



## Junior Committee Handbook

**Program Overview:** The purpose of this committee is to allow members between the ages of 16-20 years old an opportunity to volunteer and be an integral part of the Heart O' Texas Fair & Rodeo (HOTFR). The goal of the Junior Committee is to encourage volunteerism among today's young people. Members will grow to understand the responsibilities and work behind the operation of the HOTFR as they serve on and learn from existing adult committees. Junior Committee members will gain valuable skills that will help build themselves into young leaders in the community while also being a part of something bigger than themselves.

### **Requirements:**

- 16-20 years old
- Attend a welcome meeting
- Meet expectations of the guidelines and rules
- Sell a minimum of \$50 in the Jr. Committee Pre-Sale Campaign
- Attend required committee meetings (minimum of 2 per year)
- Fulfill a minimum of 10 required hours before, during, and/or after the HOTFR with assigned committee(s).

### **Policies:**

- 1. Meeting Attendance:** Committee members are required to attend all required meetings. Any committee member unable to attend a meeting must notify the Junior Committee chairman prior to the meeting date. It is the committee member's responsibility to seek out updates and information delivered at missed meetings. Unexcused absences from meetings are grounds for removal from the committee.
- 2. Work Shift Attendance:** Committee members are required to work a minimum of 10 hours before, during, and/or after the HOTFR depending on the assigned committee(s). Members will check in on time with an identified committee member for each shift. Hours will likely be completed in five two-hour shifts. **Should you be unable, at the last minute, to attend an assigned shift, immediately notify the committee chair.**
- 3. Mentorship:** 30 minutes of mentoring must be scheduled with an adult Junior Committee member. This will include a 15-minute meeting prior to the HOTFR and a 15-minute meeting after the HOTFR. The purpose of these brief mentoring meetings is to foster leadership, growth and understanding about volunteerism, the operation of the fair and rodeo, and provide reflection opportunities about your experience. These meetings will likely take place during scheduled committee meetings that are required for all committee members.

4. **Scheduling Policies:** An email will be sent to you regarding a meeting a few weeks prior to the HOTFR detailing the shift scheduling procedure. Please note that you will likely be required to utilize a smart phone app to sign-up for shifts. Check with your parent/guardian, school activities advisor and/or your work before signing up for any shifts so we can create a schedule with minimal changes.
5. **Communication:** Communication is **vital** to the operation of the Junior Committee and requires vigilant participation on behalf of the members. The primary method of communication is from your committee chairman via email and phone/text. It is imperative that you closely and frequently (daily is recommended) monitor email, voice mail, text messages, smartphone app notifications, etc. and that you return messages/calls immediately.
6. **Dress Code:** Junior Committee members must wear jeans, closed-toe shoes and a Junior Committee shirt while on duty.
7. **Age Policy:** Junior Committee members must be between the ages of 16 and 20 years old. Once you turn 21 years old, you will no longer be eligible to be a part of the Junior Committee. You will be encouraged to apply for a position on an existing committee. If you are 15 years old at the time applications are due, but will be turning 16 years old prior to August 1 in the year of the HOTFR, you will be eligible to be a part of the Jr. Committee.

### **General Rules:**

1. Absolutely NO drug or alcohol use or possession is permitted on or off duty at the HOTFR grounds or events associated with the HOTFR. Members must NEVER report to a shift under the influence. Membership will be revoked if such actions occur.
2. Committeemen shall not be on their cell phone while working their shift unless it's an emergency.
3. Committeemen shall represent themselves in a professional and respectful manner at all times and follow the standards of the conduct and code of ethics when serving as a volunteer of the HOTFR.
4. Failure to show up to your assigned shift to work, without notifying the committee chairman with an excusable absence, will result in consultation with the committee chair to determine appropriate course of action. More than one "no show" could result in removal from the committee. The committee chairman and fair staff reserve the right to remove an individual from the program at any time.
5. Junior Committee members must sign in and out at the beginning and end of each shift with the designated adult committee member.
6. Junior Committee members will not be assigned to work alone. Members will work with either another junior member or adult member at all times.
7. No interviews or information should be shared with any media outlets. Refer all media inquiries to HOTFR staff. Immediately notify the committee chair if you are approached by a media outlet.
8. **Social Media Policy:** If you are on any social media websites such as, but not limited to, Facebook, Instagram, Twitter, SnapChat, LinkedIn, Tumblr, etc., you should know that they will be monitored by the committee chairman. You may not have any inappropriate photos, posts, check-ins, and/or comments on a post or include any foul language. If any member of the committee finds anything inappropriate on your site, you will be asked to remove it promptly or contact the person who posted such material to remove your name from this. Failure to do so will result in disciplinary action. The committee chairman reserves the right to amend these rules at any time. Parental consent to the offensive material will not override the decision of the committee chairman as to the appropriateness of any material deemed offensive.

## Pre-Sale Campaign Incentives:

Award Level	Production Value	Cumulative Prize Value
1	\$50	T-Shirt
2	\$500	Heart O' Texas Fair & Rodeo Jacket
3	\$1,000	\$100 & Two (2) Rodeo Box Seats
4	\$2,000	\$250 & BSR Cable Park Trip

## Code of Ethics:

### **Purpose**

The reputation for fairness and excellence depends on the collective commitment of our directors, officers, committeemen and employees working together in a manner that merits trust and confidence from our customers, communities, and most importantly, the youth we serve. The purpose of this document is to convey those basic principles of conduct.

### **Objective**

The primary objective of this document is to reinforce accountability for responsible and mature behavior in all who represent our organization.

- a. All persons professionally associated with our organization are expected to adhere to the spirit and the letter of all laws, rules and regulations. Illegal or unethical actions are unacceptable, and willful violation of the substance, intent, or implementation of this document will be grounds for appropriate disciplinary action.
- b. Each employee or Committeeman must keep the interest of the HOTFR foremost in mind while providing assistance to spectators, performers and participants of the HOTFR.
- c. Each Committeeman must give, to the best of his/her ability, comprehensive and thorough support of the respective committee membership.
- d. Each Committeeman must acknowledge and support the proper and authorized uses of HOTFR equipment and resources.
- e. Each Committeeman must thoroughly understand the needs of the respective committee before proceeding with recommendations.
- f. Each Committeeman must be honest and trustworthy, avoid harm to others, be fair, not discriminate and respect the privacy of others.
- g. Each Committeeman must avoid making financial commitments for the HOTFR without advance approval by HOTFR management.
- h. All statements to the media are to be approved by the President, or appointee of the HOTFR management team.

### **Credential Policy**

- A. Committee credentials shall provide admission to: the Heart O' Texas Fair & Rodeo, the Finals of the Rodeo, and the livestock show for the badge holder only.
- B. Committee lanyards shall not provide parking privileges or admission to various restricted areas such as, but not limited to, the Back Porch Club, rodeo chute area, entertainer dressing rooms, judging rings/arenas, etc.

## **General Information and Procedures**

- A. Credentials are non-transferable and are for the exclusive use of the individuals to whom they are issued. The act of loaning, giving or selling lanyards to other individuals is strictly prohibited.
- B. Any member/individual found to be duplicating or attempting to reproduce lanyards, parking permits or other similar items without written permission from HOTFR management may be prosecuted to the fullest extent of the law and/or permanently expelled from HOTFR Committee membership.
- C. Credentials issued which are stolen or lost may be replaced if the lanyard holder submits a written statement to the President/CEO's office documenting the extenuating circumstances. Depending on the circumstances involved, the Fair shall not be obligated to replace a lanyard that has been lost or stolen.
- D. Credentials shall be issued only to committee members, staff and individuals approved by members of the Executive Committee or their designee. Such lanyards shall be issued by the President's office for the expressed purpose of conducting daily duties, responsibilities, public relations endeavors and general promotion of the HOTFR.
- E. Credential holder agrees to sign a Liability Release/Indemnity form and a Code of Ethics Acknowledgement form prior to receiving credentials or beginning service as a HOTFR Committeeman.
- F. Individuals issued credentials shall adhere to the rules, procedures and guidelines expressed herein. Under no circumstances shall individuals receive more than one (1) committee lanyards except in cases as stated herein. Proven abuse of lanyard privileges shall be considered grounds for forfeiture of the lanyard and possible revocation of HOTFR privileges. Conduct of lanyard holders should always be positive and consistent with the aims, purposes, character and integrity of the HOTFR as outlined in the Committee Management Program Vision Statement and Code of Ethics.

## **Parking Permit**

- A. Each committee member will be issued one (1) parking permit. The permit is good for year-round parking at the Extraco Events Center.
- B. Each permit allows access to designated parking areas only. The permit will not allow access to restricted areas.