

CANADIAN TEAM CATTLE PENNING ASSOCIATION

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MISSION STATEMENT

The Canadian Team Cattle Penning Association (CTCPA) has been established to provide a National Penning Association as an umbrella for the promotion and development of the sport of Team Cattle Penning in Canada. In accordance with the mission, the CTCPA seeks to classify penners according to ability and to establish rules to create a common approach to the sport and maximize participation and competition.

The CTCPA supports the view that team penning is a sport for young and old, male and female, families and individuals, and in this regard, seeks to promote a high standard of personal conduct and good sportsmanship. The CTCPA is committed to acting on the belief that the strength of the National Association lies in the preservation of strong regional associations who are the grassroots of penning. The staging of an annual National Finals bringing team cattle penners from across Canada together in the spirit of fun and competition is of primary importance in this mission.

GOALS

1. To promote the sport of Team Cattle Penning.
2. To establish and maintain a handicap system that encourages team cattle penners of every age and every skill level to compete in the sport.

3. To promote a pastime that fosters family involvement while setting standards for proper conduct and good sportsmanship.
4. To constantly strive to improve, enhance and enrich the sport through refinement and innovation.

The CTCPA is an organization that continually seeks to improve the sport of team cattle penning. As in any evolutionary process, new paths must be taken to improve the sport for all competitors on a national basis. Regular monitoring and constant communication among participants and associations will continue to make team cattle penning a better sport and that is the utmost aim of the CTCPA.

GENERAL RULES

The object of team cattle penning is that a team consisting of three riders in an arena must cut out from a herd and pen three head of cattle with the team's assigned number within a specified time limit. The fastest time wins. It is recommended that a two person officiating system be utilized. The Judge is situated at the pen and is responsible for the enforcement of all rules. The Line Official is situated at the start line, and is responsible for starting teams, calling "trash", and calling for roughing.

1. A team consists of 3 riders. When cross-entering a team must change out one rider. After a three-person team competes in any one go-round, if one person is unable to compete for any reason in subsequent go round(s), it is the option of the two remaining contestants to compete, if they so desire, but in no event may less than two persons compete. In the event the third rider of the team is not in the arena to begin the run when scheduled to do so, the third rider will be given a maximum of 30 seconds to enter the arena. After the 30 seconds has expired the official will indicate to the remaining riders when the arena is ready and they must begin the run. If the third rider enters the arena after the flag has dropped to begin the run the team will be disqualified.
2. The maximum time limit for all classes, including youth classes, is 90 seconds. Within this time limit, the team must separate from the herd and pen three head of cattle with the same assigned identity number. In instances where the team has completed their run and the flag has dropped at almost the same time as the maximum time buzzer has sounded the Judge must refer to the timekeepers to determine whether or not the maximum time limit has been exceeded. All a Judge can do is drop the flag to signify the timers to stop the clock. The timer will then tell the Judge and scorekeeper if the time was within the maximum time allowed. A courtesy warning may be given to the team at 30 seconds prior to the maximum time allowed.
3. There must be 30 head of cattle in the arena when a team competes, except in the event that injured or escaped animals have been removed and management has

opted to complete runs in that particular herd. If this situation occurs and the number of that injured or escaped animal has not been used previously, that number will be deleted from the order of go. In the event more or less than three assigned cattle are discovered within the herd the team(s) in this situation will receive a rerun at the end of the herd on their previously assigned number. In the event a number is called twice in the same herd the second team drawing the duplicate number must rerun. Teams awarded a rerun for these reasons will not carry forward any penalties to their reruns. Times for all other teams on the herd will remain the same.

4. Herds of cattle will be changed every ten runs regardless of no shows. In order to achieve better herd management, herd changes may be rotated more frequently.
5. All cattle will be unified & settled (bunched) within the mandatory markers on the cattle side of the start line before time begins. The Line Official will raise the flag to signal when the arena is ready. All team members are expected to move promptly into position to start and must proceed immediately if instructed to do so by either official. The Judge may grant a short rest of not more than 30 seconds to a competitor with back to back runs. The team that takes a short rest must turn and face the pen end of the arena so as not to obtain an unfair advantage over other competitors in spotting cattle. Time begins when the nose of the first rider's horse crosses the start line. The drop of the flag to start the run deems the team is committed to their cattle. Riders will be given their cattle number as they cross the start line. Teams delaying in entering the arena within a 30 second time limit between teams will be disqualified (unless waived for good cause) from competing in that class for that day and will forfeit their entry fee. If a team is a no show, the cattle number drawn for that run will be used for the next team so that the maximum number of teams (10) will compete in each herd. The announcer shall announce, frequently, the competing team's assigned cattle number for the benefit of the competitors and spectators.
6. Once committed to the cattle, the team is completely responsible for their animals. If an animal leaves the arena either over or through a fence or gate the team can be disqualified for unnecessary roughness, given a time on their remaining cattle, or awarded a rerun at the Judge's discretion.
7. If an unassigned cow (trash) crosses the cattle / start line at any time during the run, the team will be disqualified. Cattle will be judged over the cattle/start line when all four feet are over the line.
8. Time will AUTOMATICALLY be called as soon as all four (4) feet of all three (3) cattle are in the pen and all of the riders and horses are on the pen side of the line. This will be signified by the Judge dropping the flag as soon as all of these conditions have been met.
A team may call time MANUALLY by any team member any time after one or more cattle have been penned. To call for time "manually" one team member's

horse's nose must break the plane of the gate and that team member must raise a hand above their shoulder. The Judge's flag will drop when the first horse's nose breaks the plane and that rider calls for time and time will be given on the number of cattle fully in the pen when the rider called for time. If a team calls for time with only one or two of their cattle in the pen, the remainder of their assigned cattle do not have to be on the herd side of the cattle line.

The Judge signals for time to stop on the conditions that occur first, whether automatic or manual.

- a) A cow judged as penned must be completely in the pen (all 4 feet).
 - b) If all 3 cattle enter the pen before all 3 riders are on the pen side of the line, time will not stop until the Line Official signals to the Pen Judge that all riders have crossed to the pen side (all 4 feet of horse(s)). Only the Pen Judge can signal to the timer when time stops. In this situation, if any cattle escape the pen while waiting for rider(s) to cross the line, cattle may be re-penned.
 - c) If a team calls for time "manually" (see above for definition) and all riders and horses are not on the pen side of the line, the team will be disqualified.
 - d) A rider whose horse totally enters the pen shall not be disqualified.
9. Two herdholders will move penned cattle back to the herd following a run. The herdholders will ensure the herd is settled and unified between the mandatory markers. Herdholders attempting to disturb the herd – splitting pairs or 'burying' unused numbers can be called for Unsportsmanlike Conduct. Herdholders must face the herd and control the herd in this position until the number is called. The herdholders are to exit along the outside edge of the arena immediately upon the number being called and not in front of the competing team. The function of the herdholder is to ensure the herd is settled and unified.
10. Reruns and restarts will only be given for Mechanical Failure or Management Error. In the event a management error or mechanical failure is detected early in a run, the team will be given a restart. Restarts differ from reruns in that a restart is something that occurs within the first few seconds of a run that unfairly impedes the team competing. Several examples of restarts may be: failure for the announcer to inform the team of their assigned number in an appropriate time, duplicate numbers being announced, herdholder interference, failure of the timeclock or an animal bolting from the herd. Restarts will occur immediately and on the same assigned number. Reruns may be granted by the Judge for mechanical failures or management errors that might occur during the run. The team must declare their intention to seek a rerun before leaving the arena through polite request to the Judge. The herd is not to be released until the dispute is resolved. If a rerun is granted, it will be given at the end of the same set of cattle using the same numbered cattle. The team cannot better the time at which the mechanical failure or management error occurred to cause the rerun. The team may decline the rerun except in circumstances where a rerun must be taken due to duplicate numbers being used in the herd or more or less than three assigned cattle in a

misnumbered herd. If a rerun is necessary for more or less than the assigned number of cattle in the herd or a rerun is granted due to cattle numbers being obscured, the team will not incur any time penalties on their rerun. In the event that a team rides out of order, their time and number of cows will stand. No re-ride will be given for the team(s) riding out of order. Once the problem has been identified, the next going forward team will be correctly aligned.

- a) If a team observes an unfit, injured or unidentified animal before committing to the cattle, the team must notify the Judge. Once committed to the cattle by crossing the start line, the team is completely responsible for their animals. If a cow becomes incapacitated (injured, winded, lays down) the Judge has the right to stop the run and the team will not be given a rerun as “luck of the draw” will apply. If an animal leaves the arena, either over or through a fence or gate, the team can either be disqualified for unnecessary roughness, given a time on their remaining cattle or can be awarded a rerun depending on the Judge’s decision. If any extraneous animals such as dogs enter the arena, it will be the Judge’s decision whether or not to grant a rerun.
 - b) Management should make sure all cattle are healthy, two-eyed and workable. Even so, an animal may occasionally be hurt during the contest or a wild one may jump out. Exceptionally wild cattle should be eliminated before the contest. Injured cattle are to be removed immediately and management may decide to go on in that particular herd with less than 30 head of cattle in the herd.
11. Contact with or hazing cattle with hats, ropes, reins, bats, romals or any other equipment or apparatus is a disqualification. Romals or reins may be popped on the rider’s leg or saddle.
 12. The fall of a horse and/or rider shall not eliminate the entry. Any attempt by a dismounted rider to work cattle before remounting will result in a disqualification. A team with one or more dismounted riders may call for time providing all riders and horses are on the pen side of the line or time will end automatically once all three cattle are in the pen. Outside help for dismounted riders by anyone other than their team mates in the arena will result in disqualification.
 13. If, in the opinion of the Judge or the Line Official, unnecessary roughness occurs, the Judge or Line Official will stop the run immediately at the point of the infraction. The team will be awarded a no time. Unnecessary roughness which will result in disqualification includes but is not limited to:
 - a. Causing cattle to jump other cattle or making them leave the arena.
 - b. Excessive bumping, biting or stepping on the cattle by the horse.
 - c. Rider forces a cow to slam into the arena fence.
 - d. Cattle bumping at the entrance to the pen.
 - e. Slamming cattle into the back panel of the pen.

- f. Hitting cows broadside.
- g. Knocking a cow down.

The Judge only may call an “intentional or irresponsible roughing”. A rider awarded an intentional or irresponsible roughing will be eliminated from competition at the show at which the infraction(s) took place. The rider may also be subject to further suspension and monetary fines as deemed appropriate by the sanctioned association and/or the CTCPA.

The CTCPA and/or the sanctioned association reserves the right to review any roughing infraction(s) by an individual and the right to assess further penalties if necessary.

14. Unsportsmanlike conduct by a team and/or rider may result in disqualification. Unsportsmanlike conduct is defined as abuse of one’s horse or cattle, excessive use of foul language, intoxication in the arena or on the grounds or any other conduct felt to be detrimental to the sport of team penning. Abuse of one’s horse may include but is not limited to excessive jerking, spurring, whipping, slapping or kicking or riding a horse that is visibly lame, sick or emaciated. Unsportsmanlike conduct may also be levied against a rider showing disrespect, physical, verbal or written abuse to a Judge, Line Official, Show Management, or any Show or facilities staff. Any rider who shows disrespect to those parties listed in the previous sentence will be awarded an unsportsmanlike conduct and will be disqualified for that day of competition and all entry fees for the day will be forfeited. This rule is to be enforced by the presiding Judge, Arena Director and/or Show Management.

The sanctioned association and/or the CTCPA reserves the right to suspend any rider from competing in the balance of the show at which the offense took place and further, will review the offense to determine if further suspension is required.

Unsportsmanlike conduct may also be levied for any physical, verbal or written abuse to any member of a rating committee regardless if it occurs during or outside of a sanctioned event. This rule will be enforced by the local association and/or the CTCPA.

15. Spotting of cattle is not allowed and if blatant spotting occurs, the competing team will be disqualified immediately and given a no time. Spotting is defined as any assistance given to the competing team that assists them in finding their cow at the herd end of the arena. Riders discovered spotting by any person outside of the arena through the use of code words such as look (left), ride (right) or by the use of any electronic communication device (i.e. ear phone etc.) will be awarded an unsportsmanlike conduct and will be disqualified for that day of competition and all entry fees will be forfeited. This rule is to be enforced by the presiding Judge, Arena Director and/or Show Management. The CTCPA should also be notified of

these serious infractions and the rider(s) may be subject to further sanctions by the CTCPA Board of Directors. All decisions will be final.

16. Continuing to work cattle after the run has ended may result in a fine of \$30.00. This fine must be paid before the competitor can compete further.
17. If horses are found to be unattended in the hitching ring, the announcer will announce the fact and the rider will be given 5 minutes to attend to the horse. If the horse is not attended to after the 5-minute warning, a fine of \$10.00 will be assessed. The fine must be paid before the competitor will be allowed to compete.
18. Decisions of the Judge and Line Official are final and no disputes will be allowed. Penalties and reruns given by the Judge will be announced.
19. Should there be a discrepancy between a printed rule book and the rules as posted on the CTCPA web site, the rules posted on the web site shall prevail.
20. Judges and Line Officials cannot coach riders or provide assistance as to which numbers have or have not been used.

ORDER OF GO

- a) Team positions for the 1st go-round and cattle numbers will be assigned by an impartial draw. Once the order of the draw is established it cannot be changed.
- b) The second go-round shall be run in the reverse order of the 1st go-round placing (i.e. the slowest time goes first, fastest time goes last). In the event of a tie after completion of the 1st go-round, the order of the tied teams will be the reverse of how they entered in the 1st go-round.
- c) In the event of a tie after completion of the second go-round, tied monies and points will be divided equally, except in the event that management has opted to follow the CTCPA tie-breaking rules.
- d) In the event of a third or fourth go, the team must pen to advance.

PLACING AT SANCTIONED PENNING

- a) The placing in a class at sanctioned penning is determined on the aggregate scores of cattle penned and times obtained in 2 or more go-rounds. Usually only the top half of the teams are eligible to compete in the 2nd round. The number of cattle penned takes priority over the time obtained.
 - i. A no time or disqualification will be recorded as a no time.
 - ii. Times will be recorded to the nearest hundredth of a second.

- iii. b) Times and cattle penned by all participants will be recorded.

- c) CTCPA Tie Breaking Procedure: In certain circumstances there is a need to break a tie between two or more teams. To break this tie, a flip of a coin will decide which team shall go first. Each team will have one chance to pen one cow. When the Judge raises the flag to start the run, the team can elect to pen any one cow. The team with the fastest time penning one cow will be deemed to have won and will be ranked higher than the other team(s) involved in the tie. In certain circumstances there is a need to break a tie between two or more riders when high point rider awards are involved. To break this tie, a flip of a coin will decide which rider shall go first. Each tied rider will select one rider to pen with them in the tie-breaker. The selected penner must have been a team member of the tied rider on a previous team in that class. The two-person team will have one chance to pen one cow. When the Judge raises the flag to start the run, the team can elect to pen any one cow. The tied rider must be the rider to select the cow from the herd and call for time. The team with the fastest time penning one cow will be deemed to have won and the rider will be ranked higher than the other rider(s) involved in the tie.

TEAM CATTLE PENNING CLASSES

1. YOUTH

- a) The youth classes will consist of a Junior Division of which riders are 12 years of age or under as of January 1st (a show year is from January 1st to December 31st) and a Senior Division of which riders are 13 to 16 years of age as of January 1st. The Senior Youth class is optional and is offered at the discretion of individual associations.

- b) In the Junior Youth class, two youth must ride with one adult. The adult must be 18 years of age or older. The change out of the rider in the Junior Youth class must be a Youth. In the Senior Youth class all riders are Youth. No cross-entries between Junior and Senior Youth classes are allowed.

- c) In the Junior Youth classes, a youth must enter the herd prior to the adult and must initially do the larger portion of the work involved in bringing each of the cattle out of the herd. The adult is allowed to assist the youth with any animal and may re-cut any animal that has returned to the herd after initially being separated by a youth. If the team calls for time “manually”, a youth must signify for time at the pen.

- d) In the event of only one entry in the Youth Class the team will be allowed to pen, be allocated 1 point and show credit and will be paid 1st place prize money.

- e) Junior Youth riders must wear a proper helmet.
- f) All Junior and Senior Youth riders will be rated according to CTCPA rating procedure and standards. Eligibility to compete in either the Junior or Senior Youth classes is determined by age.

2. Sanctioned Classes

For a penning competition to be sanctioned as and/or stand as one qualifying show for the National Finals it must offer a minimum of 4 classes. The following classes or combination of classes must be offered:

- 1) Junior Youth**
- 2) one class rated 7 or lower**
- 3) one class rated 7 or higher**
- 4) one class rated 10 or higher**

The combined rating of all 3 riders must not exceed the class number.

For example in a 7 class the combined rating of all 3 riders cannot exceed (7): 4-2-1 3-3-1 5-1-1.

DRESS CODE

- 1. All contestants must wear a western hat or protective helmet, boots and a long sleeved collared shirt which is tucked in at the waist or jacket with cuffs covering the wrist. Western style long pants (jeans without holes) are required. In the event that a contestant has a mishap during penning and a button or snap is torn off or broken, this is not to be considered an infraction of the dress code. All contestants are encouraged to maintain a western image.
- 2. In the case of a dress infraction, a fine of \$10.00 is to be levied against the individual team member. The individual will not be allowed to compete in further penning until the fine is paid in full. The Judge will notify the individual being assessed the fine at the completion of the run.

SHOW REGULATIONS

- 1. All entrants in a CTCPA sanctioned show must be CTCPA members and must have a rating issued by the CTCPA. The CTCPA will issue a saddle tag with the member's rating number. All members must attach these rating tags so as the rating number is clearly visible. The first tag will be issued as part of the membership fees. Subsequent tags, if lost, may be purchased from the show

- secretary. A non-member may compete only if he/she completes either the membership renewal or criteria form and submits it with payment to the show secretary. He/she will be assigned a temporary number for that particular show only (or consecutive two day show). After the show, the form will be processed by the CTCPA and the penner will be issued his/her official rating. Points will not be awarded nor money paid unless membership dues have been remitted and a rating issued by the CTCPA has been verified by the show secretary.
2. The rules and bylaws of the CTCPA will govern a sanctioned penning. Amendments to CTCPA rules may be made by sanctioned associations to suit local needs upon approval by the CTCPA Board of Directors.
 3. All sanctioned penning competitions must offer a minimum of 4 Classes: Junior Youth (if available); one class #7 or lower; one class #7 or higher and one class #10 or higher. The Sr. Youth class is optional and is offered at the discretion of individual associations. If there are insufficient teams entered to justify a class, the class may be deleted. Other classes may be added by sanctioned associations if all of the aforementioned classes have been offered. The intent is to offer a range of classes so that all riders have a place to compete regardless of their rating.
 4. Each sanctioned association must carry adequate liability insurance.
 5. A cattle charge will be levied on all participants at each penning. The cattle charge may vary depending on the cost of the cattle being used and the number of participants.
 6. The rules and payout schedule should be posted at every sanctioned penning.
 7. Working area in sanctioned pennings must be a minimum of 60 feet by 160 feet.
 8. The CTCPA reserves the right to alter or amend any rule according to special circumstances.
 9. All Judges and Line Officials must be certified by the CTCPA and must attend a Judges Clinic. Judges and Line Officials must be members in good standing of the CTCPA.
 10. Numbers will be a minimum of 6 inches wide and will be from 0 to 9 and displayed on each side of the animal behind the shoulder. Any number(s) that is unreadable on either side when they enter the arena shall not be used at the discretion of the Judge. The number shall be replaced before the animal is recycled into the arena.
 11. A rider must ride a minimum of three (3) times during a show in order for that show to count and qualify as a sanctioned show.

ARENA AND PEN DIMENSIONS

The start/cattle line must be marked with chalk, flour or lime if a 1 person official system is used. Anytime a 2 person system is used in officiating, the Judge shall work the finish line (pen) and the Line Official will work the start/cattle line. If a 2 person system is used, marking of the chalk line is not required provided the line is marked on the wall. Also, if a 2 person official system is used, the line may be marked by either one of the following methods:

- (1) The full width of the arena, or (2) marked 10' from each sidewall of the arena. If using the 2 person official system, the Line Official is responsible for starting teams and calling "trash".

The cattle line shall be placed at 40-50% length of the arena from the cattle end, except in instances where the working area of the arena exceeds 200 feet in length. In this instance, management may opt to use a 30% cattle line. With implementation of the No Trash rule, it is recommended that the commonly used foul line of 40% be increased to up to 50% depending upon the arena set up. For larger arenas, if a 30% foul line is used it is recommended that up to a 40% foul line be used.

The finish line is placed at 75% length of the arena from the cattle end. The "hole" is always 16 feet. Depending on the size of panels used, the pen opening will be from 8 to 12 feet and the length of the pen sides will be from 16 to 24 feet. The length of the pen sides may be extended if arena conditions allow. A banner must be placed on the back side of the pen. Banners are not to be placed on the front panel of the pen adjacent to the opening or on the "wing" of the pen.

POLICIES AND PROCEDURES

RATINGS

Goals

The purpose of rating each member is to provide a fair and level playing field for all members. No one should be riding with an advantage or be disadvantaged when competing with other members.

It is stressed that at any time, when determining the rating of an individual, rating committees must not consider the effect on the individual member but the effect on the membership as a whole. If the member pens like a 3 then they are rated a 3. If they pen like a 2 then they are rated a 2. The individual's age, length of time penning, existing teams or the fact they may skip a rating level altogether, simply do not enter into the equation. The penner's ability dictates what their rating should be.

When rating a penner, rating committees cannot consider personal relationships, emotions or conflicts of interest. The decision must be based solely on the individual's ability. The rate of improvement the individual has shown and the likelihood of significant improvement by the end of the year should also be considered. It is the responsibility of the CTCPA Rating Coordinator to ensure that all riders in regional associations are rated on a level playing field across the nation.

The biggest test of the ratings system is when penners across all associations compete in shows such as the National Finals and other large shows. A #4 from one association should pen similar to a #4 from any other association. If even one penner competes at a show and is incorrectly rated, he or she has been given a competitive advantage, all other penners have been disadvantaged and the integrity of the CTCPA Ratings System is put in jeopardy.

The purpose of the CTCPA Rating Coordinator position is to ensure every rider, no matter which regional association they belong to, is rated at the appropriate level. The CTCPA is responsible for the integrity of the rating system and as such, the CTCPA AS OWNERS OF THE RATING SYSTEM will have the final say.

Procedure

An affiliate member joins a CTCPA association. Fees are taken by that association secretary, which include CTCPA fees. The association secretary submits the affiliate membership application and corresponding fees to the CTCPA office. The association secretary forwards any new member criteria form to the CTCPA Rating Coordinator. The CTCPA Rating Coordinator contacts the Regional Rating Chairperson to confirm and/or discuss the rating of the affiliate member after which the member is issued a temporary rating number. The CTCPA Rating Coordinator will have a rating person available at each sanctioned show that will be responsible for rating any new member appearing to compete at that sanctioned show. Once their membership is received, new members' ratings will be reviewed by the CTCPA Rating Committee and a final rating issued. Ratings will be reviewed by the CTCPA Rating Committee prior to the commencement of the next year's competition. In few cases, there are those members who will undergo further review in the new competition year prior to receiving a rating for that year. It must be understood that members are constantly under review and ratings are subject to change in accordance with the CTCPA rules.

Ratings

The CTCPA has a 7 number rating system as follows:

7 – A number 7 penner is a top notch penner who has exceptional skills and excels in all areas of penning. Any rider that is rated as a # 6 or # 7 by any rating system other than the CTCPA will be designated as a # 7 until rated by the National Rating Committee of the CTCPA.

6 – A number 6 penner has elite skills, is highly proficient in all areas of penning and is highly competitive.

5 – This penner is proficient in all areas of penning.

4 – This penner is above average in most areas of penning.

3 – This penner is average in most areas of penning.

2 – This penner is developing his/her skills where they are no longer a beginner yet are not achieving overall average penning skills.

1 – This penner is well below average in penning skills and is most likely a new rider or a new penner or a penner who needs to develop in most areas of penning. A # 1 penner might also be a former seasoned penner who can no longer be competitive riding above this rating because of age, health or physical ability.

Novice – This penner is a new rider that has never penned before. They must make a request to the Rating Coordinator, see process below in bold under New Rider Rating.

Criteria

This is a list of some criteria that should be used when evaluating a penner's rating:

1. Riding ability
2. Ability to read a cow
3. Ability to react to a situation
4. Ability to play different positions
5. Communication skills
6. Coaching ability

A seasoned rider may be lowered if the Rating Committee determines their ability has declined due to other circumstances.

Rating Process

The CTCPA will have an Administrative Committee made up of 3 CTCPA Directors, of which one shall be the CTCPA President. The CTCPA Administrative Rating Committee is responsible for managing the position of the CTCPA Rating Coordinator. They are to coordinate any issues that arise from the rating process (procedure issues, appeals, communication, Rating Coordinator evaluation, etc.) but do not rate members.

The CTCPA Rating Coordinator, who reports to the CTCPA Administrative Rating Committee, is responsible for selecting Regional CTCPA Rating Chairpersons. The Regional CTCPA Rating Chairpersons and the CTCPA Rating Coordinator will work together to form the Regional Rating Committees.

The CTCPA Rating Chairpersons with the support of the Regional CTCPA Rating Committee Members are to work with the CTCPA Rating Coordinator to rate members.

The Regional CTCPA Rating Chairperson and Regional CTCPA Rating Committee Members should be members with an assigned rating of at least a #4 level. In the event #4 or higher rated members are not available, the CTCPA Rating Coordinator may approve the use of lower rated members. A Regional CTCPA Rating Chairperson may be asked for input on a member(s) outside of their geographic region.

1. Each year, the CTCPA Rating Coordinator will visit each association and work with the Regional CTCPA Rating Chairpersons to rate members at the appropriate level. Ideally, the CTCPA Rating Coordinator (or his/her designate) will visit each association prior to their year end to review rider's ratings.
2. Attempts will be made for all Regional Rating Chairpersons to attend the National Finals Show annually to review policies, procedures and member's ratings. The CTCPA Rating Committee will make every attempt to have the next year's ratings completed and posted by the end of the calendar year. Ratings must be considered as to which level the rider will be competing at mid-year.

New Rider Rating

New members are to submit a "New Rider Form" to their regional association. The regional association will forward the application to the Regional CTCPA Rating Chairperson and the CTCPA Rating Coordinator. The information provided from the membership application forms will be used to establish a temporary rating for the new member until such time as the new member has been reviewed by a rating committee and issued a confirmed rating.

The Regional CTCPA Rating Chairperson will request the CTCPA Rating Coordinator to also review the rider. The CTCPA Rating Coordinator may or may not elect to do a review depending on the discussions with the Regional CTCPA Rating Chairperson.

During the first 3 shows the rider competes at, the rider will be reviewed. The CTCPA Rating Coordinator will ensure CTCPA Rating Committee representatives are available to review and rate members.

Returning members shall be assigned their previous CTCPA rating until such time as the returning member has been re-evaluated.

Novice Rating - By request to the Rating Coordinator, a beginner rider may ask to be rated a novice to ride in the 5 Class only for a maximum up to 6 shows, then that rider will automatically be rated a # 1 or higher.

Mid Year Review

The Regional CTCPA Rating Chairperson and/or the CTCPA Rating Coordinator may request that a rider's rating be raised or lowered prior to the rider completing half of the local association's sanctioned shows. Since the ratings will be done in the fall prior to the upcoming year, there may be circumstances where a rider may show marked improvement or a decline in penning skills that were not expected. If riders are moved before they have finished half of their local associations sanctioned shows, their number is changed everywhere immediately. If it is deemed necessary to move a rider after their home organization has completed half of their sanctioned shows, the rider is allowed to finish the year in their association riding at their original assigned rating but must compete with their newly assigned rating at any competition outside of their home association.

Appeal

There are 2 types of Appeals:

1. At any time, but not more than once per calendar year, a penner may appeal his or her own rating.
2. At any time, any penner may appeal another penners rating. The same penners rating may not be appealed more than once per calendar year.

The Appeal Committee will be comprised of 3 members as selected by the CTCPA Administrative Rating Committee plus the CTCPA President. The three members of the Appeal Committee shall be comprised of members from the rider's Regional Ratings Committee(s). The CTCPA President will preside as chair of the Appeal Committee.

1. If a penner wishes to Appeal his or her rating:
 - They must send in a letter to the CTCPA with the appeal. The appeal must only speak to the riders rating with regard to the Ratings Criteria.
 - The appeal must be accompanied by \$250.00.

- Once the CTCPA Administrative Rating Committee receives the appeal, they will set up an appeal date with the Appeal Committee.
- The Appeal Committee will hear the evidence provided by the Appellant.
- The Appeal Committee will then hear the evidence provided by the CTCPA Rating Coordinator.
- The Appeal Chair will then ask the Appellant and the Rating Coordinator to leave the room/phone and the committee will deliberate on the appeal.
- The Appeal Committee can only review evidence as it pertains to the ratings criteria. Under no circumstances can it give any substance to:
 - i. Age
 - ii. Effect on teams/high point calculations
 - iii. Petitions
 - iv. Personal reasons
 - v. Political reasons (i.e. sponsorship, the penner will quit, etc.)
- The Appeal Committee will give its decision which can only be:
 - i. Accept the appeal
 - ii. Deny the appeal
- The Appeal Committee can only issue one rating to a penner for the year (i.e. a penner cannot have one rating for one association and one for another).
- If the appeal is successful, the Appellant will receive \$200.00 back and \$50.00 will be retained by the CTCPA as an administration fee.

2. If a penner wishes to Appeal another penner's rating:

- They must send in a letter to the CTCPA with the appeal.
- The appeal must be accompanied with \$250.00.
- Once the CTCPA National Ratings Committee receives the appeal, they will set up an appeal date with the Appeal Committee.
- The Appeal Committee will hear the evidence provided by the Appellant.

- The Appeal Committee will then hear the evidence provided by the CTCPA Rating Coordinator.
- The Appeal Chair will then ask the Appellant and the Rating Coordinator to leave the room/phone and the Committee will deliberate on the appeal.
- The Appeal Committee can only review evidence as it pertains to the ratings criteria. Under no circumstances can it give any substance to:
 - i. Age
 - ii. Effect on teams/high point calculations
 - iii. Petitions
 - iv. Personal reasons
 - v. Political reasons (i.e. sponsorship, the penner will quit, etc.)
- The Appeal Committee will give it's decision which can only be:
 - i. Accept the appeal
 - ii. Deny the appeal
- The Appeal Committee can only issue one rating to a penner for the year (i.e. a penner can not have one rating for one association and one for another).
- If the appeal is successful, the Appellant will receive \$200.00 back and \$50.00 will be retained by the CTCPA as an administration fee.

PENNING ETIQUETTE

In order to promote Team Penning as a spectator sport and ensure shows are operated as efficiently as possible the CTCPA encourages the following:

- Sportsmanship - Respect your fellow penners, officials and volunteers.
- As a courtesy to fellow penners, officials and spectators, competitors (including Youth) are encouraged to refrain from high pitched screaming.
- Losing a Hat - Losing a hat adds additional time to the length of the show.
- Promptness - Know your order of go and be at the gate when called. Following your run and/or herd holding, exit the arena as quickly as possible (discuss your run outside the arena).

- Herd Holding - Hustle to the herd following your run to complete your herd holding duties. Herdholders are to stay in place and exit arena immediately upon the number being called. Herdholders should exit close to the outside walls so as not to interfere with the next competing team and no attempt should be made to “bury” cattle or “split pairs”.
- Herdholders should be positioned at the side of the herd and facing the herd so as not to obscure numbers from the next competing team.

RECOMMENDED TECHNIQUES FOR HERD SETTling

It is recommended that no more than 6 riders participate in settling cattle. The herd settlers you select should be experienced cattle handlers and should ensure that each herd is as uniform as possible in regards to weight and color. Always use the cattle end of the arena to settle cattle, not the pen end. Cattle should be brought into the arena and held in a uniform manner against the back wall of the arena. One rider should begin working the perimeter of the herd by walking and trotting in front of them. After the cattle are sufficiently used to the horse and rider in front of them, the rider may begin working through the center of the herd, to the back wall and then to the side of the herd. Then the rider is to go through the center of the herd again and to the other side wall of the arena. The cattle should be moving to the center of the arena throughout this process. The process should be repeated several times. Hold back riders should be assisting in “curling” the cattle back to the herd and ensuring that escaped animals are sent back to the herd again. The goal is to have the cattle become accustomed to a horse and rider in their midst and to have the cattle wanting to turn back to the center of the herd and arena. The cattle should then be taken as a herd to the pen end of the arena and coaxed through the pen. Try to prohibit overcrowding, particularly through the pen and gate. It is important that no animal escapes through the “hole” side of the pen during this process. This is a good time to inspect the cattle for lameness, sickness or eye deformities, as well as counting them. After the herd has been through the pen once, the herd should be taken to the cattle end of the arena, centered, held for a moment and then released. This process should take no longer than ten minutes, although times will vary depending on the disposition of the cattle.