



# 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
- One meal provided Friday and one meal provided Saturday (between performances) for those volunteering that day
- The chance to give back while having fun

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

## **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**

- Dress appropriately for your assigned duties.
- Attire must be modest and in good taste
- Closed-toe shoes are required.
- Long pants.
- Cowboy hats are optional.
- **Security:** Long-sleeved, collared white shirts are required. Cowboy hats are optional.
- **In Arena Workers:** PRCA dress code is required.

### **Volunteer Entrance & Parking**

- Parking locations may change—please be flexible.
- Enter rodeo grounds
- Have your badge or work area information available when you enter.

### **Water & Beverages**

- Water is provided free of charge to all volunteers. In compliance with the fan policy of no outside food/drink, please plan to hydrate at the Volunteer Tent.

### **Alcohol Consumption**

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

### **Volunteer Hospitality**

- Located in the volunteer tent
- 1 meal on Friday and 1 meal on Saturday between the 1pm and 7pm perfs
- Water is provided at no charge.

## 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 DESCRIPTION

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.

**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, or even fix a printer. Be flexible, ready to jump in wherever needed, and willing to tackle a wide variety of tasks to help the event 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 the stuffing process, and ensuring completed bags are stored and ready for distribution.

**Back Number and Sponsor Party Team:** This team helps prepare for the Annual Back Number and Sponsor Party on Thursday night. 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 cleanup.

**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.

**Gate Greeter for Steer Roping Event:** Welcome attendees at the main entrance and provide friendly direction to the grandstands. Assist with general guidance and be observant, notifying staff of any concerns or unusual behavior. This event is informal, free open to family and friends, and typically lasts around two hours.

**Bartender + Beer Backs:** 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 at the volunteer tent at the start of each shift. The process is simple—green indicates entry, red signals an issue.

**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.

**Security:** 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. Security works closely with event staff to ensure the well-being of all guests, contestants, and volunteers.

**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 and distributing drink tickets. 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.

**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.

**TCFR Exceptional Rodeo:** Assist with hosting a free, registration-based event that provides a unique rodeo experience for individuals with special needs. Duties may include participant check-in, collecting waivers, communicating with parents, and supporting cowboys and cowgirls as they engage with participants. Tasks will vary, and volunteers should be ready to help wherever needed to ensure a safe and welcoming experience.

**Awards Presentation – Saturday Night:** Assist with the setup and movement of awards such as saddles, buckles, and other items needed for the presentations. Volunteers help ensure that awards are in place and ready to go, and then cleared out once presentations conclude.

**Ushers:** 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.

**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.