



# PROMOTER INFORMATION PACKAGE 2025

This pack contains the information a new Promoter and Secretary will need to run an ATRA Jackpot. It may seem overwhelming, but you will have the full support of Office staff and our Board of Directors. If you have any questions after reading the pack, don't hesitate to contact any of the people listed on Page 4 as they will be only too willing to help you.



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## DEAR TEAM ROPING ENTHUSIAST,

Thank you for your interest in promoting an ATRA event. As a new promoter the enclosed information package will give you an overview of how the Association operates and how to conduct a successful ATRA event. Please keep it in a safe place as it will become an important referral source.

Some brief points to note when planning your ATRA event:

- ▶ **Notice to Run Form & Event Flyer:** Required no later than 14 days prior to the event. Event flyer must include date, address, contact details, entry fees and the amount (%) of add back for each event being advertised (the ATRA recommends a minimum add back of 60% of the Posted Entry Fee). The Notice to Run digital form is available on the ATRA website or can be completed in hard copy and emailed to Head Office. The flyer can be designed by yourself and sent to Head Office as a jpeg or a generic flyer can be uploaded for you. Check [www.teamroper.com.au](http://www.teamroper.com.au) and click on the calendar link for examples.
- ▶ **Our website [www.teamroper.com.au](http://www.teamroper.com.au)** includes all information regarding the ATRA. Here you can view results, look up member classification numbers, check upcoming events or clinics, download forms, and keep abreast of changes within the Association. Facebook and Instagram other major sources of publicity used by the Association.
- ▶ **Levies payable to the ATRA:** \$8 per entry for senior events, \$5 per entry for junior events and \$4 for unaffiliated events. There is an option to run a non-point roping with levies being \$4 per event. Tiny Tots barrel race (7 years and under) and Junior Looper program (13 years and under) do not incur levies, nor do they need to pay membership however membership/event form must be filled out.
- ▶ **Format:** Availability of stock will come into consideration as you decide what events to include on your program. You are free to choose which events you conduct however our preferred format is #5 Machine Roping (#3 cap), #8, #10, #12, and Open Team Roping, 3D Barrel Race, Ladies Breakaway Roping, Junior Barrel Race (age groups 7 & Under, 8 to 12 years and 13 to 17 years), Junior Breakaway Roping, Rope & Tie and Steer Wrestling. Junior roper development is a major focus of the association, so we encourage you to add as many junior events to your program as feasible. We also encourage you to have a junior looper dummy roping if you have any small keen family members.
- ▶ **Stock:** Your supply of high-quality roping cattle is crucial to a successful roping. An indication of how many, how much & the availability of, is one of the first factors your event will need to consider.
- ▶ **Paperwork:** Head Office can provide you with comprehensive support to assist you with the running of your event. A tailor-made package is available from the office which can either be used manually or with a computer along with instructions on how to run your event efficiently and easily. A minimum of two office staff is highly recommended.
- ▶ **Bonus Points:** As an incentive for promoters to have posted prize money, the ATRA awards Double Points to any roping that has either \$500 posted prize money or runs over 5 or more head in a single event. i.e., a 5 head team roping or an Open Roping with \$500 posted prize money. Triple points apply to any roping that has either \$1,000 posted prize money or 10 head in an event. Promoters are only permitted to run 2 bonus points events per category, per season. These events can be progressive.

It is our aim to grow and increase the running of Jackpots throughout Australasia whilst offering the opportunity for new and developing ropers to learn more about the sport of Team Roping.

Yours sincerely,  
ATRA Secretary



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# ATRA HISTORY & OVERVIEW

A meeting was held at Warwick Rodeo October 2006 where it was decided by a number of dedicated people to start a not-for-profit member-based association to represent the sport of Team Roping in Australia & New Zealand. An association that would provide each member with a voice and equal representation as part of a national framework. This was a forward step for Team Roping in this country. The founders believed that an Australasian membership based not-for-profit association would lead to growth and long-term sustainability for Team Roping as a sport.

A system of governance was established that encourages all members to have a voice and an active role in the association.

## OFFICE BEARERS

|            |             |              |
|------------|-------------|--------------|
| President: | Peter Swain | 0458 704 393 |
| Secretary: | Nathan Day  | 0439 912 574 |
| Treasurer: | Nathan Day  | 0439 912 574 |

## COMMITTEE MEMBERS

|              |              |                 |              |
|--------------|--------------|-----------------|--------------|
| Greg Harris  | 0436 480 649 | Debbie Height   | 0428 589 998 |
| Shane Kenny  | 0429 727 108 | Terry Flute     | 0427 418 541 |
| Brian Lovett | 0488 735 111 | Alistair Malone | 0438 841 207 |

These executive positions are voted on each year at the Annual General Meeting hosted at our National Finals.

Each year the Association holds its National Finals at Capella, QLD. Trophies and prize money for this event are the highest for any timed event Association in Australia.



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# EVENT PREPARATION

## AT LEAST TWO WEEKS PRIOR TO ROPING:

- Send Notice to Run event, event flyer & request for Public Liability Insurance documents to Head Office with payment of \$550 (Affiliation fee is due annually & runs for 12 months from the date paid)
- Ensure that the correct events & entry fees are on the website for competitors to see.
- Ensure you have done your risk assessment for your arena and taken appropriate action regarding this.
- A current First Aid Officer must be appointed for your roping.

## ONE WEEK PRIOR TO ROPING: *(if you are employing a secretary to do your office)*

- Send office person information with your entry fees and the break-up that they will require for working out payouts at the roping.
- Send the office person the Order of Events.
- Ensure that the correct entry fee and order of events are listed on the ATRA website.
- If you are taking pre-entries for the roping, we suggest that the promoter takes these entries and not the event secretary unless this has been arranged prior. Pre-entries usually involve phone calls being returned and this is best to be a cost incurred by the promoter and not the event secretary.
- If the event is pre-entry, send entries to office person by Friday for inclusion into roping program or draw sheets.
- Set up the event in either Arena Manager, excel, or paper timesheets however you are going to run the events.
- Print Classification List (this will be emailed from Head Office the Thursday prior to the event)
- A Current Members list will be emailed from Head Office - Print this & have at the office to check competitors are members as they enter, if they are not on the list they must pay event or full membership to compete.
- Complete and return (to Head Office) the ATRA Risk Analysis form no sooner than 1 day prior to the event.

## ROPING DAY:

- Have both Membership & Event Membership forms in easy access for members to complete (suggest that these are on a clip board, so they don't blow away, with pens handy).
- Have the Current Membership and classification lists available to check members are financial and that the Teams fit in the event they are entering.
- Set barrier appropriate for cattle.
- If using electronic timers, ensure the data is transferring into computer system correctly.
- Ensure that any sponsored signage is displayed in arena in accordance with sponsors agreement.



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# SETTING UP YOUR OFFICE

Make sure that the office is set up for your office workers. You will need two people in your office on the day of the roping. We suggest that you have a timekeeper who has a hard copy of the draw to record the times as well as the person on the computer entering the times. We find that the person doing the computer data entry is the best person to also announce the event if there isn't a separate announcer.

Your office set up is best done the day prior to the roping. It needs to ensure the following:

- Shade, wind, and rain protection.
- 2 tables – one long table for office workers and another table for ropers paperwork
- Cash tin with a float of at least \$1500 in assorted cash.
- Order of events posted on a notice board for competitors to peruse.
- Entry sheets on clipboards for ropers to write their entries on.
- Full Membership and Event Membership Forms.
- Computer – if using a computerized system.
- Current membership list.
- Current classification list.
- Printer.
- Stationary Items: Paper, stapler, pens, clip boards, envelopes for payouts.
- Stop watches for back up in case of automatic timer malfunction.
- Spare batteries for timers.
- Notice Board—for results, to display First Aid person's name and phone number, and Affinity Certificate of Currency.
- First Aid Kit



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# YOUR EVENT SECRETARY

Your Event Secretary is your go-to person for running your event, and should be someone who is highly organized and competent. Their responsibilities include:

- Entering contestants into roping programs or draw sheets
- Conducting draws for each event – preferably two events in advance
- Adding late entries as “Ride-ins” and putting them on the list
- Shutting the office fifteen minutes prior to roping commencing to conduct draws and ensure timers are working
- Running events. The secretary should make sure they have a hard copy of the times as well as the computer time. The person on the timer should be given a draw to write down all times as a backup in case of any errors or questions from competitors

Try to have a ten minute break after each event and before the next event starts. In this time the event secretary can:

- Average the previous event that was run to work out the winners
- Calculate payouts for that event – alternatively, this can be done by the 2nd office person to save some time

- Finalise the draw for the next event
- Post the last event's results on the Notice Board
- Post the draw for the next event on Notice Board

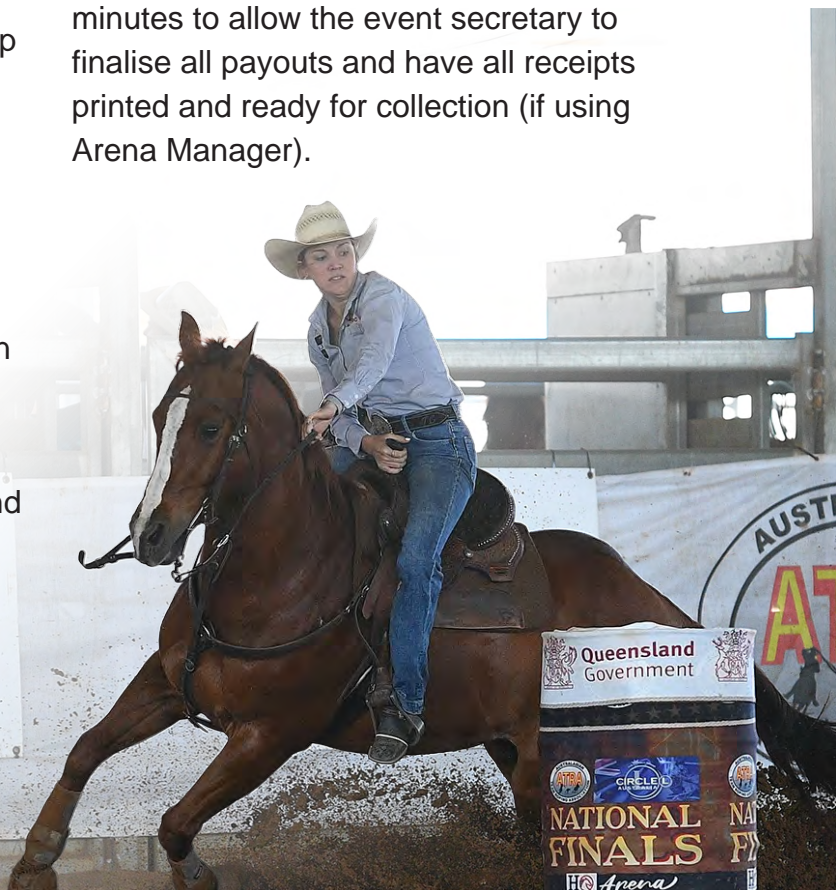
During lunch, the event secretary can:

- Make sure everyone has paid entry fees & membership fees
- Finalise any results of events that have been run
- Prepare for payouts
- Set up the draws for events to be conducted after lunch.

After the roping has been completed, it is advisable to shut your office for 20-30 minutes to allow the event secretary to finalise all payouts and have all receipts printed and ready for collection (if using Arena Manager).



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# POST EVENT FOLLOW-UP:

Please make sure that this is done either by the event secretary or by the promoter at your earliest convenience, but at least 10 days post event:

- ➡ Scan and email or post results and membership forms to ATRA Head Office. Please ensure that you send the average of each event so points can be allocated from plus ALL timesheets with all entries & times, even those competitors with no times.
- ➡ Head Office will issue an invoice for the levies and membership fees payable once the results are received and processed. Please do not deposit funds to the ATRA before this invoice is issued.

- ➡ Promoters to pay levies by direct deposit or by sending a cheque to Head Office. If we can be of any more help please do not hesitate to call one of your directors, regional representatives or ATRA Head Office.

If we can be of any more assistance, please do not hesitate to call one of your directors, or the ATRA Head Office.



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# ENTRY FEE BREAKDOWN

The ATRA Levies are taken out prior to Add Back being calculated. Levies are paid per entry as follows:

- \$8.00 for Senior members. Events that Junior members can compete in alongside Senior members is included in this levy.
- \$5.00 for Junior members.
- Non-affiliated event levy is \$4.00.

All other costs including stock levies are taken out of the balance of the competitor's entry fee payment. Promoters can adjust their Add Back as they see fit but the minimum Add Back should be 60%.

Quality of stock and the competitors seeing the value in their entry fee will ensure returning ropers.

## PRIZE MONEY BREAKDOWN

Although there is not a set prize money breakdown for the association, we feel that promoters have the aptitude to provide a fair and worthwhile break-up that rewards the competitors. We have found the most beneficial way is advertising the placings and add back in your poster prior to the event. Hence everyone is informed of the possible prize pools worth and how it will be split-up. The following is a guide used widely by promoters:

| PRIZE MONEY |                  |                   |                   |
|-------------|------------------|-------------------|-------------------|
| PLACINGS    | 1-10 COMPETITORS | 11-15 COMPETITORS | 16-20 COMPETITORS |
| First       | 60%              | 50%               | 40%               |
| Second      | 40%              | 30%               | 30%               |
| Third       |                  | 20%               | 20%               |
| Forth       |                  |                   | 10%               |

| PAYOUTS  |     |     |     |     |     |     |     |     |    |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|----|
| # PLACES | 1   | 2   | 3   | 4   | 5   | 6   | 8   | 10  | 12 |
| 1st      | 60% | 50% | 40% | 36% | 33% | 30% | 24% | 24% |    |
| 2nd      | 40% | 30% | 30% | 24% | 24% | 22% | 19% | 15% |    |
| 3rd      |     | 20% | 20% | 19% | 17% | 13% | 12% | 12% |    |
| 4th      |     |     | 10% | 14% | 12% | 11% | 10% | 9%  |    |
| 5th      |     |     |     | 7%  | 9%  | 9%  | 9%  | 8%  |    |
| 6th      |     |     |     |     | 7%  | 8%  | 8%  | 7%  |    |
| 7th      |     |     |     |     |     | 6%  | 7%  | 6%  |    |
| 8th      |     |     |     |     |     | 4%  | 6%  | 5%  |    |
| 9th      |     |     |     |     |     |     | 5%  | 4%  |    |
| 10th     |     |     |     |     |     |     |     | 4%  |    |
| 11th     |     |     |     |     |     |     |     | 3%  |    |
| 12th     |     |     |     |     |     |     |     | 3%  |    |



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# ARENA MANAGER COMPUTER PROGRAM

The Arena Manager program is recommended by ATRA Head Office. It enables promoters to handle large volumes of entries with the ability to:

- ▶ Take entries & entry payments (while checking classification numbers)
- ▶ Process a draw
- ▶ Setup short go rounds to suit your event
- ▶ Calculate results & averages quickly
- ▶ With regular updates from Head Office, classification numbers are kept current and you're able to enter competitors receiving an alert if the team is over the cap for that particular roping
- ▶ Upload results to head office quickly and efficiently

There are many benefits to using the Arena Manager Program. You can view the programs official website: [www.arenamanagementsoftware.com](http://www.arenamanagementsoftware.com).

For further information and costs of purchasing the program, contact Head Office.



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# DIVISIONAL BARREL RACING

## EVENT GUIDELINES

### DIVISIONS:

**1st Division:** Fastest time in the class and those who place in this division.

**2nd Division:** Fastest time in the class plus 1 second and those who place in this division.

**3rd Division:** Fastest time in class plus 2.5 seconds and those who place in this division.

### ONE RUN:

Each horse is run once, and the placings within each division are worked out based on the divisional splits.

**1st Division** – Fastest time in the class and those who place in this division.

**2nd Division** – Fastest time in class plus one second and those who place in this division.

**3rd Division** – Fastest time in class plus 2½ seconds and those who place in this division.

For example, divisions could be as follows: 15.599/ 16.599 /18.099 / 20.099. A contestant will be given a "no time" for knocking over a barrel.

### TWO RUNS:

When running the event over two (2) runs, the two (2) times will be added together and the divisions will double the splits between divisions.

**1st Division** – Fastest time in the class and those who place in this division.

**2nd Division** – Fastest time in class plus two seconds and those who place in this division.

**3rd Division** – Fastest time in class plus five seconds and those who place in this division.

For example, divisions could be as follows: 15.599/ 17.599 /20.599. A contestant will be given a "no time" for knocking over a barrel. If a competitor does not complete two (2) runs they will be placed at the bottom of the last division and points awarded accordingly.

### THREE RUNS:

When running the event over three (3) runs, the three (3) times will be added together and the divisions will triple the splits between divisions.

**1st Division** – Fastest time in the class and those who place in this division.

**2nd Division** – Fastest time in class plus 3 seconds and those who place in this division.

**3rd Division** – Fastest time in class plus 7½ seconds and those who place in this division.

For example, divisions could be as follows: 15.599/ 18.599 /26.099. A contestant will be given a "no time" for knocking a barrel. If a competitor does not complete three (3) runs they will be placed at the bottom of the last division and points awarded accordingly.



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# DIVISIONAL BARREL RACING

## EVENT GUIDELINES (CONT.)

### **No DIVISION (OPEN) BARREL RACE:**

If the promoter chooses to have an 'open' barrel race, then it is run as an open event, with points still being given to the horses only and paid out as a 1D. Please be aware that these event results (and associated points allocation) will still be processed as a 3D Barrel Race by Head Office.

### **JUNIORS:**

Junior events will be run as per an open barrel race with no divisions within each age group. Junior points are awarded to the child & they can only ride 1 horse in this event. Placing's 1-10 place in each event to be documented and sent to head office. Age groups are to be as follows for junior members.

**Tiny Tots** (7 and under; child cannot turn 8 in the membership year) – May be assisted. Points will be awarded on rider points with only one run per child being allowed.

**8 years to 12 years** (12 year olds cannot turn 13 in the membership year) – Points will be awarded on rider points, with only one run per child being allowed.

**13 years to 17 years** (17 year olds cannot turn 18 in the membership year) – Points will be awarded on rider points with only one run per child being allowed.

### **PAYOUT RECOMMENDATIONS:**

This system is recommended to ensure all events Australia Wide are on the same prize money breakdown scale.

If a 2 Division is run, the 1st Division pays out 60% of total prize money and the 2nd Division pays out 40% of total prize money.

If a 3 Division is run, the 1st Division pays out 50% of total prize money, the 2nd Division pays out 30% of total prize money, and the 3rd Division pays out 20% of total prize money.

Divisions can be paid out on the general rule of 40/30/20/10 as long as last place pays back the entry fee. For all Junior Barrel Races, the percentage payout recommended is 50%, 30%, 20%.



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# CLASSIFICATION CRITERIA

- **#2** - A beginner just getting started team roping. Can only rope the machine, has difficulty controlling both the rope and horse.
- **#2.5** - A beginner just getting started team roping. Can rope the machine, and live cattle, can control both the rope and horse, struggles to catch live cattle.
- **#3** - Can rope live cattle only, controls both the rope and horse, struggles to catch live cattle but is catching.
- **#4** - A roper with sound horsemanship and rope handing skills, is catching on average to slow steers but struggles on faster cattle.
- **#5** - A roper with good horsemanship and rope handing skills and catching faster cattle. A header who is catching more than they are missing 'but rides the barriers conservatively'. A heeler can sense being in time with the steer but struggles catching many steers in succession.
- **#6** - A roper with solid horsemanship and rope handing skills and catching all types of cattle, slow fast and changing direction, this roper is an NFR quality roper.
- **#7** - A roper with exceptional horsemanship and rope handing skills and catching all types of cattle, slow fast and changing direction. This roper is at the NFR every year. A header that dictates the speed of the run catching in the upper third of the arena, rides the barrier regardless of length. Can reach and catch all cattle, handles their steer, and rides an elite horse. The heeler is a solid catcher with the ability to speed up the run rides and ropes aggressively through the corner and dallying on a short rope.
- **#8** - A roper with exceptional horsemanship and rope handing skills and catching all types of cattle, slow fast and changing direction. This roper is at the NFR every year. A header who rope all steers slick around the horns, and doesn't miss, this is the elite header. A heeler who ropes all steers by two feet, third of fourth jump around the corner. They can rope consistently on the first or second jump around the corner and dallying on a short rope, this is the elite heeler.
- **#9** - A header and heeler whose number is a 9 in the USTRC or a PRCA NFR qualifier.
- **#10** - A header and heeler whose number is a 9 in the USTRC or a PRCA NFR qualifier or world champion.

*Point 5 [.5] of a number can be used in the numbering criteria of each individual roper.*



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# PUBLIC LIABILITY NOTICE

We have Public Liability Insurance available to the Association for a premium of \$550 per annum starting from the date paid. We are able to provide this policy at a greatly reduced rate to ATRA Promoters.

This is a \$10 million Public Liability cover from Affinity Insurance Brokers that includes the ATRA & its events. When taking out the insurance you must notify the office of any events you would like covered that are being held at a nominated venue. The benefit of this policy is that as long as you nominate the venue where you are conducting the event, the policy is attached to you; not one particular venue. For example if you have a jackpot at your property one weekend and hold a school at your neighbour's property the next weekend, both events are covered providing the event can be sanctioned by the ATRA and you notify the office of your intent to conduct the event & abide by any ATRA requirements in regards to advertising & safety of the event. You will receive a Certificate of Currency from the ATRA provided by Affinity Insurance Brokers the week of your event.

- The ATRA Public Liability Insurance covers the following events (providing all requirements are met for ATRA Affiliation);\
- Roping Jackpot (all events advertised on the program).
- School or clinic – Team Roping, Breakaway Roping, Barrel Racing, rope & Tie, Steer Wrestling & Horsemanship.

## SCHOOL & CLINIC REQUIREMENTS

Promoters must forward a "Notice to Run a School/Clinic or Development/Training Day" form to Head Office at least fourteen (14) days prior to the event for it to be affiliated & advertised.

All Participants must be either a Full Member of the ATRA or pay Clinic/School Membership (membership includes Personal Accident Insurance; ambulance cover not included). The Clinic must be delivered by ATRA endorsed Instructors with competent skills and experience in their chosen discipline. Both the Promoter and Instructor of the Clinic must successfully complete the "Affinity RideSafe Online Volunteers Induction" course.

## SCHOOL & CLINIC REQUIREMENTS

Below are the documents that you would be required to send to Head Office if you decide to become an ATRA Promoter. The Application form and Risk analysis will need to be completed and returned to Head Office for your application to be considered.



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