TURQUOISE CIRCUIT FINALS RODEO

Volunteer Handbook

ABOUT US

The Turquoise Circuit is part of The Circuit System devised by the Professional Rodeo Cowboys Association. The Circuit System, the cornerstone of the PRCA, is an integral part of the association. Every PRCA contestant belongs to a circuit and has an opportunity to advance to a national championship in the multimillion-dollar arm of the Professional Rodeo Cowboys Association.

The Circuit System affords opportunities to cowboys who may not have the circumstances that allow them to be on the road for thousands of miles a year. The responsibilities of home, jobs or businesses require they spend more time in specific geographic location than they would be able to spend traveling across the country. But make no mistake, these cowboys are as good as they come. They also make up the majority of the PRCA's membership.

In 1975, the PRCA created a system that breaks up the United States into 12 circuits. The circuits include as few as one state, such as the California, Texas and Montana circuits, to as many as 14 states – the First Frontier Circuit in the northeastern part of the country. In recent years Mexico and Canada have become circuits as well.

TURQUOISE CIRCUIT FINALS RODEO STRUCTURE

The **Turquoise Circuit Finals Rodeo** is not your typical community rodeo. It is produced by the Turquoise Circuit Pro Rodeo on behalf of the **Professional Rodeo Cowboys Association (PRCA)**, making it part of the official PRCA rodeo circuit system.

For those of you who volunteer at your hometown rodeos, you know those events are often organized as **community celebrations**. Local committees typically have full control—some rodeos operate as non-profits, others as for-profits, and some are even run by towns, sheriff's departments, or fire departments. Their main goal is to serve and celebrate their communities.

By contrast, the Turquoise Circuit Finals Rodeo functions differently. The **Turquoise Circuit** is structured with a board modeled after the PRCA. This board includes representatives from each of the primary categories of rodeo:

- **Rodeo Committees**
- **Stock Contractors**
- **Timed Event Representatives**
- **Rough Stock Representatives**
- **Contract Personnel**

In addition, the board appoints individuals as needed to promote and advance the circuit's mission. Much of what we do is directed by the PRCA itself, as the circuit finals are an **arm of the PRCA** designed to showcase the best contestants from New Mexico and Arizona and determine which competitors advance to the NFR OPEN (Previously named: National Circuit Finals Rodeo).

In short, while your local rodeos are homegrown traditions designed and managed by the community, the **Turquoise Circuit Finals Rodeo is a PRCA-driven championship event** with structure, oversight, and goals aligned with the national rodeo organization.

CORE VOLUNTEER VALUES

1. **Hospitality** – Be welcoming and respectful.
2. **Safety** – Keep contestants, fans, and livestock safe.
3. **Reliability** – Show up, be on time, follow through.
4. **Teamwork** – Work together and support each other.
5. **Integrity** – Act with honesty and professionalism.
6. **Tradition** – Honor rodeo's heritage with pride.
7. **Service** – Put others first in all you do.
8. **Flexibility** – Adapt quickly with a positive attitude.

BENEFITS OF VOLUNTEERING

No matter your skills or interests, there's a place for you on one of our committees. Volunteering at the Turquoise Circuit Finals Rodeo not only offers the reward of being part of one of the Southwest's premier rodeo celebrations, but also comes with added benefits:

- Complimentary gate admission and parking with volunteer credentials
- "Rodeo Bucks" - can be used like cash to purchase food and beverages from participating food trucks and vendors during the event.
- Annual Thank You Gathering
- The chance to give back while having fun

For questions or details, please contact our Volunteer Coordinator by email at: turquoisecircuitvolunteers@gmail.com or calling (575) 447-5327.

VOLUNTEER EXPERIENCE & APPRECIATION

We want every volunteer to feel welcomed, supported, and appreciated while enjoying their time at the Turquoise Circuit Finals Rodeo.

- **Appreciation:** Your time and dedication make this event possible, and we are grateful for your support!
- **Volunteer Tent:** Your designated location for check-in, refreshments, breaks, and event updates.
- **Enjoy the Rodeo:** When your duties are complete or during approved breaks, we encourage you to enjoy the rodeo!
- **Training & Support:** Team leads will provide instructions and guidance for your assigned role. Don't hesitate to ask questions.
- **Feedback:** We welcome your suggestions and ideas to help improve the volunteer experience year after year.

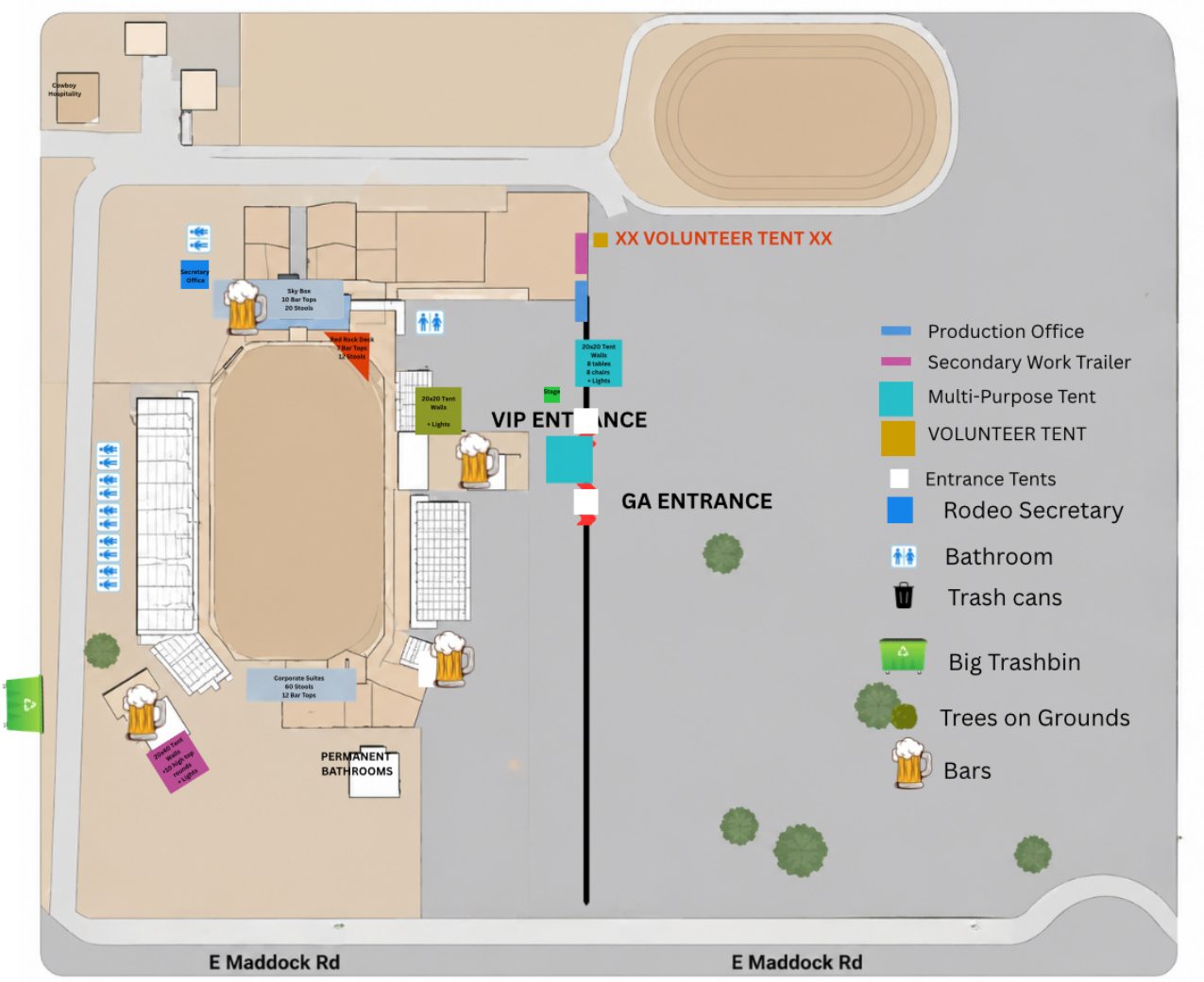
STAY READY & FLEXIBLE

Volunteering at a rodeo can sometimes mean a little *"hurry up and wait."* There will be busy moments and times when things slow down. Stay ready, remain flexible, and enjoy a little break when you can. Your patience and willingness to jump in when needed help keep the event running smoothly.

VOLUNTEER ARRIVAL & CHECK-IN

Please arrive and check in between 3:30 PM and 4:15 PM. Your team lead will communicate your designated meeting location. All volunteers must report to their assigned team meeting promptly at 4:15 PM.

TCFR-MAP



VOLUNTEER GUIDELINES

Waivers

- All volunteers must sign an annual waiver when they apply or before picking up their entry badge.

Badges

- Badges will be available in the Volunteer Tent before or at the start of your first shift.

Dress Code

- All volunteers will be given a TCFR Volunteer T-shirt to wear while volunteering.
- Dress appropriately for your assigned duties.
- Attire must be modest and in good taste.
- Closed-toe shoes are required.
- Cowboy hats are optional.

Volunteer Entrance & Parking

- Parking locations may change—please be flexible.
- Enter rodeo grounds and follow parking attendant directions, if the attendanents have started charging for parking upon your arrival, politely tell them you are volunteering and they will direct you.
- Check in at the volunteer tent to pick up your credential. Volunteer tent will be on the northwest size of the arena.

Water & Beverages

- Water is provided free of charge to all volunteers in the volunteer tent.

Alcohol Consumption

- No alcohol may be consumed until volunteer duties are completed for the day.
- Credentials must be removed before purchasing or consuming any alcohol.

Volunteer Rodeo Bucks

At check-in, you will receive “Rodeo Bucks” for the evening you volunteer. Rodeo Bucks can be used like cash to purchase food and beverages from participating food trucks and vendors during the event.

Smoking

- Smoking (including e-cigs) is only allowed in designated areas.
- Please refrain from smoking while on duty and only use designated smoking areas during breaks.

TCFR SPONSORS

A list of our sponsors is available in the volunteer tent and in the office. We are very grateful for their support and want to ensure they have everything they need. If you notice any issues, please notify a team lead. Volunteers and members are encouraged to thank sponsors personally whenever possible.

VOLUNTEER ROLES

All volunteer areas and committees work together to ensure activities are well-coordinated and run smoothly. We succeed with the support of others. The following list is not exhaustive, but it highlights the majority of key activities and roles that make the event possible. See the overview below. It is not all-inclusive, and some volunteer tasks will be assigned upon arrival at the event.

Descriptions:

Set-Up Team: This team handles a little bit of everything to get the event ready. You may be asked to file paperwork, hang banners, haul water, stuff goodie bags, move boxes, stack chairs or even fix a printer. Be flexible, ready to jump in wherever needed, and willing to tackle a wide variety of tasks to help prepare the event to run smoothly.

Contestant + Sponsor Goody Bag Assembly: Assist with preparing and organizing goodie bags for both contestants and sponsors. Duties may include setting up the assembly area, helping with assembling donated items into gift bags, and ensuring completed bags are stored and ready for distribution.

Back Number and Sponsor Party Team: This team helps prepare for the Welcome Party. The event celebrates circuit finalists, presents awards, and honors sponsors in a family-friendly setting. Duties may include setting up centerpieces, moving awards, assisting with contestant organization, and handling general setup and end of night cleanup. Must be able to stay through clean up estimated end time 10pm.

TCFR Cowboy Check-In Assistants: Support the check-in process for contestants by assisting with tasks such as verifying registration, assigning back numbers, collecting paperwork and dues, fitting jackets, and distributing goodie bags. Work closely with the check-in chair to help ensure a smooth and organized experience for all qualifiers.

Bartender + Beverage Distribution: Support beverage service within designated event areas. Bartenders are responsible for serving drinks responsibly and maintaining a clean, organized bar space. Barbacks assist by restocking supplies, keeping the area tidy, and supporting bartenders as needed. Taking payments. Help ensure efficient service and a positive guest experience.

Gate Attendants - Scan Tickets: Assist with guest entry by scanning tickets at assigned gates. Scanners are picked up and returned at the volunteer tent at the start of each shift. The technology is user friendly!

Parking: Ensure smooth traffic flow and organized parking throughout the event. Direct vehicles to designated areas, assist guests with parking questions, and help maintain clear access for emergency and event vehicles. A calm and helpful attitude keeps arrivals and departures running safely and efficiently.

Venue Safety Team: Responsible for maintaining a safe and orderly environment throughout the rodeo grounds. Their duties include monitoring entrances and key areas, assisting with crowd control, and responding to any safety concerns. Venue Safety Team works closely with event staff to ensure the well-being of all guests, contestants, and volunteers as well as coordinating as needed with law enforcement.

Credential Crew: Duties include monitoring entrances and key areas by verifying credentials at access points.

VIP Check In - Distribute Wrist Bands + VIP Drink Tickets: Assist VIP guests after their tickets are scanned

by providing the appropriate wristbands for their seating area, distributing drink tickets and directing to VIP locations. Help ensure a smooth and welcoming entry experience into the VIP area.

ID Checkers: Assist with verifying photo IDs for guests age 21 and older. Provide wristbands to those eligible to purchase alcohol at the bars. Help maintain a smooth and safe process at points of entry.

Guest Shuttle Driver: Assist elderly guests, individuals with disabilities, and others who may need help traveling between the parking lot and event entrance. Volunteers provide safe, courteous transportation to the gate and return guests to their vehicles when needed. Drivers should be attentive, patient, and committed to making every guest feel welcome and comfortable.

After-Party Team Volunteer: Help set up buckles, awards, and event materials; assist with keeping guests organized and orderly; and support cleanup at the end of the celebration.

Performance Runners + Misc Tasks: Support event operations during the rodeo by handling a variety of quick-response tasks. This may include delivering updates, assisting with contestant or staff needs, or troubleshooting issues as they arise. Be ready to step in wherever needed to help ensure the event runs smoothly for both guests and contestants.

VIP Hospitality Attendants: Support the VIP areas by helping ensure a smooth and enjoyable experience for guests. Duties may include monitoring access with wristband checks, assisting with light upkeep, keeping bars and catering areas accessible, and providing a welcoming presence for attendees.

Guest Experience Attendant: Walk throughout the grandstands to assist guests, answer questions, and direct them to appropriate areas as needed. Direct guests to general admission or VIP seating and assist anyone requesting handicap-accessible areas. A courteous attitude and clear guidance ensure a smooth guest experience. Monitor the guest experience and promptly report any issues or concerns requiring attention to event leadership.

Teardown Team: Help with wrapping up the event by taking down signage, banners, flags, and other materials. With many hands, the process moves quickly, and it's a great way to finish strong and have some fun together while closing out the rodeo.

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LEADERSHIP'S COMMITMENT TO VOLUNTEERS

Our leadership team members are volunteers, too. Together, we generously give our time to make the Turquoise Circuit Finals Rodeo possible. Our volunteer leadership team is committed to creating an organized, welcoming, and rewarding experience where everyone feels valued and supported.

Team leads are asked to:

- **Be Prepared:** Have assignments, supplies, and instructions ready before volunteers arrive.
- **Communicate Clearly:** Explain responsibilities, expectations, and any changes throughout the event.
- **Provide Support:** Be available to answer questions, offer guidance, and help resolve issues.
- **Lead by Example:** Demonstrate patience, professionalism, respect, and teamwork.
- **Look Out for Your Team:** Coordinate breaks, encourage hydration, and monitor volunteer well-being.
- **Show Appreciation:** Recognize the time and effort volunteers contribute.
- **Finish Strong:** Ensure volunteers know when their duties are complete and thank them before they leave.