



Prescott Frontier Days® Volunteer Handbook

We thank you for volunteering your time and talents in continuing to make Prescott Frontier Days® World's Oldest Rodeo® a great rodeo experience and hope you consider becoming a member of organization if not one already.

This handbook is designed to inform volunteers about Prescott Frontier Days™. 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 made up of members and volunteers we need to understand that the rodeo grounds are owned by the City of Prescott and all laws that are applicable in the city 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. We are a premier western celebration that was developed by volunteers who held these beliefs in high regard and this integrity must be maintained for the safety and longevity of our event.

Mission Statement: Prescott Frontier Days®, Inc. a non-profit organization, is dedicated to the continuation and enhancement of the World's Oldest Rodeo® and western traditions, while enriching its community both culturally and financially.

For members, each Frontier Days begins when the last one ends. Many volunteers and members work year-round devoting their time, goods, services and money to the show. Others feel the event is a once-a-year reunion where old friends come together and share in a time-honored tradition of service. Prescott Frontier Days represents and relies 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 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.

PFD 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 PFD 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 world's premier Western celebration, there are also other benefits available to you.

- ✓ Free gate admission and parking with volunteer credentials
- ✓ Discounted food and beverage before and during the rodeo
- ✓ *Volunteer thank you dinner*

Volunteer Email Communication – the volunteer coordinator can be reached via email at volunteers4PFDR@gmail.com or a message can be left at the rodeo office, 928-445-3103

Prescott Frontier Days Staffing and Board of Directors

The Prescott Frontiers Days office is located in the Doc Pardee building at the rodeo grounds. We employ a general manger, office manager and bookkeeper. The office is open Monday-Friday 9:00-4:00. To contact us our mailing address is P. O. Box 2037, Prescott, AZ., 86302, email is info@worldsoldeastrodeo.com and phone 928-445-3103

Prescott Frontier Days has a board of directors consisting of no more than 9 but no less than 5 members, each elected to a 3,2 or 1 year term. Only members of the organization in good standing are allowed to vote for board members. Each board member oversees one or more of the following areas or activities which have a member chairperson responsible for its success.

All areas and committees work together to ensure activities are coordinated and operate smoothly. No director, chairman, assistant or volunteer can function without the assistance of others.

Animal Health	Provide safe pens, water, shade, & veterinary services as needed. Provide means to transport any injured or sick livestock.
Archives	Inventory and maintain rodeo memorabilia and historic events
Awards	Track chairman and assistant chairman compliance with job functions and procure annual rewards/recognition
Badges & Passes	Maintain data base of volunteers from waivers used to create and distribute badges and day passes. Make and distribute alley and vendor parking passes.



Beverage Bartenders	Work with volunteer groups who staff our bars to make sure they have adequate volunteers and training
Beverage Finance	Work with director for this area to make sure all locations selling beverages have adequate monies before and during the events. Responsible for counting money at end of each of event and preparing bank deposits
Beverage Inventory	Coordinate with director to purchase enough alcoholic and non-alcoholic beverage for each event. Maintain and distribute product to each area selling beverage during all performances
Bucking Chutes	Prepare & maintain safe bucking chutes & area. Work with stock contractors in loading, preparing and handling rough stock events
Corporate Hospitality	Sponsored & VIP event held prior to each performance in the Mackin Building. Includes catered meal, beverage and deck seating to watch rodeo. Invitation only
Cowboy Coordinator	Prepare & maintain parking area for contestants, monitor & approve access, provide assigned parking area for long term parking.
Dance	Charged with set up of dance location and staffing for security, tickets
Dance Beverage	Set up and staff bars, order inventory
Dance Finance	Selling and collection of tickets, bar monies, reconciliation and deposit of cash
Facility Maintenance	Coordinate with office on maintenance of all rodeo facilities
Grand Entry	Audition riders before the rodeo to make sure are competent for event, schedule approved riders for each performance. Check in riders and their animals. Assign line up for event, distribute flags for grand entry and sponsor flags after events. Produce opening, work as liaison for specialty acts.
Happy Hearts	Coordinate horses and participants for pre-rodeo event for exceptional children on opening night



Justin Room	Competitors waiting area and health and safety room
Membership	Promote Prescott Frontier Days to new and existing members with events, informational meetings and publicity. Make sure members know their benefits and have fun
Off Site Signs	Work with office to distribute advertising in Prescott and surrounding areas
Old Timers	Plan and implement an event to recognize those individuals who contested at the World's Oldest Rodeo® 40 or more years ago.
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.
Parking	Staff parking booths and lots with volunteers to collect admission and director vehicles to safe parking
PFD Community Service Foundation	Develops & Markets official rodeo poster for scholarship fund & community giving
PFD Mercantile	Development and sale of Prescott Frontier Days and World's Oldest Rodeo merchandise. During the rodeo, at events on the square and year round in the rodeo office
Program Sales	Arrange for sale of programs during each performance. Usually done by high school cheerleaders
Public-Relations	Work with local to promote organization & events
Rodeo Hospitality	Prepares low cost meals and beverage for volunteers and competitors during each performance in the Freeman Building giving them a place to relax and socialize during breaks.
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 Prescott Frontier Days royalty selection events, coordination our royalty visits and inclusion in other rodeo and non-rodeo events and making sure visiting rodeo to our performances and parade are taken care of.
Ticket Takers	Check tickets at all gates for each performance
Timed Events	Prepare & maintain safe bucking chutes & area. Work with stock contractor on loading, preparing and handling stock for timed events
Touch Enough To Wear Pink	Chair fund raising events for Breast Cancer and coordinate with Wrangler on Tough Enough to Wear Pink campaign
Trail Ride Cook	Prepare meals for trail ride
Trail Ride	Set dates for and reserve location for annual trail ride. Coordinate meals, entertainment, & event personnel for event.
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 at 3 or more events during the fiscal year
Wild Horse race	Prepare application. Contact sanction organization. Check in teams for event and verify their equipment is sanctioned. Hold drawing for animal and gate position. Help with judging. Collect event fee and distribute winnings.



Important Information about the Brand

The names World's Oldest Rodeo® Prescott Frontier Days®, Inc. as well as the logo and other associated trademarks are owned by Prescott Frontiers Days Inc. Use of the names and trademarks on products of any kind requires approval from Prescott Frontier Board of Directors

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

Volunteer Guidelines

Waivers—Everyone must sign a waiver ANNUAL LY when they apply to volunteer or before they pick up their entry badge to start working

Badges will be available at the Badge building located by Gate 9 outside the alley or from your supervisor before or at the start of your first shift

Dress Code – Dress with your duties in mind. All attire should be modest and in good taste (no halter tops, bare midriiffs, 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 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 Schemmer Dr and park in the open area across from head start. 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

Water will be provided at no charge to all volunteers. Because Pepsi has an exclusive sponsorship, no other soft drink beverage logo items are allowed on the rodeo grounds

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. After the rodeo performances (when the grandstand has emptied) volunteers may have a complimentary beverage from the Cowboy Bar.



Rodeo Hospitality – Located in the Freeman Building with reasonably priced food provided for all volunteers. Please enter via the north entrance only. Water and ice teas are available at no charge. Food and beverage cannot leave the building.

Smoking –Smoking of any kind, as well as E Cigs, is not allowed except in the designated smoking area located at the 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 East side of the arena, past the vendors. **Check with your chairman for all smoking area locations.**

Thank You Party – The Thank You Party is for all volunteers who work at least 3 Prescott Frontier Days®, Inc. functions or 3 performances of the rodeo. 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 Worldsoldestrideo.com. If you do not have email an invitation will be mailed to you.

Prescott Frontiers Days®, Inc., reserves the right to terminate a volunteer's service if it is in the best interest of the organization or the volunteer.

Membership

Consider becoming a member of Prescott Frontier Days. Our membership year is from October to September and dues are \$30 for an individual, \$40 for a family

BENEFITS OF MEMBERSHIP WITH PRESCOTT FRONTIER DAYS®, INC. Prescott Frontier Days®, Inc. is officially recognized as the World's Oldest Rodeo®, and as a member, you become involved in the excitement of this historical annual event as well all of the many other events sponsored by Prescott Frontier Days®, Inc. You will find friendship and fellowship with others who share the same interest. We also offer many social functions/events throughout the year that may include a Christmas Party, Potluck Dinners, Valentine Dance, Trail Ride, Ice Cream Social, Queen's Pageant, Kickoff Party, and much more (there may be a fee for some events). Our meetings are scheduled every Third Friday of each Month, held in the Danny Freeman Building at the Prescott Rodeo Grounds, unless otherwise posted. Just prior to Rodeo Week, the meetings are then scheduled more frequently. You will receive a Monthly Newsletter. Prescott is the "Worlds Oldest Rodeo®"; our Motto is "We Rodeo We Give". Don't miss the opportunity in helping to maintain the history of Prescott Frontier Days®, Inc., and have a lot of FUN!

The Newsletter that is published monthly has articles from the Directors and Committee Chairmen. It celebrates our successes, gives details on upcoming events and is available on our website,

www.worldsoldestrideo.com

