great rodeo experience.

This handbook is designed to inform volunteers about the Gilroy Rodeo. No volunteer handbook can anticipate every circumstance or question and after reading the handbook please feel free to discuss any questions you might have with your particular lead and/or chairman.

As an organization of volunteers we need to understand that the rodeo grounds is a Private facility, and everyone is a guest and all laws that are applicable are expected to be adhered to, especially when it involves laws related to Liquor, Motorized vehicles, and Human Behavior. No possession or use of drugs, personal alcohol or weapons will be permitted on the rodeo grounds. Gilroy Rodeo has zero tolerance for violence. The safety of our visitors, competitors (both the human and animal kind) and our volunteers is our highest priority. We are a western celebration that will be developed by volunteers who hold these beliefs in high regard and this integrity must be maintained for the safety and longevity of our event.

**Mission Statement:** Gilroy Rodeo is a non-profit organization, it is dedicated to the continuation and enhancement of the Gilroy Rodeo and western traditions, while enriching its community both culturally and financially. Many volunteers and members will work year-round devoting their time, goods, services and money to the event. Others feel the event will be a once-a-year reunion where old friends come together and share in a time-honored tradition of service. Gilroy Rodeo will represent and rely on true community spirit where its members reach out to help each other by giving selflessly to the good of the whole community. Volunteers from all walks of life and lifestyles will come together as one family to dig in and perform tasks that range from picking up trash in the parking lots to helping a family find seating, to making sure every guest feels welcomed.

Should any discrepancies arise in the event's stated purpose, it is up to the Gilroy Rodeo Board of Directors to address the issue with all due diligence.

### Important Information about the Brand

The names Gilroy Rodeo as well as the logo and other associated trademarks are owned by Gilroy Rodeo Association. Use of the names and trademarks on products of any kind requires approval from the Gilroy Rodeo Board of Directors.

## **Sponsors list so volunteers and members know who to thank and support available at the office upon request.**

### **Gilroy Rodeo Core Volunteer Values:**

- Take pride in volunteering
- Do what needs to be done to make sure our guests are taken care of.
- When communicating with our guests, the most important rule is to keep it simple, keep it true
- Ensure our guests have a great experience while ensuring the safety & well-being of all Gilroy Rodeo participants, volunteers, cowboys, cowgirls, animals & guests.
- Put on the best events possible

### **Benefits of Volunteering**

Whatever your interest or skills; there is undoubtedly a place for you to volunteer for one of the committees. As a volunteer, besides the personal satisfaction of being part of the Gilroy Rodeo, there are also other benefits available to you.

- Free gate admission and parking with volunteer credentials.
- Volunteers that working longer than 4.5 consecutive hours in 1 shift will receive 1 food ticket and 2 non-alcoholic beverage tickets.
- **Volunteer Email Communication** is volunteers@gilroyrodeo.com or a message can be left at, 408-300-6793
- To contact us by mail, our mailing address is P.O. Box 1148, Gilroy, CA., 95021

### **Gilroy Rodeo Board of Directors**

Gilroy Rodeo has a Board consisting of no more than 9 but no less than 5 members. A Board member may oversee one or more of the following areas or activities which have a chairperson responsible for its success. All areas and committees work together to ensure activities are coordinated and operate smoothly. No Board Member, Chairman, Assistant or Volunteer can function without the assistance of others. Brief description of each committee are as follows:

**Animal Health** - Provide safe pens, water, shade, & veterinary services as needed. Provide means to transport any injured or sick livestock.

**Arena Exhibits/Grand Entry** - Responsible for the production of the rodeo grand entry, opening ceremony & the arena exhibition events/specialty acts.

**Arena Maintenance** - Driver for tractor and harrow to maintain footing and dirt , Driver for water truck for arena dust control.

**Arena Secretary** - Work with line judges, arena directors, student event directors, cattle sorters, chute loader, timers, announcers, stock contractor.

**Awards** - Track chairman and assistant chairman compliance with job functions and procure annual rewards/recognition

**Beverage Committee** - Working in beverage booths selling alcoholic and non-alcoholic beverage during all performances.

**Bucking Chutes** - Prepare & maintain safe bucking chutes & arena. Work with stock contractors in loading, preparing and handling rough stock events

**Community Parade** - Set parade theme, applications, route, city permits and lineup. Make sure all parade participants have information on position before parade day and are checked in, lined up and ready when the parade starts. Coordinate Gilroy Rodeo Entry in Gilroy Memorial Day Parade, and Morgan Hill 4th of July Parade, Saddle Horse Show Downtown Hollister Parade, the California Rodeo's Colmo del Rodeo Parade Salinas and the Bonanza Day Parade.

**Community Service Foundation** - Communicate and work closely with community groups to staff, Program Sales: arrange for the sale of programs during each performance. Ticket Takers: Collect tickets at all gates for each performance. Ushers: Know the location of all seating areas and help guests to their seats. \*Trash Detail: pick up trash throughout the Rodeo and empty trash cans.

**Cowboy Church** - Setup all aspects of cowboy church.

**Demonstration & Events Exhibits** - Identify and coordinate demonstrations and educational booths (horseshoeing, milking, wood carving, etc.) Kids Corral - Coordinate the activities for the kids in the Kids Corral. Petting Zoo, Dummy Roping, pony rides, mechanical kids bull, etc

**Facility Maintenance** - Coordinate maintenance rodeo facilities outside the arena. Responsible for collecting & inventory and maintain all radios at end of rodeo. Maintain and troubleshoot and WiFi issues.

**Hall of Fame** - Research and provide and historical information on the old Gilroy Gymkhana Rodeo. Collect and archive any PR from media, newspapers.

**Jr. Events** - coordinating all youth rodeo events to include the pee-wee events.

**EMS & First Aid** - Work with public safety team, work in first aid tent

**Merchandising** - Development and sale of Gilroy Rodeo merchandise during the rodeo.

**Office Help** - Office staff will create and maintain a database of vendors, contestants, and volunteers Create and distribute badges and day passes

**Parking** - Staff parking lots with volunteers and direct vehicles to safe parking.

**Program Sales** - Arrange for sale of programs during each performance.

**Public Relations** - Work with locals to promote organizations & events. Develops, Markets and facilitates the official rodeo poster contest. Develops, Markets, Solicits program advertisement and sponsorships.

**Ranch Events** - Responsible for the Wild Horse Race, Wild Cow Milking, Cattle, Part & catch, pick up horses.

**Rodeo Hospitality** - Coordinate and set up the tent for hospitality use during designated hours. Coordinate Friday night Sponsor BBQ & Dance. Coordinate contestant breakfast for Saturday & Sunday.

**Rodeo Security** - Visible presence at all entries and gates to make sure only ticketed and authorized peoples are entering. Survey stands, vendor and contestant areas during events to ensure safety of guests and competitors

**Royalty** - Responsible for the Gilroy Rodeo royalty contest. Responsible of coordinating our royalty visits and inclusion in other rodeo and non-rodeo events. Making sure visiting royalty are taken care of.

**Sponsor Committee** - Identify and Secure Sponsorship.

**Ticket Takers** - Check tickets at all gates for each performance

**Timed Events** Prepare & maintain safe chutes & arena. Work with stock contractor on loading, preparing and handling stock for timed events

**Tough Enough To Wear Pink** - Chair fund raising events for Breast Cancer and coordinate with Wrangler on Tough Enough to Wear Pink campaign

**Ushers** - Know location of all seating areas and help guests to their seats. Involves walking up and down stairs for the volunteers

**Vendors** - Prepare contract, contact potential vendors, develop locations & map. Check in vendors before the rodeo and make sure they access to assigned locations. Assist with their needs during rodeo week

**Volunteer Coordinator** - Work with volunteers to make sure they know their options when volunteering. Help area chairmen with staffing and training. Make sure volunteers know about their parking areas, where their badge allows access and volunteer guidelines. Assist with thank you dinner for all volunteers who help.

## **Volunteer Guidelines**

**Sign in** and out with your supervisor to assure your club or origination receives proper credit for hours worked.

**Waivers**-Everyone must sign a waiver ANNUALLY when they apply to volunteer or before they pick up their entry badge or wrist bands to start working.

**Badges** or wrist bands will be available at the Volunteer Check in, or from your supervisor before or at the start of your first shift

**Attendance Standards** It is essential that you carry out your commitment as agreed to in a punctual manner. If you must be absent from your duties as a volunteer, we ask that you notify your Chairmen or the co-chair. We know circumstances happen but "no shows" make event coordination difficult for your committee chair and your fellow volunteers. If you cannot work your assigned shift, please help by finding a replacement or letting us know far ahead as possible.

**Dress Code** – Dress with your duties in mind. All attire should be modest and in good taste (no halter tops, bare midriffs, sweat pants, sagging pants etc.), closed toe shoes are required. Long pants and shirts with collars and cuffs are preferred, cowboy hats are optional. If working security long sleeved collared white shirts are highly recommended. Cowboy hats are optional. If working in the arena

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area you must wear a long sleeve collared shirt and cowboy hat, **no exceptions**. Check with your chairman to see if your job requires any specific dress code.

**Volunteer Entrance and Parking** – Volunteers should enter the rodeo grounds via Dunlap contestant gate and park in the designated area. They should have their badge or information on their work area available when they enter.

**No Parking Areas** – There will be no parking behind the grandstand or in the alley. This is a pick-up and drop-off area only. All vehicles using the alley **MUST** have a Vehicle Alley Pass

**Lost Children** - If a lost child is brought to you or you find a lost child have another volunteer stay with you and the child until you turn the child over to the security official.

Water will be provided at no charge to all volunteers while on duty.

**Alcohol Consumption** – No alcohol shall be consumed by any volunteer until their duties are completed for the day. All badges must be removed before the purchase/consumption of beer, wine or other alcohol.

**Rodeo Hospitality** – Volunteers that working longer than 4.5 consecutive hours in 1 shift will receive 1 food ticket and 2 non-alcoholic beverage tickets. Water is available at no charge. Food and beverage cannot leave the hospitality area.

**Smoking** –Smoking of any kind, as well as E Cigs, is not allowed except in the designated smoking area located at the South - East side of the arena. Please refrain from smoking unless you are on a break from your duties and in the designated smoking area on the South - East side of the arena, past the vendors. Check with your chairman if you are not able to locate the smoking area.

**Lost And Found** - The Rodeo office and/or First Aid Station functions as our Lost and Found center. Please turn in all found items or claim any lost item at that location.

**Thank You party** – The Thank You Party is for all volunteers who work 2 days. Make sure your chairman checks you in when you arrive for your shift so your work will be recorded. Invitations will be emailed if you have given us an email address so please make sure that address is correct, up to date and will accept emails from [events@gilroyrodeo.com](mailto:events@gilroyrodeo.com). If you do not have email an invitation will be mailed to you.

**Gilroy Rodeo Association reserves the right to terminate a volunteer's service if it is in the best interest of the organization or the volunteer.**

**Don't miss the opportunity in helping to Create the history of Gilroy Rodeo, and have a lot of FUN!!!**