

2011

INTERNATIONAL RAIL RODEO HANDBOOK

Published by the
International Rail Rodeo Committee

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FOREWORD

The American Public Transportation Association is pleased to present the International Rail Rodeo Handbook for contestants in the Nineteenth Annual event hosted by Massachusetts Bay Transportation Authority, June 11, 2011

We proudly honor the men and women who keep North America's rail transit systems moving. The Rodeo showcases competitors professional skills in separate competitions for train operator and maintainer teams. Operator teams may be one or two operators; maintainer teams may be one, two or three maintainers. Every contestant has impressive skills and makes significant contributions to the vitality of our industry. We thank them for excellent service.

For the seventh year, maintainer events are sponsored. We recognize and extend our appreciation to Alstom, Era-Contact, ESDI, Penn Machine Company, Siemens, Wabtec/Wabco, and Westcode Incorporated.

Questions about the International Rail Rodeo should be directed to Saahir

Brewington, Staff Advisor for the Rail Rodeo, at 202-496-4834 or email at sbrewington@apta.com. Thank you for your participation in this exciting opportunity and contest.

APTA's Vision Statement

Be the leading force in advancing public transportation.

APTA's Mission Statement

To strengthen and improve public transportation, APTA serves and leads its diverse membership through advocacy, innovation, and information sharing.

APTA's Core Values Statement

Leadership, Integrity, Excellence, Diversity, Inclusiveness, Fairness and Equity, Teamwork, Professionalism, and Accountability

APTA's Policy on Diversity

APTA recognizes the importance of diversity for conference topics and speakers and is committed to increasing the awareness of its membership on diversity issues. APTA welcomes ideas and suggestions on how to strengthen its efforts to meet these important diversity objectives.

The schedule for the 2011 International Rail Rodeo is:

Wednesday, June 8:

Maintainer and Operator Teams arrive and register Rodeo Committee meets

Thursday, June 9:

Maintainer and Operator Teams, orientation and training

Friday, June 10:

Maintainer Teams Written Test and site visit
Operator Teams Training and practice continued

Saturday, June 11:

International Rail Rodeo Competition
Operator Teams Written Test
Rodeo Committee meets
Swap Meet and Reception

Sunday June 12

International Rail Rodeo Awards Banquet

Monday June 13

Opening General Session

INTERNATIONAL RAIL RODEO COMMITTEE

APTA thanks to the 2011 International Rail Rodeo Committee
for its hard work and dedicated efforts.

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I. APTA's 2011 INTERNATIONAL RAIL RODEO: WHAT'S INVOLVED?

A. OPERATORS TEAM COMPETITION

The Operators competition is a competitive test and measure of an operator teams professional skills and knowledge of safety regulations, train equipment, and wayside rules and procedures. An Operator Team may be composed of either one or two operators.

1. EVENTS

The competition consists of five events totaling 1000 points:

a. *Event 1: Personal Appearance – 5% – not timed (50 points)*

The operator is the key customer contact between the transit system and the public and should strive to present a professional appearance and attitude. One member of an operator team is required to participate in the Personal Appearance segment of the competition. The team member with a uniform requirement (Train Operator or Conductor) will compete. Criteria the operator will be graded on includes:

- Clean, pressed and neat regulation uniform;
- Neatly groomed and clean hair;
- Clean hands and fingernails; and
- Polished shoes/boots.

b. *Event 2: Safety Test–10% – timed (100 points)*

The safety quiz is required for all operators. If a team is competing, each member of the team is required to take the quiz, and the average of the combined team members scores will be the score for the team.

Please note: The Safety Test will be on any and all materials/information supplied by the host property. Their written information prevails, and all contestants will be tested on the materials sent or given to them.

c. *Event 3: Train Inspection – 25% – timed (250 points)*

Contestants are required to inspect their train before pulling out of the yard. One member of an operator team is required to participate in the Train Inspection segment of the competition

This requirement is included in the Rail Rodeo as a means to test an operators knowledge of train equipment.

- The Contestant is not assisted in any way and is to perform the train inspection as if the train is scheduled to pull out of the yard.

- The train is set apart from the Rodeo area so neither the train nor the contestant being tested can be viewed.
- Contestants have a fixed amount of time to locate and identify planted mechanical defects and give the results of the inspection to the Rodeo judge assigned to the test.
- Contestants are not told whether they have identified all of the defects or identified the correct defects. This reduces the likelihood of contestants discussing the defects with each other.
- Points are subtracted from the total number possible for each defect team members fail to identify.

d. *Event 4: Operating Course – 50% – timed (500 points)*

The operating course tests the contestants in the normal operation of the train. The operating course contains situations that challenge an operators ability to identify problems and to use proper procedures in handling those problems.

Only one team member will compete in the Operating Course event. The maximum allowable time for this event is determined by the host property.

e. *Event 5: Customer Service – 10% – not timed (100 points)*

In the customer service category, operator team members are required to perform a number of customer assistance tasks, including:

- Station announcements
- Safety equipment
- ADA requirements

Only one team member will participate in the Customer Service event.

Customer Service, including the requirements of ADA will be done on a static train.

2. TIMED EVENTS

An appropriate fixed time is utilized which is pre-determined to be reasonable for the course and number of contestants. (Rolling/moving times only.) Not to exceed 30 minutes.

3. SCORE RECORDING PROCEDURES

a. *System for Recording Scores*

A defined system of recording scores is used to ensure an accurate evaluation of each contestant's performance.

b. *Score Sheets*

Judges are provided with the score sheets for their assigned event. As each contestant completes that event, a score sheet is filled out by the Judge for the operator and turned in to the score runner.

c. *Collecting and Recording Scores*

Immediately after a contestant has completed an event, Rodeo officials will collect the score sheets and deliver them to the APTA score keeper in a sealed envelope.

- The APTA recorder adds the score sheets from each judge and timekeeper for the initial tabulation of total score for each operator/team.
- An APTA staff person then rechecks the initial tabulation.
- Once the operator's/team's score is double checked, it is ranked with highest scores at the top and other scores listed in descending numerical order.
- At no time during the Rodeo should contestants see or know their score or have possession of their score sheet.

d. *Tie Scores*

If a tie score exists at the close of competition, the winner is determined by comparing the scores in the following areas, in descending order:

- Highest safety quiz score
- Operating course score
- Highest train inspection score
- Highest customer service score
- Least amount of time on operating course

e. *Disqualification*

During the day of the rodeo competition or at any time before the rodeo on the rodeo site, contestants will not be allowed to bring or use cell phones of any kind, cameras, radios or any other devices that could be used to capture images or provide communication. Contestants found in possession or use of such devices will be automatically disqualified from the rodeo competition.

B. MAINTAINERS TEAM COMPETITION

The Maintainers Rodeo is a competitive test of the maintainers skills and abilities. All events in this competition relate to car equipment maintenance.

1. EVENTS

A team may be composed of one, two or three maintainers. All team members will participate in each event. The competition consists of 10 events, each valued at 100 points each. Each team will compete in all 10 events. One of the events is a written test. The remaining nine events have been developed and provided by different rail industry related vendors. A perfect score totals 800 points. This can change depending on the number of sponsored events.

a. *Event 1 – Written Test – 60 minutes (100 points)*

Each team is required to take the written test. The test may be completed as a team effort by all (up to three) team members. The written test will consist of 100 questions and will be comprised of 30% Mechanical, 30% Electrical/Electronic, 10% Safety and Security, 10% Pneumatic, 10% Hydraulic, and 10% HVAC, as it relates to car equipment maintenance.

SPONSOR: EDUCATIONAL DATA SYSTEMS, INC.

b. *Event 2 – Safety Test – 20 Minutes (100 points)*

Teams will visually identify unsafe situations or scenarios and answer questions related to safe work practices.

SPONSOR: EDUCATIONAL DATA SYSTEMS, INC.

c. *Event 3 - Electric coupler assembling - 15 minutes (100 points)* The contestants are required to assemble two electric couplers - left hand and right hand - according to an assembly drawing and finally check if they match by performing a coupling/decoupling procedure.

SPONSOR: ERA-CONTACT

d. *Event 4 Dexterity Plate – 15 minutes (100 points)* The team is tested on their agility and knowledge of use and application of various sizes of electrical and/or mechanical fasteners.

SPONSOR: ALSTOM

e. *Event 5 – Wheel Gauge Application – 15 minutes (100 points)*

The contestants are required to measure/check various conditions of a rail car wheel or wheel segment and, using a wheel gauge, determine the amount of tread to be removed to bring the wheel within specifications. SPONSOR: PENN MACHINE COMPANY

- f. *Event 6 – Circuit Building – 15 minutes (100 points)* The team is tested on their design ability and knowledge of electrical circuits. How to wire various components to achieve required operational results.
SPONSOR: SIEMENS INDUSTRY, INC.
- g. *Event 7 – Pneumatic Event – 15 minutes (100 points)*
The contestants are required to troubleshoot, diagnose and correct a problem associated in functionality of a Pneumatic component and/or system. SPONSOR: WABTEC/WABCO
- h. *Event 8– Doors - 15 minutes (100 points)*
Troubleshoot and identify defect on door simulator.
SPONSOR: WESTCODE INCORPORATED
- i. *Event 9 – HVAC – 15 minutes (100 points)*
The maintainers are required to identify faults in an HVAC system. Maintainers may be required to make corrections/adjustments. In no event will the maintainers be allowed to tap, vent or otherwise access refrigeration. SPONSOR: WESTCODE INCORPORATED

2. SCORE RECORDING PROCEDURES

- a. *System for Recording Scores*
A defined system of recording scores is used to ensure an accurate evaluation of each team's ability.
- b. *Score Sheets*
Judges are provided with the score cover sheet for their assigned problem. As each maintainer team completes an event, a score sheet is filled out and kept by the judges until collected at the completion of each event.
- c. *Collecting and Recording Scores*
Immediately after a contestant has completed an event, Rodeo officials will collect the judges score sheets and deliver them to APTA's official recorder.
 - An APTA staff person checks to ensure that every team has an answer sheet for each event before the teams leave the contest area.
 - The official APTA recorder totals the scores and times from each judge and the timekeeper to establish the preliminary total scores for each team. A staff member then rechecks the preliminary score for accuracy.

- Once each team's score has been double checked, the scores are ranked with the highest team score at the top and other team scores listed in descending numerical order.
- At no time during the Rodeo will a team have knowledge of their score or possession of their score sheet.

d. Distribution of the Rodeo Event Scores

Following the ceremony that announces the winners of the event, all contestants will be provided with the scores of each team and each event.

e. Disqualification

During the day of the rodeo competition or at any time before the rodeo on the rodeo site, contestants will not be allowed to bring or use cell phones of any kind, cameras, radios or any other devices that could be used to capture images or provide communication. Contestants found in possession or use of such devices will be penalized with a possibility of disqualification from the rodeo competition.

3. TIE SCORES

If a tie score exists at the close of the competition, the winner is determined by the total "least amount of time" taken to complete maintainer events.

C. OVERALL TEAM COMPETITION SCORING

1. COMBINED OVERALL SCORES

Winning Team is determined by the combined overall scores of the operator team and the maintainer team.

2. TIE SCORES

If a tie score exists, the winner is determined by the combined total "least amount of time" of the maintainer events (excluding the written test), and the "operating course time" of the operators.

3. Distribution of the Rodeo Event Scores

Following the ceremony that announces the winners of the event, all contestants will be provided with the combined overall scores of each team and each team.

II. APTA' S INTERNATIONAL RAIL RODEO: WHAT ARE THE SPECIFICS?

A. WHAT ARE THE CONTESTANT QUALIFICATIONS, COMPETITION RULES, AND AWARDS?

1. CONTESTANT QUALIFICATIONS

In order to compete in the International Rail Rodeo, contestants will be required to meet certain qualifications. Local transit systems are expected to enforce the following rules and regulations.

- a. Each APTA member transit system is entitled to send one Operator Team of up to two Team members. A Maintenance Team with up to three members may be sent to the International Competition. (NOTE: APTA reserves the right to interpret this requirement according to transit system membership status.)
- b. Maintainer contestants must have worked full-time as maintainers in the twelve months preceding the date of the local rodeo at the property they represent. Operators who worked either full-time or part-time, but who have been operators for a cumulative period of twelve months preceding the Rodeo, are eligible.
- c. Individuals in the following job definitions are not eligible to participate: supervisor, foreman, clerk, office worker, training instructor, telephone information operator, train dispatcher, or any other employee who is not a full-time or part-time operator or a full-time maintainer.
- d. Contestants must have had no preventable accidents in the twelve months prior to the Rodeo entry date.
- e. A contestant must meet the local transit system's guidelines on sickness and absenteeism, however two or more miss-outs in the span of twelve months prior to the date of the Rodeo will make a contestant ineligible. (A miss-out means a "no-show" for scheduled work.
- f. *A contestants' medical qualification is the same as the local competition requirements. However, a contestant for the APTA International Rail Rodeo will be deemed ineligible if they must take medication (prescribed or over the counter) 48 hours prior to registration through the completion of the International Rail Rodeo, that may affect their ability to be remain alert, perform tasks safely, and/or operate a vehicle.*
- g. Any operator or maintainer who has been suspended for punitive action during the twelve months preceding the Rodeo is ineligible.

- h.* Contestants who have been paid for practice time for the International Rodeo are ineligible.

2. COMPETITION RULES

- a.* All decisions of the event judges are final. There are no protests.
- b.* Contestants are not allowed on the course at any time other than at the time of their scheduled competition.
- c.* Only contestants and judges are permitted in the competition area.
- d.* Contestants are not permitted to talk to event judges at any time.

3. AWARDS

- a.* Each Rail Rodeo contestant will receive a participant's award.
- b.* Each member of the first place operator team will receive a \$1,000 U.S. Savings Bond and a plaque.
- c.* Each member of the second place operator team will receive a \$500 U.S. Savings Bond and a plaque.
- d.* Each member of the third place operator team will receive a \$100 U.S. Savings Bond and a plaque.
- e.* Each member of the first place maintainer team will receive a \$1000 U.S. Savings Bond and a plaque.
- f.* Each member of the second place maintainer team will receive a \$500 U.S. Savings Bond and a plaque.
- g.* Each member of the third place maintainer team will receive a \$100 U.S. Savings Bond and a plaque.
- h.* For the Team Achievement award, the rail transit property and all team members will receive a plaque.
- i.* Award winners will be announced at the Awards Banquet of the APTA Rail Transit Conference on Sunday evening. Please note that this is a semi formal event. Final scores for each individual team/contestant/combined teams will be available immediately following the Awards Banquet.
- j.* Awards will be distributed within ninety days.

B. IMPORTANT ASPECTS TO THE REGISTRATION PROCESS

Individual contestants are ultimately responsible for compliance with all registration and contestant procedures.

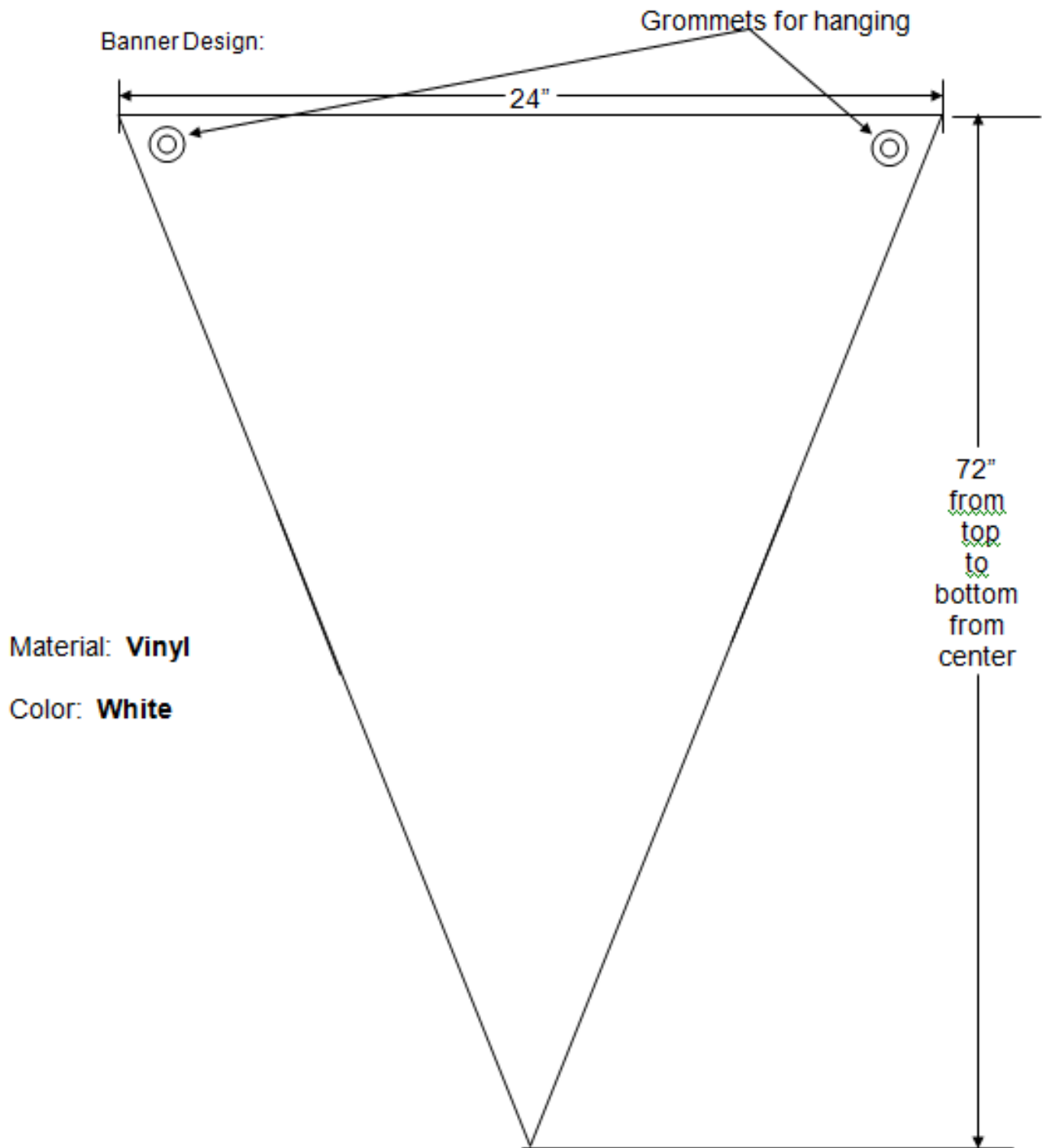
For example, a book of operating rules specific to the competition will be provided to each registered agency. If the contestant does not receive the information directly, he/she may be at a disadvantage regarding the amount of time available to review and study the information before the competition.

Agencies are encouraged to register in advance of the competition to ensure that contestants have sufficient time to review the information.

C. PENNANTS

Each participating agency and vendor can send 2 pennants. The pennants will be hung at the Rodeo site and will be kept by the host property. The dimensions for the pennants are on the next page. Shipping details will be sent with registration packets.

Pennant Dimensions for International Competition



APPENDIX. LOCAL RAIL RODEOS: WHAT ARE THEY? HOW ARE THEY CONDUCTED?

The Rodeo is a competitive test and measure of an operator teams and/or maintainer teams knowledge of safety regulations and skill in the operation and maintenance of train equipment. The benefits of the Rodeo competition are:

- Improved employee morale and enthusiasm because of the formal recognition by managers and the transit industry that particular skills are required of employees to become exceptional operators and maintainers.
- Improved relationships between employees because of the level of cooperation required to work effectively as a team.
- Increased knowledge of technologies and procedures used by other transit systems.

A. WHAT EVENTS COMPRISE A TYPICAL RODEO?

The typical Rail Rodeo, whether at the local level or the international level, usually consists of two separate competitions, one for operators and one for maintainers. Each competition has its own set of events and tests which sometimes differ from property to property, but usually include certain minimum components. The following is a list and description of those minimum recommended components for both the operators and the maintainers competition:

1. OPERATORS COMPETITION

a. Safety quiz

The train operators answer questions about rail operating rules along with safety rules and regulations.

b. Personal Appearance and Customer Service Segments

The operator team members are graded on their personal appearance and in their regulation uniform, and are tested in a series of customer related functions such as station announcements, use of emergency equipment, and knowledge of ADA requirements.

c. Train Inspection Component

The operators inspect a train as they would on a typical workday.

d. Operating Course

The train is operated over a test course that includes specific problems. The contestant should demonstrate safety habits and an ability to operate the train smoothly while progressing through each problem on the course.

Information about the APTA International Rail Rodeo is in Section I (A) of this Handbook. Many transit systems use tests similar to those used by APTA.

2. MAINTAINERS' COMPETITION

a. *Written Test*

The written test should consist of questions pertaining to safety, rail car repair knowledge, and general/technical knowledge related to rail cars.

b. *Hands-on Problem Solving Tests*

Several tests are used to measure a maintainer's electrical and mechanical knowledge and ability during timed events. There are usually six or more tests, which focus on using test equipment, identifying defective components, using a wheel gauge, measuring various dimensions, checking electrical circuitry and identifying various tools and fasteners, troubleshooting and/or repairing HVAC, pneumatic and hydraulic systems.

Information about the Maintainers' Competition at APTA's International Rail Rodeo is in Section I (B) of this Handbook. Many transit systems use tests similar to those used by APTA, with variations as desired.

B. WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR CONTESTANTS IN A TYPICAL RODEO?

1. TRAIN OPERATORS' COMPETITION - CONTESTANT QUALIFICATIONS

Train operators wishing to compete in the International Rail Rodeo are required to meet certain qualifications. The following are suggested requirements that are based on the Committee's experience with both local rodeos and APTA's International Rail Rodeo. Actual qualifications for the local rodeo are at the discretion of the local system. Keep in mind, however, that contestants are required to meet the eligibility requirements for the International Rail Rodeo, regardless of whether the requirements for their local rodeo are different. The following areas should be addressed for your local competition:

a. *Train Operator Team Definition*

Your definition of an operating contestant or team will depend on the specifics of your systems operation. When developing guidelines for the local rodeo, it may be helpful to keep the requirements for the International Rail Rodeo in mind. For the International Rail Rodeo, Train Operator teams may consist of one or two members. In the case of a one member team, that individual would be required to compete in all events. Two member teams may divide the work as agreed upon in advance.

b. Length of Employment

Typically, transit systems require train operators to have worked as a full-time or part-time train operator for not less than one year.

c. Safe Operating Records

Transit systems usually require train operators to have had no preventable accidents in the twelve months prior to their Rodeo entry date.

d. Attendance Record

Contestants should have a reasonable attendance record. The following are suggested minimum requirements:

- It is recommended that contestants be allowed no more than six non-consecutive sick days and not more than thirty-five consecutive sick days during the past year.
- Two or more miss-outs in the span of one year prior to date of Rodeo should make a contestant ineligible. (A miss-out means a “no-show” for scheduled work.)
- Any contestant, who has been suspended as punitive action during the past year, should be ineligible.

e. Review of Operator Eligibility

All operator applications should be reviewed by the Eligibility Committee and compared with the operators personnel records to verify eligibility.

Arrangements should be made to accommodate operators who must work on the day of the Rodeo competition. Contestants order in the competition should be determined by random drawing of their badge numbers.

2. MAINTAINERS COMPETITION - CONTESTANT QUALIFICATIONS

Maintainers wishing to compete in the International Rail Rodeo are required to meet certain qualifications. Examples and suggestions for possible qualifications for local rodeos are listed below. The suggested requirements are based on the Committees experience with both local rodeos and APTA's International Rail Rodeo. Actual qualifications for the local rodeo are at the discretion of the local system. Contestants are required to meet the eligibility requirements for the International Rail Rodeo, regardless of whether the requirements for their local rodeo are different. The following suggestions are designed to help identify the best maintainers as contestants:

a. *Definition of a Maintainer*

Your definition of a maintainer or maintainer team will be dependent on the specifics of your system's operation. When developing guidelines for the local rodeo, it may be helpful to keep the requirements for the International Rail Rodeo in mind. For the International Rail Rodeo, a maintainer team consists of as many as three members. Individuals eligible to participate include all maintainers (i.e. mechanics, electricians) who, in their regular work duties, maintain or service trains or train support equipment. Training instructors and supervisory personnel are not eligible.

b. *Length of Employment*

Typically, transit systems require that a contestant must have worked as a full-time maintainer for not less than one year prior to the date of the local rodeo.

c. *Safe Operating Records*

Usually, transit systems, in keeping with the APTA competition requirements, require that maintainers have had no preventable accidents in the twelve months prior to the local rodeo entry date.

d. *Work Attendance Record*

A contestant should have a reasonable attendance record. The following are suggested minimum requirements:

- Contestants should be allowed no more than six non-consecutive sick days and not more than thirty-five consecutive sick days during the past year.
- Two or more miss-outs in the span of one year prior to the date of the Rodeo should make a contestant ineligible. (A miss-out means a "no-show" for scheduled work.)
- Any contestant who has been suspended as punitive action during the past year should be ineligible.

e. *Review of Maintainer Eligibility*

All contestant applications should be reviewed by the Eligibility Committee and compared with the contestants personnel records to assure that the contestant is eligible to compete. The appropriate committee should make special arrangements for maintainers who must work on the day of the Rodeo competition. The order in which contestants compete is typically determined by a random drawing of their badge numbers as assigned by the local properties.

C. HOW DO YOU ORGANIZE A LOCAL RAIL RODEO?

To assist in planning your local rodeo, the following guidelines are provided. The guidelines are divided into three segments: Rodeo Committee and Subcommittee Assignments, Logistics and Budget Planning, and Calendar Development.

1. RODEO COMMITTEE

The Rodeo Committee is the parent committee from which subcommittees are selected and assigned with specific tasks. The Rodeo Committee is usually concerned with issues of a more general and encompassing nature, while the subcommittees typically deal in specific areas and categories.

The following are typical duties of the Rodeo Committee:

- Provide administrative assistance for the Chairperson
- Act as liaison between competition subcommittees and between subcommittees and Chairperson
- Coordinate production and distribution of printed materials, including minutes of meetings
- Maintain files pertaining to all phases of competition

There are usually five or six subcommittees assigned from the Rodeo Committee such as:

a. *Materials and Equipment Subcommittee*

- Determine facility, related material, tool and equipment needs
- Ensure that all facilities used as competition sites and all essential equipment is in working order
- Coordinate procurement and delivery of equipment and materials to competition sites

b. *Finance and Awards Subcommittee*

- Ensure that all expenditures are within budget
- Coordinate procurement and delivery of awards
- Coordinate procurement of tables, chairs, food, and beverages

c. *Testing Procedures Subcommittee*

- Work with the committee secretary to develop written tests
- Coordinate all details of competition testing, including performance criteria and scoring standards and procedures
- Calculate and review test scores and determines the winners

d. *Communications Subcommittee*

- Coordinate communication procedures at all levels of the competition
- Monitor and score written tests; and the skills portion of the events
-
- Work with the Eligibility Criteria Subcommittee to enlist volunteers to participate in monitoring and testing contestants during all phases of the competition

- Forward completed evaluation sheets to the Testing Procedures Subcommittee
- e. *Eligibility Criteria Subcommittee*
- Act as the liaison between management and union representatives
 - Work with Public Affairs in actively promoting the competition
 - Develop application forms
 - Ensure that eligibility criteria are met and arbitrates questions of eligibility
 - Maintain a master file of applicants during the application phase of competition
 - Forward a list of eligible applicants to the committee secretary at conclusion of the application phase
- f. *Documentation Subcommittee*
- Assemble all documentation pertaining to the Rodeo
 - Compile the information into a comprehensive Rodeo manual which specifies the goals and objectives of the Rodeo, the rules governing the competition, testing instructions, awards, etc.

2. LOGISTICS AND BUDGET PLANNING

a. *Department Contributions*

Several departmental budgets may contribute funds, including:

- 1) Safety
- 2) Training
- 3) Marketing
- 4) Human Resources and Personnel
- 5) Operations
- 6) Maintenance

b. *Rodeo Expense Categories*

- 1) *Trains, equipment, and support staffing for use of trains*
 - A minimum of six train cars are required; two for train inspection and four for operation
 - A minimum of one maintenance technician
 - Hand-held radios
- 2) *Rodeo course*
 - Equipment and materials for setting up Rail Rodeo course
 - Judges' supplies
 - Portable toilet rentals, if necessary
 - Meals and other functions as well as travel and entry fees for the International Rail Rodeo. An Award Banquet or picnic is usually the final event of the Rodeo. Invitations should include

Rodeo finalists, judges, Rodeo Committee members, dignitaries associated with local, state and federal rail transit organizations, elected officials, local transit union officials, news media, and transit system officials.

3) *Awards, plaques, trophies, citations*

Types and value of awards vary from property to property, but are often cash or savings bonds.

4) *Public address system rental*

5) *Publicity*

- Press releases, posters
- Mailings to employees

6) *Printing*

- Course map
- Bulletins
- Photographs
- Awards banquet program

7) *Support Personnel*

Support personnel required for the competition include a minimum of six judges, five observers, and one vehicle maintenance technician.

The recommended distribution of judges and observers is as follows:

- *Personal Appearance Segment*
 - one Judge
 - one Observer
- *Train Inspection*
 - one Judge
 - one Observer
 - one Vehicle Maintenance Technician
- *Operating Course Segment*
 - two Judges (onboard train)
 - two Observers (onboard train)
 - one Judge (at the distance judgment location to take measurements)
 - one Observer
 - one Judge (at the train berthing location, to take measurements)

3. CALENDAR DEVELOPMENT

At least 90 days are needed to effectively plan and hold a local Rail Rodeo. The more time allowed for preparation, the easier it is to run a successful event. The following is a work plan:

- Weeks 1-8: Planning and building events
Promotion of Rodeo, registration of participants, ordering “take away” or gift items
- Week 8: Determination of eligibility for entrants
- Week 9: Meeting of the Entry and Eligibility Subcommittee to resolve any eligibility protests
- Week 9: “Dry run” of competition with all facets of testing
- Week 10: Preparation for final competition, confirming meal, tent orders, etc.
- Week 11: Press relations and promotion
- Week 12: Competition and Awards



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

2011 INTERNATIONAL RAIL RODEO
JUNE 7th TO JUNE 12th

HOSTED BY: Massachusetts Bay Transportation Authority MBTA

SCHEDULE FOR COMMITTEE & CONTESTANTS

RODEO & CONFERENCE HOTEL:	Boston Marriott Copley Place 110 Huntington Avenue Boston, MA 02116
RODEO & OPERATOR TRAINING SITE:	Orient Heights Maintenance Facility 1069 Bennington St / Rear East Boston, MA 02128

Tuesday *All:* **June 7**

Travel Day for Rodeo Committee

Wednesday *All:* **June 8**

Travel day for Rodeo Participants

7:30 – 9:00 a.m. & 5:00 – 7:00 p.m.	Morning Registration Afternoon Registration Boston Marriott Copley Place, Registration Desk B
9:00 a.m. – 12 p.m.	Rail Rodeo Committee Meeting Boston Marriott Copley Place, Salons C – D
1:00 – 3:00p.m.	Committee Welcoming and Tour of Orient Heights MBTA Shuttle Bus to Orient Heights (Rodeo Site)

Thursday *All:* **June 9**

6:45 - 7:30 a.m.	Registration for Rodeo Boston Marriott Copley Place, Registration Desk B
9:30 – 11:00 a.m.	Spouse/Guest Information Session This session will be conducted by a MBTA representative and will include Points of Interest, Directions, Things to Do, and Sights to See Boston Marriott Copley Place, Salon D

Thursday	Operations:	June 9
7:30 a.m. Depart Hotel	Operators and Operations Committee Members MBTA shuttle bus to Orient Heights (Rodeo Site)	
8:00 a.m. – 5:00 p.m.	Operators and Operations Committee Members Training and Operator Lottery Selections Location: Orient Heights Maintenance Facility	
<i>Operators must bring APTA rodeo handbook and MBTA operating rule book. Uniforms not required.</i>		
<u>Classroom Instruction</u>		
<ul style="list-style-type: none"> • Safety Orientation • Classroom training • Vehicle Familiarization • Signal System Overview & Radio Clearances 		
<u>Yard Instruction</u>		
<ul style="list-style-type: none"> • Exterior Vehicle Familiarization • Interior Vehicle Familiarization • Hands-On Vehicle Training • Question and Answer Session 		
12:00 p.m. – 1:00 p.m.	Lunch provided for Operators and Committee members Lunch provided by MBTA Location: Dining Tent (Orient Heights)	
5:15 p.m.	Operators Return to Hotel MBTA Shuttle Bus to Boston Copley Marriot	
5:15 p.m.	Operations Committee – Debrief meeting at Orient Heights MBTA Shuttle Bus to Boston Copley Marriot	

Thursday	Maintenance:	June 9
8:30 a.m. – 12:00 p.m.	Maintainers Orientation and Training Sessions Boston Marriott Copley Place, Salon C	
12:30 p.m.	Depart Hotel Vendors and Maintainers Committee Members Setup of Maintainers events Board MBTA Shuttle Bus to Orient Heights	

Friday	All:	June 10
7:30 - 8:30 a.m.	Registration for Rodeo Boston Marriott Copley Place, Registration Desk B	
7:00 – 7:30 a.m.	Continental Breakfast for Operators and Maintainers Boston Marriott Copley Place, Salons A – C	
11:45 a.m. – 12:45 p.m.	Lunch provided by MBTA Location: Dining Tent (Orient Heights)	

Friday	Operations:	June 10
7:45 a.m.	Depart Hotel Operators and Operations Committee Members MBTA Shuttle Bus to Orient Heights	
8:30 a.m. – 4:30 p.m.	Operators and Judges Hands-On Training <u>Course Training</u> <ul style="list-style-type: none"> • Course Overview • Hands on Vehicle Operation • Customer Service Training • Question and Answer Session 	
4:30 p.m. – 5:00 p.m.	Operator Question & Answer session Location: Orient Heights Maintenance Facility	
5:15 p.m.	Operators Return to Hotel MBTA Shuttle Bus to Boston Copley Marriot	
5:15 p.m.	Operations Committee – Debrief meeting at Orient Heights MBTA Shuttle Bus to Boston Copley Marriot	

Friday	Maintenance:	June 10
8:00 – 11:00 a.m.	Maintainers take written/safety test Boston Marriot Copley Place, Salons H – K	
11:15 a.m.	Depart Hotel MBTA Shuttle Bus to Orient Heights	
12:45 p.m. – 3:00 p.m.	Maintainers tour Rodeo Site Receive Right-of-Way Safety Training. MBTA Shuttle Bus to Boston Copley Marriot	

Saturday	All:	June 11
7:00 a.m. – 8:00 a.m.	Breakfast served - Courtesy of MBTA Location: Dining Tent (Orient Heights)	
7:40 a.m.	Judges report to competition areas	
8:00 a.m.	2011 International Rail Rodeo Competition begins	
9 a.m. – 5:00 p.m.	Shuttle bus to/from Hotel and Rodeo Site – every 15 minutes	
12:00 p.m. – 3:00 p.m.	Lunch Location: Dining Tent (Orient Heights)	
6:00– 7:30 p.m.	Rodeo Reception and Swap Meet Boston Marriot Copley Place, Simmons	

Saturday	Operations:	June 11
5:15 a.m.	Judges (Operations) board shuttle bus to Orient Heights	
5:30 a.m.	Depart Hotel Operators & Operations Committee Members MBTA Shuttle Bus to Orient Heights	
5:45 a.m.	Judges receive tour of operator course	
6:00 a.m.	Operators Uniform Inspection Orient Heights Training Trailer	
6:30 a.m.	Operators Written Test Orient Heights Training Trailer	

Saturday	Maintenance:	June 11
6:30 a.m.	Maintainers, Vendors & Committee Members MBTA Shuttle Bus to Orient Heights	

Saturday	Committee:	June 11
5:00 p.m. – 5:45 p.m.	Rail Rodeo De-Briefing Meeting Boston Marriot Copley Place, Provincetown	

Sunday	All:	June 12
7:00 p.m. – 9:30 p.m.	Rail Rodeo Awards Dinner Boston Marriot Copley Place, Salons G – K	

Congratulations and Thank You!