

## **ADMINISTRATIVE GUIDELINES, REGULATIONS AND ETIQUETTE POLICIES OF THE NORTH HUDSON PEPPER FEST ROYALTY**

- 1.** Each member of the Royalty, Royal family and any friends that may be involved in setting up, riding on or transporting the float, and/or transporting the Royalty to and/or from events is required to sign a waiver form.
- 2.** Royalty is defined as:
  - a.** The King, who is a male not less than 30 years old and a current resident in the Hudson School District. Nominations for King are kept confidential by the Board. All nominees for King must complete an application, pass a background check, and be interviewed. The King is selected by the Pepper Fest Board President and the Royalty Chair, and their selection of King is kept confidential until it is revealed at the Coronation.
  - b.** The Queen and three Princesses, who are females entering their junior year of high school and current residents in the Hudson School District.
- 3.** The Pepper Fest Board of Directors (hereafter referred to as "The Board") and Royalty Coordinator(s) will have final approval of the official attire of the Pepper Festival Royalty.
  - a.** The Royalty Coordinator(s) shall select dress styles for formal gowns.
  - b.** The color(s) will have been selected prior to the coronation by the Royalty Coordinator(s) and the Board. (Even Year: Red, Odd Year: Green)
  - c.** Official formal attire shall include gown, crown, sash, only selected jewelry and shoes, and gloves. Casual wear for post-parade activities will be the current year's Royal Family t-shirt with shorts. Any visible body piercing and or/tongue piercing aside from 1 or 2 on earlobes will not be acceptable while representing Pepper Festival at any appearance or activity. Any visible tattoos must be covered with make-up.
  - d.** The Royalty and the Royalty Coordinator(s) will agree on accessories, make up, etc. and other items of appearance.
  - e.** The King usually will wear a suit or sport coat with a tie and cummerbund that matches the girls' gowns--these items shall be made at the same time the gowns are made.
  - f.** Royalty will wear an outfit for the Fall/Winter Season--possibly consisting of a sweater, polo shirt or turtle neck, slacks and shoes (Royalty Coordinator will supervise selections) and shorts and sandals for the Summer. Royalty Coordinator will oversee selections of these items. The Pepper Festival will pay for embroidering on these outfits to readily identify the Royalty at appearances.
  - g.** The Pepper Festival will cover expense for jackets and sundresses. Please see Royalty Attire Form.
  - h.** Parents of Royalty are responsible for costs that exceed the Assigned Royalty Budget.
- 4.** The Royalty must wear their crowns and sashes (unless otherwise instructed by the Royalty Coordinator) at all official functions so that they are readily identifiable as representatives of the North Hudson Pepper Festival.
  - a.** The Royal Family are also considered representatives of the Pepper Fest and should wear their Royal Family t-shirts at Pepper Fest appearances (i.e., parades, etc.).
- 5.** Pepper Fest buttons that are provided to Royalty are for exchange only with royalty members from other communities. They are not intended for distribution to friends, family or the general public.

**6.** Queen and Princesses of the North Hudson Pepper Festival are prohibited from using tobacco products, alcoholic beverages, or using any controlled substances and shall refrain from gum chewing at all appearances.

**7.** Royalty and their families must be dignified, mature, diplomatic and courteous. Keep in mind that you represent an entire community rather than just yourself.

**8.** Any Royalty member or Royal Family member who violates these regulations or who conducts him or herself in an unbecoming manner, or one that would embarrass or reflect negatively on the North Hudson Pepper Festival or the North Hudson community at large, will be asked to appear before The Board to explain his or her conduct.

**9.** The Board has sole discretion to monitor and enforce these regulations and to impose appropriate sanctions for violations, including, but not limited to, reclaiming a Royal title during his or her reign. Allegations of noncompliance will be handled by the following process:

**a.** The Board or designee will investigate the matter and gather the facts.

**b.** The alleged violator will be given an opportunity to appear before The Board to answer the allegation of noncompliance.

**c.** The Board will decide whether or not the allegation is substantiated and what sanctions, if any, shall be imposed. The decision of The Board is final.

**d.** The Board may deviate from this process as the circumstances may require. The Board reserves the right to take immediate action, including removal of an individual from the Royal Court, when circumstances require immediate action and delay would result in an unreasonable risk of the health, safety or welfare of another, or cause irreparable harm to the reputation of the North Hudson Pepper Festival and North Hudson community at large.

**e.** If an individual's reign is terminated, whether voluntarily or involuntarily, all items given to him or her (i.e., crown, sash, jewelry, gloves, shoes, dress, etc.) or paid for by the North Hudson Pepper Festival will be immediately returned to The Board and become the property of the North Hudson Pepper Festival.

**f.** Persons whose reign has been terminated are not permitted to participate in any events with the Royal Court or Royal Family. Participation is limited to being a spectator as a member of the general public. Interaction with the royalties from other communities in staging areas, pre or post parade, and identifying oneself as Pepper Fest Royalty is prohibited.

**10.** All decisions and requests will be handled by the Royalty Coordinator(s) who will submit them to The Board.

**11.** Transportation.

**a.** All transportation to and from events must be approved by the Royalty Coordinator(s) and the Royalty parents. *When it is necessary to leave an appearance with a parent and not the Royalty group, this must be relayed to the Royalty Coordinator (or chaperone) BEFORE leaving to attend that appearance.* (Girls should not be driving themselves--unless pre-approved by parents and coordinator.)

**b.** Parents and/or King shall take turns being responsible for transporting and driving the float to parades. The Royalty Coordinator(s) will help to arrange for vehicles to pull the float if necessary. (Each group of Royalty can determine the details.)

**c.** Gasoline shall be paid for the tow vehicle only on the Pepper Fest Bank Card.

**12.** Budget. The Budget will be set prior to each Royal Court term. Budget approved expenses shall be paid for on the Pepper Fest bank card.

13. Float maintenance will be appointed to a specific person or persons from volunteers.
14. Only officially selected members of the Royalty will be allowed to ride on the float in an official capacity.
15. The Royalty (King, Queen and Princesses) are required to attend every parade that is scheduled, unless he or she is ill or there has been a pre-arranged activity. The Royalty Coordinator shall be notified by telephone of any illness as soon as possible before the time of departure for the scheduled parade. Pre-arranged activities must be submitted as early as possible in writing to the Royalty Coordinator. **Royalty MAY NOT MISS (unless ill) the St. Paul Winter Carnival Parade (if accepted), the Minneapolis Aquatennial (if accepted), Hudson Booster Days, or North Hudson Pepper Festival Weekend.** There also may be pre and post parade activities (i.e. teas, receptions parties) that the Royalty will be invited to in other communities. These should generally be looked upon as part of the mandatory parade appearance as far as attendance--with the following exception: **We have no control over where a community holds these events. They may be held in a VFW, Legion Hall or even a local bar. If you are uncomfortable with your daughter attending the pre or post parade activity in any of the above mentioned places, she will be excused; with the understanding that you (the parent) will be responsible for making sure she is at the float and/or getting her home. The girls will always be chaperoned at these places either by the Royalty Coordinator and/or the King and/or his spouse. Notification of change should be given to the Royalty Coordinator ASAP before the day of the parade. If there are any questions as to the particular place, they should be addressed privately with the Coordinator. We may also be invited to private parties hosted by other royalties or ambassadors aside from the normal reception or tea. These will be optional to attend by the Royalty and their parents. It will be up to the discretion of the Royalty Coordinator to either pass along these invitations or not.** There may also be volunteer activities or coronations added to the schedule--while these are not "mandatory"--the Royal court is **strongly** encouraged to attend to spread goodwill and make more memories of their year as representatives of the Pepper Festival.
16. All events, parades and appearances must be approved by the Royalty Coordinator(s).
17. Once the Royalty has been crowned, they will immediately assume the official duties of representing the North Hudson Pepper Festival.
18. The Royal Families will be required to host and assist in the financing of selected Candidate Events for the next year's Pepper Festival Queen Candidates.
19. There are 3 parades during the year that require changing our float decor to be eligible to enter them. These parades are the Anoka Halloween Parade, Cambridge and the St. Paul Winter Carnival. Because this may require some expense, the Pepper Festival Royalty Budget has allotted and will reimburse up to a total of \$225.00 (for all parades combined) for expenses to redecorate the float. (Royalty may be required to wear costumes.)
20. The Board will award each Queen and Princess a scholarship of \$500. The scholarship requirements to be met are as follows: the Queen or Princess must attend 75% of appearances and must enroll and complete one quarter/semester/session or one grading period of post-secondary education before receiving her scholarship. It is the responsibility of the royalty member or her parents to submit a copy of a transcript to the Pepper Fest Treasurer, PO BOX 432, Hudson WI 54016, with year and title of the Queen or Princess.

I agree that I have read and that I understand the Administrative Guidelines, Regulations and Etiquette Policies of the North Hudson Pepperfest Royalty. I agree to conduct myself in accordance with these guidelines and as a representative of the North Hudson Pepper Festival and the Village of North Hudson.

Date: \_\_\_\_\_

Royalty Member

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Royalty Parent

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Royalty Parent

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Royalty Coordinator(s)

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North Hudson Pepper Fest Board Representative

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- 1.** Copies to:  
Pepper Fest Board (i.e. copy to be kept by Secretary)
- 2.** Royalty member and their family
- 3.** Royalty Coordinator

## Consent, Release and Waiver

I, the undersigned, have agreed for my own benefit and/or the benefit of my minor child to participate in various events and activities during the time from August , 20 thru August , 20 in connection with and/or under the direction of the North Hudson Pepper Festival, Inc. as a member of the royalty or as a royal family member.

I understand that inherent in my participation or the participation of my minor child in such events and activities and waive and release any claim or cause of action I have or may have in the future against the North Hudson Pepper Festival, Inc., it's directors, officers, employees, agents, volunteers and representatives which occurs during or as a result of my participation or the participation of my minor child in any of the events and activities held or sponsored in conjunction with and/or under the direction of the North Hudson Pepper Festival, Inc. in which I or my minor child may participate as a member of the royalty or royal family members including but not being limited to transporting members of the royalty or royal family members, transporting the float, setting it up and taking it down, riding on the float and making appearances together with any other activity or event that may be associated with being a member of the royalty or a royal family member and representing the North Hudson Pepper Festival, Inc. in any capacity.

In the event I agree to operate a vehicle in connection with any of the events and activities in connection with and/or under the direction of the North Hudson Pepper Festival, Inc., I represent that I am validly licensed to drive such vehicle and that I acquired automobile insurance with Liability limits of at least those required by Wisconsin law.

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Signature of Participant

Date

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Print Name of Participant

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Signature of Parents if Participant is a minor participant under 18 years of age

Date

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Print Name of Parents if Participant is a minor participant under 18 years of age

Supplemental to the Consent, Release & Waiver

**Directive Regarding Performance on Float**

As a participant or parent of a minor participant under 18 years of age, I will: (check your response)

- Allow myself or my minor participant to perform on the North Hudson Pepper Festival Float without limitation as to movement while the float is in motion.

OR

- NOT allow myself or my minor participant to perform on the North Hudson Pepper Festival Float. I or my minor participant under 18 years of age shall remain seated while the float is in motion.

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Signature of Participant

Date

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Print Name of Participant

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Signature of Parents if Participant is a minor participant under 18 years of age

Date

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Print Name of Parents if Participant is a minor participant under 18 years of age