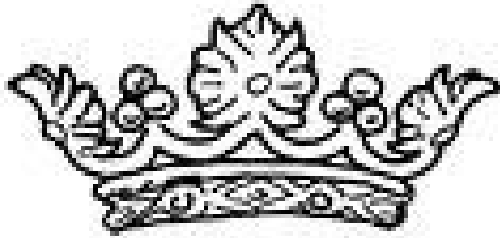


# Queen's Handbook



Dedicated to the American Association of Sheriff  
Posses and Riding Clubs Present Queen, Past  
Queens and Future Queens

## INDEX

Roster of AASP&RC Queens

Foreword

Section One – The Queen Contest

Section Two – Princesses (Candidates for AASP&RC Queen)

Section Three- Advertising and Raffle

Section Four – Coronation Ceremony

Section Five – AASP&RC Queen

Section Six- General Suggestions

Questions for Queen Candidates

Judging Form

# AMERICAN ASSOCIATION OF SHERIFF POSSES AND RIDING CLUBS

## QUEENS

### PAST AND PRESENT

#### 2010 Queen Joy Mainville

<b>2009 Miss Ali Burks</b>	<b>1980 Miss Susan Toups</b>
<b>2008 Miss Delci Willis</b>	<b>1979 Miss Becky Albers</b>
<b>2007 Miss Melissa Tichenor</b>	<b>1978 Miss Renee Crisp</b>
<b>2006 Miss Becky Smith</b>	<b>1977 Miss Denise Fuchshuber</b>
<b>2005 Miss K.D. Foltz</b>	<b>1976 Miss Cindy Heasler</b>
<b>2003 Miss Shallon May</b>	<b>1975 Miss Lynda Rae</b>
<b>2002 Miss Christy Sloan</b>	<b>1974 Miss Cindy Shanklin</b>
<b>2001 Miss Jackie Bailey</b>	<b>1973 Miss Teri Jo Purcell</b>
<b>2000 Miss Rachael Hatfield</b>	<b>1972 Miss Cheryl Spindle</b>
<b>1999 Miss Sara Braden</b>	<b>1971 Miss Christine Wallace</b>
<b>1998 Miss Stephanie Miller</b>	<b>1970 Miss Toni Chamness</b>
<b>1997 Miss Suzanne Hall</b>	<b>1969 Miss Janice Allen</b>
<b>1996 Miss Summer Wilson</b>	<b>1968 Miss Cindy Garvin</b>
<b>1995 Miss Stephanie Husky</b>	<b>1967 Miss Carolyn Coker</b>
<b>1994 Miss Kim Carver</b>	<b>1966 Miss Schrenia Clark</b>
<b>1993 Miss Amber Busby</b>	<b>1965 Miss Patty Hamlett</b>
<b>1992 Miss Kristen Hatchett</b>	<b>1964 Miss Patti Englerth</b>
<b>1991 Miss Angel Roberts</b>	<b>1963 Miss Cathy Leftwich</b>
<b>1990 Miss Jackie Dunlap</b>	<b>1962 Miss Anita Bevins</b>
<b>1989 Miss Robin Hurta</b>	<b>1961 Miss Joan Baker</b>
<b>1988 Miss Charlotte Morse</b>	<b>1960 Miss Earlene Foreman</b>
<b>1987 Miss Becca Burnett</b>	<b>1959 Name Unknown</b>
<b>1986 Miss Tonja Honeycutt</b>	<b>1958 Miss Diane Case</b>
<b>1985 Miss Heather Bowling</b>	<b>1957 Name Unknown</b>
<b>1984 Miss Tracy McPherson</b>	<b>1956 Name Unknown</b>
<b>1983 Miss Kim O'Neal</b>	<b>1955 Name Unknown</b>
<b>1982 Miss Tammy Kocian</b>	<b>1954 Name Unknown</b>
<b>1981 Miss Julie Johnson</b>	<b>1953 Miss Doris Ratliff</b>

## FOREWORD

It is the purpose of this manual to make available to interested persons all the governing Rules, Regulations, and Procedures by the Executive Board, as well as Suggestions, which have been handed down through the years by word of mouth. It is hoped that with this guide, more young ladies will have the confidence to seek the highest honor available to them in the American Association of Sheriff Poses and Riding Clubs, and that more member clubs will be enthusiastic about sponsoring one of their own girls in this competition.

### **SECTION ONE – QUEEN CONTEST**

#### **I. QUEEN COMMITTEE**

- A. The Queen Committee is a special committee appointed by the President to serve one year.
  - 1. To review and recommend revisions to the rules and regulations for the Queen Contest.
  - 2. To make recommendations regarding activities and honors for the Queen and Princesses of the AASP&RC.
  - 3. To meet whenever needed for other related recommendations.
  - 4. The officers and/or spouse may be included in the Queen Committee to be knowledgeable within each Region.
- B. All suggestions and recommendations by the committee are subject to the approval of the Executive Board.
- C. The Queen Committee members shall not assume any authority as directors of the Queen contest; however, they should be available to act as advisors if asked.
  - 1. They should be aware of the financial responsibility and the personal commitment required of a candidate to represent her region well.
  - 2. They should be knowledgeable of the Rules and Regulations, which have been approved by the Executive Board and recorded in the Queen's Handbook.
- D. The name and address of each Queen Committee member shall be publicized to make him/her available to the clubs and districts in his/her region.
- E. The Queen Chairperson shall keep a record of all activity (discussions, recommendations, and approvals by the Executive Board) to be continuous from year to year.

#### **I. SPONSORSHIP**

- F. The Queen Contest is under the direction of the Queen Chairperson.
- G. Directions and Procedures will be issued through the Queen Chairperson and/or President.
- H. Questions concerning the Queen contest should be sent to the Queen Chairperson and/or President.

## **II. PURPOSE**

- I. A contest is held to select a Queen to represent the Association for a term of one year.**
  - 1. To act as an ambassador of good will.**
  - 2. To project the Association motto of “Horsemanship, Sportsmanship, and Citizenship”.**
  - 3. To add glamour and enthusiasm to member events, Association Functions and outside activities, that is approved by the Association.**
  - 4. To have the opportunity to select the most qualified girl for this position.**

## **III. REQUIREMENTS OF A CONTESTANT**

- J. Age 15-23 inclusive (as of January 1)**
- K. Single, never married and without children.**
- L. Have available an acceptable mount.**
- M. Must be willing to follow the outlined procedure for becoming a Queen candidate and accept the rules and regulations governing the AASP&RC Queen and Princesses as they apply to her.**
- N. Never served as AASP&RC Queen.**
- O. Has been a member of AASP&RC for a minimum of one year.**

## **IV. PROCEDURES FOR BECOMING A QUEEN CANDIDATE**

### **P. Club**

- 1. Any member who can meet the requirements as outlined in Section IV, and is willing to compete and serve as AASP&RC Queen may compete in the region contest.**
- 2. The club may send as many contestants as are interested and meet the requirements to the region contest.**
- 3. Attend a clinic if one is held.**

### **A. Region**

- 4. Each contestant shall submit to her region letters of application that shall include:**
  - A. A letter of certification from sponsoring club.**
  - B. A letter from the contestant’s parents acknowledging consent and responsibility.**
  - C. A recommendation from a school official who is knowledgeable of her academic standing.**
  - D. A 3 x 5 portrait type photograph (not to be returned).**

### **V. Region Contest if needed:**

- A. A Region can have as many Princesses that they feel they can support. If the Region chooses to only support one Princess then a contest to choose only one participant will be necessary and shall be under the direction of the Region Vice-President.**
- E. Each club in their region will choose a contestant.**
- F. The region contest shall be held prior to the deadline for entries (March 15th).**
- G. The contestants will be judged by the same point system used in the AASP&RC Queen contest.**
- H. The contestant with the highest score shall represent the Association as Princess as outlined in the Handbook (Section Two).**

5. As Princess, she is a candidate for the AASP&RC Queen and shall compete at Association Functions as outlined in the Handbook (Section Two).
6. If there is only one contestant for Queen, she must meet a 70-point average thru 50/50 or Horseshow Finals which ever comes last to qualify for title of Queen. If she does not reach this average, she will be informed before Convention of her ineligibility, and no Queen will be crowned for that year.

## **VI. REPLACING A CONTESTANT**

- Q. If for any reason a contestant withdraws from competition before the deadline for candidate entries, she may be replaced by the candidate with the next highest score in the contest.
- R. An official letter of resignation should be written by any contestant who wishes to withdraw from competition and send it to the Queen Chairperson. Queen Chairperson shall notify all the officers.
- S. It is recommended that all scores be held by the official in charge of each contest and not revealed unless necessary.
  1. The runner-up of any contest should not be revealed unless she is needed to fill a position that was vacated.

## **II. APPROVAL**

- A. When the region contest winner has been determined, the Region Vice-President shall submit to the Association Office:
  1. A letter of certification for the contestant declaring her eligible to compete as a candidate for AASP&RC Queen.
  2. All information accumulated on the contestant.
- B. All information sent to the Association by March 15th.
- C. When all required material has been received by the Association office the contestant officially becomes a Princess and candidate for AASP&RC Queen.
- D. The Princess (candidate) will receive her official identification and instructions for competing from the Queen's Chairperson.

## **III. JUDGING OF QUEEN CANDIDATE (Princesses)**

- A. The judges will be appointed by the President and/or Queen Chairperson. There will be 3, 5, or 7 judges appointed from within the AASP&RC to serve during the entire judging period. Their identity shall remain anonymous.
  1. By using either 5 or 7 judges, at least 2 of them could be used as alternates if needed.
  2. If a judge or judges are exposed to the members; their judging sheet will be shredded and they will no longer be a judge for the rest of that year.
- B. The Queen candidates shall be judged during the following Association Sponsored Functions unless otherwise notified:
  1. Spring Roundup
  2. Playday Finals
  3. Horseshow Finals
  4. 50/50
  5. Annual Convention
- C. Candidates will be notified in advance the length of time they are required to attend each Association Function.

- D. The Queen Chairperson shall notify the judges if for some reason the princess cannot attend an Association Function. She must provide a letter of explanation to the Queen's Chairperson.
- E. Candidates shall be judged and awarded points based on the following point system:
  - 1. Appearance 25 points (maximum)
    - A. (Neatness, grooming, ability to wear western clothes well)
  - 2. Personality 25 points (maximum)
    - A. (Her poise in various situations, friendliness, willingness, outgoing efforts, communication with people, unselfishness, integrity, and character)
  - 3. Background 25 points (maximum)
    - A. (Knowledge of the Association)
  - 4. Horsemanship 25 points (maximum)
- F. Points will be awarded to each contestant after each function where she is judged and sent to the Queen Chairperson to be totaled.
- G. After the final judging (Annual Convention) the totals from each score sheet will be averaged.
  - 1. If a candidate attends all Association functions, her total will be divided by the number of functions held.
  - 2. If a candidate has an excused absence, her total will be divided by the number of functions held.
  - 3. An unexcused absence will result in a zero for that function.
- H. After a candidate's scores have been averaged, she will receive a bonus point for each function she attended for the required time.
  - I. To break a tie in the Queen contest, each judge will immediately turn in another form covering the entire year (not just convention).
- J. The candidate with the highest score shall be crowned Queen of the AASP&RC during the Coronation Ceremony at the Annual Convention.
- H. The decision of the judges shall be final.
  - I. The scores of the remaining candidates will not be revealed unless there is a vacancy in the office of Queen.
  - J. The Queen Chairperson will keep the score sheets for a period of one year.

#### **IV. REPLACING A CANDIDATE FOR QUEEN (Princess)**

- A. If a Princess is replaced after competition for AASP&RC Queen has begun, the replacement may compete under the following provisions:
  - 1. Her Region Vice-President submits all required information to the Association office and the Queen Chairperson approves it.
  - 2. She enters as Princess in time to participate as a candidate in at least four of the five functions where candidates are judged.
  - 3. She shall compete without "bonus points" for the functions held prior to her participation.
  - 4. She shall have an excused absence for functions held prior to her opportunity to compete.
  - 5. "Exception" for the deadline shall be made for candidates filling a vacancy.

## **II. SECTION TWO – PRINCESS (CANDIDATE)**

### **I. PURPOSE**

- a. The Princess provides opportunity for activity and experience to a Candidate for AASP&RC Queen.
  1. She shall represent the Association in her region.
  2. She shall be a member of the Queen's court at Association Functions where she can familiarize herself with the duties of the office of Queen.
- b. The Princess is schooling herself and better showing her potential to fill the office of Queen to her judges.

### **II. STATUS**

- a. A Region Princess has been approved to compete for the office of AASP&RC Queen.
- b. She is a member of the Queen's Court and receives Royal protocol as a Princess, second only to the AASP&RC Queen.
- c. All Princesses shall receive equal protocol.

### **III. IDENTIFICATION**

- a. The official uniform of the Princess (Candidate) is:
  - i. Western attire and accessories (includes western hat and boots).
  - ii. Official Association Banner (furnished by her Region)
    - a. Navy blue leather without fringe
    - b. White lettering (Princess on front and AASP&RC on back)
  - iii. Official Association Hat Band (furnished by her Region)
    - a. White leather backing
    - b. Single row rhinestones
  - iv. The Princess keeps the Banner each year, and the hatband is to be returned to her Region.
- b. Current Queen Candidates at all Association Functions should wear the Princess Banner.
- c. The Princess (Candidate) shall always appear in uniform when representing the Association unless otherwise advised by the Queen Chairperson.

#### **i. RESPONSIBILITIES AND OPERATING PROCEDURES FOR AASP&RC PRINCESS**

- d. The Princess shall be under the direction of the Queen Chairperson.
- e. Communications will be aided by her Region Vice President.
- f. She shall attend all Association sponsored functions possible held in her Region.
- g. She may accept as many invitations as possible from any Association club or district in her region, as well as other outside organizations as appropriate.
- h. She should act as hostess when her AASP&RC Queen is guest in her region.
- i. She shall expect to perform duties of honor at the region level and the presence of the Queen in her region shall not alter this responsibility.
- j. She shall travel at her own expense unless her host of region offers to absorb her expense.
- k. She must travel with a chaperone (parent or guardian, or an adult approved by the Queen Chairperson).

- l. She shall always show respect for the office of AASP&RC Queen and encourage others to do so.**
- m. She shall ride in a place of honor in parades.**
  - i. When riding within her region, she shall precede all mounted groups and/or persons affiliated with the Association except the Queen, Officers, parade marshal, and color bearers.**
  - ii. District and club Queen and/or Sweethearts shall be allowed to wear their normal dress attire in any way and in all parades, but shall not immediately follow the AASP&RC Queen and Princesses.**
  - iii. If she is placed in double file with an officer, she will ride to his left.**
  - iv. When riding double file with another Princess, the Host Princess should ride on the right.**
  - v. She shall always ride to the rear of the AASP&RC Queen – never double file.**
- n. She will observe protocol in parades and introductions as much as possible; she will accept the judgment of an Association officer concerning any irregularities.**
- o. She should be ready to take advantage of any opportunity for positive publicity for the Association.**
- p. She should conduct herself in a way to encourage other girls to aspire to follow in her footsteps. She should also encourage others to participate in Association functions at all levels.**
- q. She must relinquish her title and her Official Identification if she becomes unable to perform her duties and/or gets married. She must abide by all Association Rules & Regulations, or by the request of the officers, she will be dismissed as a candidate by her Vice President.**
- r. She shall hold the title of Princess until another region contest is held provided she is not selected Queen of the AASP&RC.**
- s. The Queen contestants will be asked questions concerning their knowledge of the Association at each judged function (Spring Roundup, Playday Finals, Horseshow Finals, 50/50 and Convention) in order to inform judges in this area of the judging sheets.**
- t. She will attend a Queen’s clinic at Spring Roundup or another time set by the Queen Chairperson.**

**IV. OFFICIAL RULES AND REGULATIONS FOR PRINCESS AS CANDIDATE FOR AASP&RC QUEEN**

- a. She shall act in accordance with instructions received from her Queen’s chairperson.**
- b. She shall attend Association functions for the designated time issued to her in advance of the event.**
- c. Special privilege is granted to Princesses (Candidates for AASP&RC Queen) to compete and qualify in any district in their respective Region. Her chaperone (parent or guardian) traveling with her may also compete and qualify.**
- d. She shall make reservations through the Association office at the Headquarters hotel for Association functions, unless the Queen Chairperson and/or President approve other arrangements.**
- e. She must be accompanied by a chaperone (parent or guardian) or she will be considered absent.**
- f. She should avoid showing preference to any one person.**
- g. The AASP&RC Queen shall be the hostess for candidates and they shall be her “court”.**

- h. The Queen's chairperson (selected by the President) shall be the advisor to the candidates.**
- i. If it is necessary to leave the area of an Association function, she should inform her hostess and/or her advisor of her departure and her return.**
- j. She shall compete in western attire and accessories unless otherwise notified.**
- k. She should wear the identification issued to her and delete all ornamental identification of her club (banners, etc.).**
- l. She should refuse all alcoholic beverages.**
- m. She is required to rehearse for the Coronation ceremony at the designated hour with her father or guardian during the Annual Convention.**
- n. She shall not hold office at the club or district level.**
- o. She will be expected to know and understand the contents of the Queen's Handbook, as well as be familiar with the Official Manual of By-Laws and Operating Procedures of the Association.**
- p. A candidate is subject to being judged at any time or place while she is attending any Association function.**
- q. She should be prepared to be introduced on horseback at all required Association functions except the Annual Convention.**
- r. It is the responsibility of any officer of the Association to report any infraction of the Official Rules and Regulations and it is the responsibility of the President to confirm the infraction, and to inform the judges of such reports.**
- s. She should consider General Suggestions in the back of the Handbook as they may apply to her.**

### **COMMENTS**

**As a candidate for AASP&RC Queen, you should compete honestly and consider each Association function as important as any other. Since you are judged at each function, you must be consistent and work hard in all categories you are judged in to win. If you are to be well informed about schedules, etc, you should maintain communication with your hostess (AASP&RC Queen), as well as officers of the Association, and your Queen's chairperson. The need for understanding and complying with Rules, Regulations, and Operating Procedures is imperative if you are to perform at your best. The correct knowledge can give you added confidence; therefore, do not depend on "hearsay". The Association office (President and/or Queen Chairperson) is the official source of all information. You are in a position to help our organization grow in numbers, interest, and strength, and at the same time gain experience and recognition for yourself.**

### **III. SECTION THREE- ADVERTISING**

- A. Advertising will be either in the Rider's Round Up or Association Function Programs
- B. The Add money and the Ad are to be turned into the Association Office. The Office shall keep a record of what has been brought in by each Princess.
- C. The Princesses are required to sell at least \$800 in ads.

#### **Cost for Ads**

- 1. See a Riders Round for prices on ads
- 2. Program Pricing
  - A. \$25 for Business card size
  - B. \$50 for ¼ pages
  - C. \$75 for ½ pages
  - D. \$100.00 for full page

### **IV. SECTION FOUR – CORONATION CEREMONY & QUEEN'S BALL**

#### **I. EVENT**

- a. The coronation of the AASP&RC Queen and the Queen's Ball are the climax of the Annual Convention.
- b. It represents the end of the current Queen's reign and the beginning of a new Queen's reign.
- c. The installation of AASP&RC officers shall precede the Coronation ceremony when it is programmed for the same evening.

#### **II. SUGGESTED PROPERTIES OF THE CORONATION CEREMONY**

- a. **Setting**
  - 1. Risers to achieve a minimum of two levels.
  - 2. Red carpet leading to risers.
  - 3. Spot light.
  - 4. Simulated throne for the Queen placed on top riser.
  - 5. Decorations appropriate for the occasion.
- b. **Flowers provided by the Association:**
  - 1. Arm bouquet for the current Queen.
  - 2. Arm bouquet for the new Queen.
  - 3. Long stemmed single flowers or nosegay for Princesses of Queen's court. (Candidates).
- c. **The Queen's Robe**
  - 1. Robe is the property of the Association.
  - 2. The Queen's Chair is responsible for making it ready for use.
- d. **Queen's Crown and Tiara**
  - 1. There are two crowns to be used for the coronation or worn for any formal occasion. (The outgoing Queen will wear one for the coronation, and the other to be used to crown the new Queen) These are the property of the AASP&RC.

2. The Association Tiara (silver with name and logo engraved on it) is to be worn by the reigning Queen.
- e. Special tables may be reserved for the following:
  1. Parents of the Queen
  2. Parents of the Princesses (Candidates)
  3. Officers and their spouses (for the convenience of the installation service).
  4. Special guests who may be a part of the evening's program.
- f. A microphone and stand for the Program chairman.
- g. Gift and Gift certificates ready for presentation from the regions to the new queen.

### **III. MUSIC**

- a. Arrangements should be made for special music to be used in presentations.
- b. The Queen's Waltz

### **IV. TRADITIONAL DRESS FOR THE CORONATION CEREMONY**

- a. Traditional attire for the current Queen
  1. Long formal
  2. The Queen's robe
  3. The Queen's crown
  4. Arm bouquet
- b. Traditional attire for Princesses of Queen's court
  1. Long formal
  2. Flower carried in hand (long stemmed or nosegay)
- c. Attire for Queen's Ball:
  1. All persons involved in the Coronation ceremony are requested to remain in their long formals until pictures are made.
  2. It is permissible to change into different attire for the remainder of the Ball after formalities are completed.

### **V. TRADITIONAL PROCEDURE FOR CORONATION CEREMONY**

- a. Introductions of each Princess (Candidate), as a part of the Queen's Court, escorted by her father, guardian, or approved escort.
- b. Introduction of the Current Queen (she walks alone)
- c. Tributes to the Current Queen and her Court.
- d. The Current Queen's Farewell Address.
- e. Announcement and Crowning of the New AASP&RC Queen.
  1. An arm bouquet is presented to her.
  2. Her president and the Outgoing Queen crown her.
  3. The Queen's robe is relinquished by the Immediate Past Queen and placed on her shoulders.
- f. The New Queen makes her walk the length of the red carpet (alone) to greet everyone.
- g. Upon her return, the New Queen begins the Queen's Ball with her escort as her partner.
- h. All participants in the Coronation ceremony descend in prearranged order to join their Queen on the dance floor. Their escorts will aid their descent from the stage and be their partners for the first dance.
- i. It is customary to have a break in the music after the first dance to rearrange the room for more danceable floor space, opportunity to take photographs, and to make congratulations.

- j. The Queen's Ball continues until midnight...the Convention is over!

## **V. SECTION FIVE – QUEEN OF AASP&RC**

“May our Queen know the joy and fulfillment of reigning with dignity, graciousness, and unmatched enthusiasm for her opportunities: leaving wherever she goes the compliment of appreciation and love.”

### **VI. PURPOSE**

- a. To represent the Association to the best of her ability under the direction of the Queen Committee through her President.

### **VII. STATUS**

- a. She shall be an honorary officer without voting privileges.
- b. She shall reign for no more than one year.

### **VIII. IDENTIFICATION**

- a. The official uniform of the AASP&RC Queen:
  - 1. Western attire and accessories (includes western hat & boots)
  - 2. Association Crown on hat.
  - 3. Official Association Queen's Banner, white leather with navy blue lettering and fringe. (Queen on front, AASP&RC on back).
    - a. The Queen shall always appear in uniform when she is representing the Association unless otherwise advised by her President or Queen's chairperson.

### **IX. VACANCY OF OFFICE**

- a. In the event of a vacancy in the office of the AASP&RC Queen, the immediate past region Princess with the highest score earned while competing, as Queen Candidate shall fill the unexpired term of office.

### **X. RESPONSIBILITIES**

- a. She shall accept as many invitations as possible from any Association club or district after the Queen's chairperson has approved such invitations.
- b. Invitations from other organizations that have been approved by the Queen's chairperson may be accepted.
- c. She shall attend all functions sponsored by the Association.
- d. She shall travel at her own expense unless her host offers to absorb her expense.
- e. She should keep a record of her correspondence and activities.
- f. She is requested to prepare a scrapbook of activities to be displayed at the Annual Convention.
- g. She is requested to submit an article each month to the "Riders Roundup" with a photograph.
- h. She shall always travel with a chaperone.
  - 1. A parent or guardian.
  - 2. An adult approved by the Queen's Chairperson.
- i. She shall be the hostess to Queen Candidates at all Association functions and they shall be her Court.
- j. She may require the assistance of her Court to perform any or all of her duties at all Association functions.
- k. Attendance at parties where alcohol is served is not recommended.
- l. She shall not hold office at the club or district level.

- m. If she becomes unable to perform her duties or gets married, she must relinquish her title.
- n. She can be removed from office by the Executive Board for conduct unbecoming a Queen.

## **XI. TRADITIONAL COURTESIES**

- a. A Queen's trailer is furnished by the Association for the use of the Queen during her reign, and the lettering shall be made current each year per the decision of the officers.
- b. All gifts and certificates are the personal property of the Queen.
- c. The Queen shall have the priority over the Princesses regarding special invitations asking for association representation.
- d. The Queen's robe is the property of the Association and is to be worn only at the Coronation Ceremony by the reigning Queen.
- e. All items furnished to Queen such as sash, crown, saddle, buckle, and use of the horse trailer are the property of the Association until the successful completion of her reign. If Officers remove a Queen from her position for disciplinary reasons, she will return all Association property back to the Association, and she will not receive the scholarship. If a Queen resigns, it will be up to the officers as to the disposition of these items.
- f. She shall be presented with a Queen's belt buckle of her own choosing. \$150 is start money and anything over is the Queens responsibility.
- g. The Queen is provided with motel expenses for each of the official Association functions that she is required to attend or her camper hook up is provided.
- h. The Queen may participate in Association competition in any Region. She has the same privileges as the President regarding competition and may qualify for Association Finals in any Region.
- i. The Queen shall be a means of publicity for the Association and all photographs required for such shall be provided by the Association up to a limit of \$100.00. The \$100 is start money and anything over is the Queens responsibility.
  - 1. A color portrait is hung in the Association Office
  - 2. Photographs shall be used to publicize the personal appearance of the Queen when an invitation is accepted.
  - 3. Various photographs may be used with the Queen's column in the "Rider's Round Up".
  - 4. The Executive Vice-President shall be responsible for publicity of the Association Queen beyond the usual channels. He/she will use the Queen and her activities as a means of reaching as many people as possible with information through magazines, TV programs, and radio. He/she will encourage invitations for her appearance at functions unrelated to horseback activities with the consent of the Officers & Queen's Chairperson. He/she shall work with the President in all areas of publicity.
- j. The Queen shall ride in a place of honor in all parades.
  - 1. She shall not be preceded by any mounted person affiliated with the AASP&RC except the President, Executive Vice-President, or color bearers.
  - 2. When she is placed double file with the President, she shall ride to his/her left, when she is preceded by the President, and placed in double file with an officer, she shall ride on his/her right.
  - 3. She shall never ride double file with anyone other than Association officers.
- k. The Queen shall receive special recognition in introductions.

- l. The Queen shall retain the title of Past Queen after she has served her term of office.**
- m. She may stay on the grounds in a camper hook up instead of a hotel room.**
- n. At Spring Roundup Polo shirts will be provided to the Queen and her court to be worn when temperatures become to extreme to be comfortable. Total of 2 each w/name and logo.**
- o. A Queen's closet is located at the office in Bowie, which available to the Queen and her court only. A log sheet will be required for all loaned out clothes and will be the responsibility of the girl to return the clothes clean and in the same condition for which they were received. Only two keys should be in existence, one for the Office and one for the Queen's Chair.**

**XII. INITIAL PREPARATIONS**

- a. She should be in touch with the Association Office (President and/or Queen Chairperson) for instructions.**
- b. She should be available for photographs needed.**
- c. She should submit complete biographical data to be used for advance news releases and for introductions.**
- d. She should be aware that the Regional Vice-Presidents are responsible for gifts and gift certificates received from their regions, and should collect and acknowledge them as soon as possible by sending each donor:
 
  - 1. A thank you note.**
  - 2. A personal photograph****
- e. She should give her measurements for the Official Banner to be ordered by the Association President. (Right shoulder point to left hip – front and back.)**
- f. The Queen's robe should be returned to the Association Office, President or Queen's Chair.**
- g. Her commitment calendar should be arranged to give priority to representing the Association.**

**XIII. OPERATING PROCEDURES**

- a. It is preferred that all invitations be in writing.**
- b. Invitations are to be routed through the Association Office for approval before they are accepted or declined.
 
  - 1. To spread representation where there are conflicting dates.**
  - 2. To make sure that the Association is represented to the best advantage.**
  - 3. To have a record of all activities and correct time, place, etc.**
  - 4. To assure correct introductions and advance publicity.**
  - 5. To afford names and addresses for correspondence purposes.****
- c. Correspondence
 
  - 1. Copies of all correspondence should be made and sent to the Association Office. Exception- Thank you notes.**
  - 2. After the Association Office has screened an invitation, personal acceptance or regret should be written promptly.**
  - 3. Thank You notes should be short but appreciative and mailed immediately following a personal appearance.**
  - 4. The Queen will receive copies of correspondence, which is pertaining to her activities.****
- d. She shall be under the direction of the Queen's chairperson, and she will receive her instructions from the President and/or the Queen's chairperson.**
- e. Her advisor shall be the Queen's chairperson.**

- f. General Duties and Responsibilities at Association Functions are:**
1. Make reservations at the Headquarters hotel through the Association office.
  2. Assist the officers where she is needed.
    - a. Award presentations
    - b. Inform candidates of special requests, etc.
    - c. Be available
  2. Meet and talk with as many people as possible
  3. Show no partiality to individuals, clubs, districts, or regions.
  3. Be ready for unscheduled interviews with the news media.
  4. Maintain communications with Queen Candidates as their hostess.
  5. Be an example for all girls:
    - a. Show a consistent and dependable personality.
    - b. Be immaculately dressed for each occasion.
    - c. Walk and smile with PRIDE...the AASP&RC QUEEN is never tired!
  6. Always be prepared to ride an introduction at any event where horseback activities are part of the program.
- g. She may attend any Regional Function:**
1. As a guest in Regions that have Princesses.
    - a. The Princess shall be her hostess.
    - b. The Queen shall not assume any honorary duties that the Princess would ordinarily perform.
    - c. She will receive protocol in introductions and parade positions.
- h. Special Duties and Responsibilities at Association Functions are:**
1. Spring Roundup
    - a. Attendance is required for the entire program.
    - b. Be equipped and ready to participate in riding events: Parade, Games, Grand Entry, Introductions, or a Trail ride.
    - c. If scheduled, host a social function, such as a candidate breakfast or brunch.
      - a. To get acquainted with Queen Candidates.
      - b. To encourage them and inform them of current policy.
      - c. Her advisors will help plan the event and be in attendance.
    - d. Help hand out awards.
  2. Playday Finals
    1. Attend for the designated time.
    2. Participate in the Grand Entry.
    3. Visit with as many people as possible.
    4. Hat, banner, and gloves may be removed while competing.
    5. Help hand out awards.
  3. Horseshow Finals
    1. Attend the designated time.
    2. Help hand out awards.
  4. 50/50
    1. Attend for the designated time.
    2. Participate in the Grand Entry.
    3. Visit with as many people as possible.

4. Hat, banner and gloves may be removed while competing.
5. Help hand out awards.
6. Make the visiting royalty feel welcome to our grounds.

#### 5. Annual Convention

1. Attend the entire program.
  2. Attend as many events of the Convention Program as possible and encourage the Candidates to do the same.
  3. Attend the Queen's breakfast as guest of honor given by a host Region for the Queen and Princesses
    - a. Attended by Queen's court, Queens' and Princesses' parents, and officers.
  4. Attend the Luncheon and Awards Banquet (special seating is usually provided.)
  5. Participate in the rehearsal and performance of the Coronation Ceremony.
  6. Attend the Queen's Ball (an escort may be invited).
  7. Plan a wardrobe to fit Convention schedule:
    - a. Western attire for all daytime activities.
    - b. Long Formal for Coronation Ceremony.
    - c. Long formal or after five attire for Banquet and Queen's Social.
  8. Omit all flowers and/or corsages except those provided by the Association during the Coronation Ceremony. At any other time, choice is her prerogative.
  9. She shall reign as AASP&RC Queen until the New Queen is crowned.
    - a. (The Convention is hers to that event – the Queen's Ball is for the New Queen.)
- i. She will consider the General Suggestions listed in the back of the Queen's Handbook as they apply to her.

#### COMMENTS

You, and only YOU, are the reigning QUEEN of the AASP&RC and you are very special to everyone you represent. You will hear much advice concerning your duties and will be gracious about it. To avoid confusion and unnecessary embarrassment, you will verify EVERYTHING through the official source, which is the Association President and Queen's Chairperson, who will be the source of all information relative to the AASP&RC. Any question you may have at any time during the year should be asked without hesitation by letter or telephone because you can reign with assurance only if you recognize the importance of correct operating procedures and factual information. You should always be proud of the title you wear and the organization you represent and not hesitate to dress the part. As Queen, some choice of dress is your prerogative as long as you respect the dress code of Association Royalty. It is mandatory, however, that you are easily identified as the AASP&RC Queen; therefore, if for some reason you are asked not to appear in western attire, you should wear your crown or tiara. You are the QUEEN – don't ever play down your position!

## **VI. SECTION SIX-GENERAL SUGGESTIONS**

The following outline provides popular opinion answers to questions often asked regarding dress and conduct.

### **1. PROTOCOL OF ROYAL TITLES**

a. Titles of “royalty” do not precede or supercede protocol of Association officers; however, the AASP&RC Queen usually is preceded in parades by only one officer.

b. Protocol of royal titles should be observed in parades, introductions, and courtesies in the following order:

1. AASP&RC Queen- Princesses (Candidates for AASP&RC Queen) - District Sweethearts-Club Queens or Sweethearts

### **2. AASP&RC COMPETITION**

a. If you are qualified to compete in Association Finals, you should be prepared to change into comfortable clothes for participation.

b. You should always respect the privilege of dressing comfortably for competition, and redress as quickly as possible when you finish your event.

c. When introductions and participation in competition are scheduled with little time between, you should give priority to the introductions and dress accordingly. You can choose a suit or ensemble, which can be hastily dressed up or down. Not many team uniforms are as dressy as you will want for an introduction.

### **3. WESTERN DRESS**

#### **1. Suggested dress for daytime:**

a. Western Jeans and collared shirts

b. Not faded, No holes or frayed

c. Shirts must have long-sleeves

d. Queen Chairperson may instruct when to wear polo or short-sleeved shirts when riding their events.

#### **2. Worn with complete accessories:**

a. Western hat, Gloves (white or matching color) - only during Introductions and award ceremonies, and Boots

b. Long-sleeved blouses with collars and appropriate decoration at neckline in current style and trend. (For PLAYDAY FINALS ONLY, a short-sleeved western style blouse may be substituted in the heat of the day, if the Queen Chairperson agrees.)

c. Official identification.

#### **3. Suggested dress for night:**

a. Western dress suit or coordinated ensemble

b. Glitter is optional, but you should avoid gaudiness

c. Current style and trend

#### **4. Worn with complete accessories:**

a. Western hat, Gloves (always keep them with you), Boots polished

b. Long-sleeved blouses with collars and appropriate decoration at neckline in current style and trend

c. Official identification.

#### **4. SOCIAL CONDUCT**

- a. You should never break the standard rules of travel.
- b. You should always be on time for any function you attend.
- c. When an invitation is accepted, make an effort to stay for the entire program.
- d. You should be available to your host for unscheduled participation or introductions.
- e. Show appreciation to the Host organization and be gracious for every consideration.
- f. Accept errors gracefully...mistakes are not intentional.
- g. You should make as many friends as possible. You must talk with people if you are to be well known.
- h. Avoid always being in the company of a boyfriend. You are less approachable for conversation with an escort at your side
- i. You should be available and easy to find at Association functions if the officers or your host needs you.
- j. You will very seldom have advance notice of interviews with the news media; therefore, you should be prepared to answer questions distinctly and with simplicity.
- k. Controversial discussions should always be avoided by referring such questions to an Association officer.
- l. Try to be discreet. You are observed not only by your peers, but also by every member of the association.
- m. You should make it your business to know the Association calendar of events and encourage interest in all Association activities.
- n. You should refuse any personal invitation that is questionable.
- o. Be at your very best for every occasion...large or small.
- p. You should show a sincere interest in people and not be afraid to exercise your true personality.
- q. Consider this Handbook and make your contribution to it by reporting any questions unanswered, or your personal opinion of an issue to the Queen's Chairperson and/or President.

**Above all, ENJOY YOURSELF.**

#### **SCHOLARSHIP**

**A. A \$1000.00 Scholarship will be awarded to the Queen. She must use this scholarship within one (1) year after her graduation from High School for her higher education, or if she is already in college, receive it toward the end of her reign (usually in August) upon receipt of her registration from the college or school of higher education.**

# Questions for Queen Candidates

1. When was the AASP&RC organized?
2. What is the original name of the Association?
3. What is the Association motto?
4. What is the main objective of the convention?
5. Who elects the Executive Officers?
6. What is the official publication of the Association?
7. What is the purpose of the AASPRC?
8. What are the qualifications for club membership in the Association?
9. What are the annual family membership dues?
10. How many delegates are there from each club?
11. What are the titles of the Executive Officers?
12. How many successive terms may the President of the Association serve?
13. How often are Regional Vice-Presidents elected?
14. How many successive terms may a Regional Vice-President serve?
15. What are the qualifications for President of the Association?
16. What officer is responsible to the publicity of the AASP&RC Queen?
17. Who makes up the Executive Board?
18. What is the purpose of the Regions?
19. What are the qualifications for forming a new district?
20. How many age groups are there for playday competition, & name them?
21. What is the penalty for profane language, alcohol, or disorderly conduct?
22. Who was the first Association Queen?
23. Who makes up the Queen's committee?
24. What are the requirements for a Queen Contestant?
25. How are Association Princesses chosen?
26. What is the deadline date for electing a Princess?
27. How many Association functions are there, and name them?
28. What four categories are the Princesses judged on?
29. What is the official uniform of a Princess?
30. What is the official uniform of the Association Queen?
31. Explain the "Horse Rule".
32. What are the names of your present Association officers?
33. How many standing committees are there?
34. What is the official uniform of the Association officers?
35. What is the basis for all legislation and individual identity?
36. Name the officers elected at district level?
37. How many regions are there, and name them?
38. How are new games added to Playday Finals?
39. What is the suggested protocol for parade lineup in our Association By-laws?
40. What are the requirements for travel for Association Queen or Princesses?

**AASP&RC QUEEN'S CONTEST JUDGING SHEET**

NAME OF FUNCTION \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

CONTESTANT NAME AND REGION \_\_\_\_\_

\_\_\_\_\_

POINTS IN JUDGING OF PRINCESS CONTESTANTS WILL BE AWARDED AS FOLLOWS:  
25 points for each of the categories (25 being the highest possible)

\_\_\_\_\_

APPEARANCE –

(Neatness, Grooming, Ability to wear western clothes well)

Points: \_\_\_\_\_

Comments:

\_\_\_\_\_

POISE, TEMPERAMENT, PERSONALITY –

(Ability to react to various situations, Friendliness, Outgoing Efforts, Communication with people, Unselfishness, Integrity, and Character)

Points: \_\_\_\_\_

Comments:

\_\_\_\_\_

BACKGROUND –

(Knowledge of Club, District & Association)

Points: \_\_\_\_\_

Comments:

\_\_\_\_\_

HORSEMANSHIP –

Points: \_\_\_\_\_

Comments:

\_\_\_\_\_

TOTAL POINTS: \_\_\_\_\_