

# 2017 INTERNATIONAL RAIL RODEO HANDBOOK

Published by the  
International Rail Rodeo Committee



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## FOREWORD

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The American Public Transportation Association is pleased to present the International Rail Rodeo Handbook.

We proudly honor the men and women who keep North America's rail transit systems moving. The Rail 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 eighth year, maintainer events are sponsored. We recognize and extend our appreciation to Alstom, era-contact USA, EDSI, Dellner, KLD Labs, Knorr Brake, Penn Machine Company, Shaltbau North America, Wabtec/Wabco, Voith Turbo, and ZF Industries.

Questions about the International Rail Rodeo should be directed to Cheryl Pyatt, Staff Advisor for the Rail Rodeo, at 202-496-4875 or email at cpyatt@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 and its members and staff work to ensure that public transportation is available and accessible for all Americans in communities across the country.

### **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.

## **Schedule for the 2017 International Rail Rodeo**

### **Wednesday, June 7**

Maintainer and Operator Teams arrive and register  
Rail Rodeo Committee Meeting

### **Thursday, June 8**

Maintainer and Operator Teams, orientation and training

### **Friday, June 9**

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

### **Saturday, June 10**

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

### **Sunday, June 11**

International Rail Rodeo Awards Banquet

## 2017 INTERNATIONAL RAIL RODEO COMMITTEE

---

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# **APTA'S 2017 INTERNATIONAL RAIL RODEO: WHAT'S INVOLVED?**

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## **1. 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.

### **1.1 Events**

The competition consists of five events totaling 1000 points:

#### **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:

- A neat and clean appearance;
- Possession of required safety equipment;
- Possession of required document/regulations;
- Uniform requirements

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

The safety quiz is required. One operator from each team will take the quiz.

**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.

#### **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 operator's 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 reviewed.
- 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.

#### **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 operator's 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.

During the operating course, the coach will ride in the middle cab away from competitors.

#### **Event 5: Customer Service – 10% – timed (100 points)**

In the customer service category, the Operator will be 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.

### **1.2 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.

### **1.3 Score recording procedures**

#### **1.3.1 System for recording scores**

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

#### **1.3.2 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.

#### **1.3.3 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.

#### **1.3.4 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

### **1.3.5 Disqualification**

#### **Electronic Policy**

Cell phones, cell phone accessories, recording devices, televisions, ear devices (such as earplugs, ear-pieces, hands free headsets, and headphones) smartwatches, camera eyewear or any device that can capture, transmit, receive, display, or recite information may not be used during any training sessions or on the day of the competition. Failure to comply with this directive will result in disqualification from the competition.

The host property has provided you with an emergency contact number for those that may need to contact you during times when your personal device is not available.

#### **Disqualification Statement**

It is imperative that contestants adhere to all rules, regulations, policies, and procedures throughout the APTA International Rail Rodeo Competition. Any instance of non-compliance will result in participant disqualification, in part or in its entirety.

Grounds for disqualification include, but are not limited to, the following:

- Violation of the Electronics Policy
- Violation of a Stop Signal or Indication
- Accepting incorrect routing
- Rough or unsafe train operation
- Disrespect or behavior unbecoming of a participant

## **2. Maintainers team competition**

The Maintainers competition is a competitive test of the maintainers skills and abilities. All events in this competition relate to car equipment maintenance. A team may be composed of one, two or three maintainers.

### **2.1 Events**

All team members will participate in each event. The competition consists of 9 hands-on events and two written tests, each valued at 100 points each. Each team will compete in all 11 events. The written & safety tests are taken on Saturday morning. The remaining events have been developed and provided by different rail industry related vendors and will take place on Friday. A perfect score totals 1100 points. This can change depending on the number of sponsored events. There may be additional events that are judged but do not count toward the total score.

#### **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 Mechanical (30%), Electrical/Electronic (30%), Safety and Security (10%), Pneumatic (10%), Hydraulic (10%), and HVAC (10%), as it relates to car equipment maintenance.

**SPONSOR:** Educational Data Systems, Inc.

**Event 2 – Safety Test (written) – 30 Minutes (100 points)**

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

**SPONSOR:** Educational Data Systems, Inc.

**Event 3– Electric Coupler Contact – 15 Minutes (100 points)**

Teams will be required to run a maintenance procedure on a left hand and right hand electrical coupler having different contact types arranged.

**SPONSOR:** Era-Contact

**Event 4 – Dexterity Plate – 15 minutes (100 points)**

The team is tested on their ability and knowledge of use and application of various sizes of electrical and/or mechanical fasteners.

**SPONSOR:** Alstom

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

The contestants are required to measure/check various conditions of a rail car 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

**Event 6 – LED Headlight Event – 15 minutes (100 points)**

The contestants will perform written and practical activities related to LED headlights for LRV and Street Cars, assembling, measuring, and calculating.

**SPONSOR:** Shaltbau North America

**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

**Event 8– Doors – 15 minutes (100 points)**

Troubleshoot and identify defects on door simulator.

**SPONSOR:** Knorr Brake/IFE

**Event 9 – Gearbox – 15 Minutes (100 Points)**

The maintainers will be required to measure and inspect a Gearbox against established criteria. Teams will then be required to identify any noted failures.

**SPONSOR:** ZF Industries

**Event 10 – Wheel Profiling– 15 Minutes (100 Points)**

The maintainers will use advanced technology in determining wheel characteristics and profile.

**SPONSOR:** KLD Labs

### **Event 11 – Mechanical Measuring – 15 minutes (100 points)**

The team will be required to use gauges and tools to determine various measurements of a piece of equipment.

**SPONSOR:** Voight

### **Event 12 – Automatic Coupler-15 minutes (100 points) NEW EVENT\***

The contestants are required to troubleshoot the extend, retract, and uncoupling functions of an airport people mover automatic coupler.

**SPONSOR:** Dellner

## **2.2 Score recording procedures**

### **2.2.1 System for recording scores**

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

### **2.2.2 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.

### **2.2.3 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.

### **2.2.4 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.

### **2.2.5 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.

## **2.3 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.

## **3. Overall team competition scoring**

### **3.1 Combined overall scores**

The winning team is determined by the combined overall scores of the operator team and the maintainer team.

### **3.2 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.

### **3.3 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.

### **3.4 NEW COMBINED COMPETITION EVENT – Not scored**

The 2017 International Rail Rodeo will have a combined competition for agencies that send a complete team. The combined competition will take place following the Rail Rodeo Lunch.

The new “team” event is intended to promote esprit-de-corps between the operations and maintenance contestants from each agency. It will:

- Involve all agencies represented by both maintenance and operations contestants;
- Not be included in the traditional team scoring;
- Involve skills/knowledge associated with mechanical aptitude and transit operations;
- Fun, challenging and exciting.

## **APTA' S INTERNATIONAL RAIL RODEO: WHAT ARE THE SPECIFICS?**

### **1. Contestant qualifications, competition rules and awards**

#### **1.1 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.

1. Each APTA transit system member is entitled to send one Operator Team of up to two 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.)
2. 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.
3. 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.
4. Contestants must have had no preventable accidents in the twelve months prior to the Rodeo entry date.
5. 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.)
6. 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.
7. Any Operator or Maintainer who has been suspended for punitive action during the twelve months preceding the Rodeo is ineligible.
8. Contestants who have been paid for practice time for the International Rodeo are ineligible.

## 1.2 Competition rules

1. All decisions of the event judges are final. There are no protests.
2. Contestants are not allowed on the course at any time other than at the time of their scheduled competition.
3. Only contestants and judges are permitted in the competition area.
4. Contestants are not permitted to talk to event judges at any time.

## 1.3 Awards

1. Each Rail Rodeo contestant will receive a participant's award.
2. Each member of the first place operator team will receive a \$500 Check and a plaque.
3. Each member of the second place operator team will receive a \$250 Check and a plaque.
4. Each member of the third place operator team will receive a \$100 Check and a plaque.
5. Each member of the first place maintainer team will receive a \$500 Check and a plaque.
6. Each member of the second place maintainer team will receive a \$250 Check and a plaque.
7. Each member of the third place maintainer team will receive a \$100 Check and a plaque.
8. For the Team Achievement award, the rail transit property and all team members will receive a plaque.
9. 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.
10. Awards will be distributed within ninety days.

## 2. 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.

## 3. Safety Attire

The International Rail Rodeo usually takes place in active rail operations and maintenance facilities. It is recommended for all competitors and committee members to always wear appropriate full coverage clothing when in these environments, however, shorts will be permitted for all competitors and committee members on Thursday and Friday. On Saturday, all competitors are expected to be in Agency respective uniforms and committee members in full coverage clothing. Closed toed shoes are required for all participants on all days.

## 4. International Rail Rodeo Committee Member Commitment

The International Rail Rodeo committee is key to ensuring collaboration and support to the host property and APTA. The responsibility of the committee members is to support the host property as needed with logistical assistance, questions, recommendations, and other support. The International Rail Rodeo Committee members are the key score keepers of all Maintenance and Operations events. Attendance at **all** training meetings, and planned discussions is ***required by committee members*** as set in the planning meeting. Committee members are for the support of the event. In order to maintain integrity of the event, committee members are not allowed to coach, assist, or share committee privileged information with their agencies or anyone else that could benefit from the information.

## 5. Pennants

Each participating agency and vendor should send **two** pennants. The pennants will be hung at the Rodeo site and will be kept by the host property.



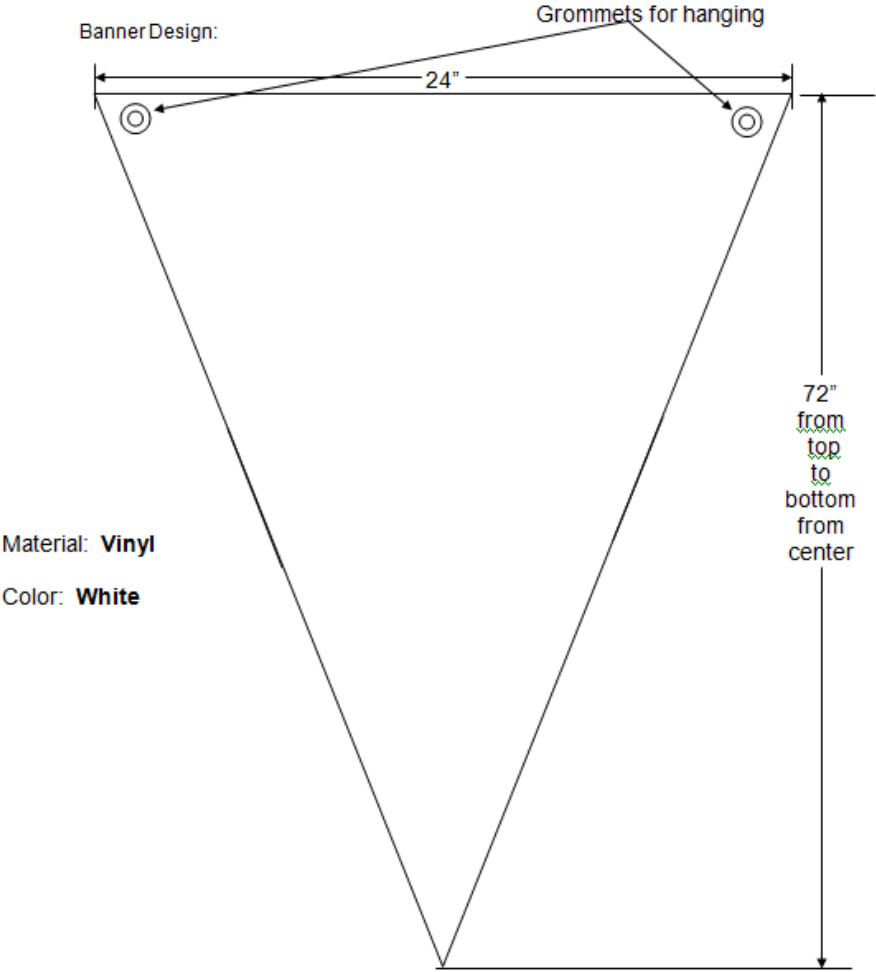
**Ship pennants to:**

- > Ms. Rochelle Smith
- > Technical Specialist II
- > Maryland Transit Administration
- > Office of Light Rail Facilities Maintenance
- > 344 West North Avenue
- > Baltimore, Maryland 21217
- > (410) 454-7657

**Deadline:**

**May 19, 2017**

The dimensions for the pennants: **Pennant Dimensions for The International Rail Rodeo Competition**



# **LOCAL RAIL RODEOS: WHAT ARE THEY? HOW ARE THEY CONDUCTED?**

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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.

## **1. 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:

### **1.1 Operators competition**

#### **1.1.1 Safety quiz**

The Train Operators answer questions about rail operating rules along with safety rules and regulations.

#### **1.1.2 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.

#### **1.1.3 Train Inspection component**

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

#### **1.1.4 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 on page 1 of this handbook. Many transit systems use tests similar to those used by APTA.

### **1.2 Maintainers competition**

#### **1.2.1 Written test**

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

#### **1.2.2 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 on Page 3 of this handbook. Many transit systems use tests similar to those used by APTA, with variations as desired.

## **2. What are the eligibility requirements for contestants in a typical rodeo?**

### **2.1 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:

#### **2.1.1 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.

#### **2.1.2 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.

#### **2.1.3 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.

#### **2.1.4 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.

#### **2.1.5 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.

### **2.2 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 Rodeo's 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:

#### **2.2.1 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.

### **2.2.2 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.

### **2.2.3 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.

### **2.2.4 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.

### **2.2.5 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.

## **3. 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.

### **3.1 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:

#### **3.1.1 Materials and Equipment Subcommittee**

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

### **3.1.2 Finance and Awards Subcommittee**

1. Ensure that all expenditures are within budget
2. Coordinate procurement and delivery of awards
3. Coordinate procurement of tables, chairs, food and beverages

### **3.1.3 Testing Procedures Subcommittee**

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

### **3.1.4 Communications Subcommittee**

1. Coordinate communication procedures at all levels of the competition
2. Monitor and score written tests; and the skills portion of the events
3. Work with the Eligibility Criteria Subcommittee to enlist volunteers to participate in monitoring and testing contestants during all phases of the competition
4. Forward completed evaluation sheets to the Testing Procedures Subcommittee

### **3.1.5 Eligibility Criteria Subcommittee**

1. Act as the liaison between management and union representatives
2. Work with Public Affairs in actively promoting the competition
3. Develop application forms
4. Ensure that eligibility criteria are met and arbitrates questions of eligibility
5. Maintain a master file of applicants during the application phase of competition
6. Forward a list of eligible applicants to the committee secretary at conclusion of the application phase

### **3.1.6 Documentation Subcommittee**

1. Assemble all documentation pertaining to the Rodeo
2. 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.

## **3.2 Logistics and budget planning**

### **3.2.1 Department contributions**

Several departmental budgets may contribute funds, including:

- Safety
- Training
- Marketing
- Human Resources and Personnel
- Operations
- Maintenance

### **3.2.2 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 (on-board train)
    - two Observers (on-board train)
    - one Judge (at the distance judgment location to take measurements)
    - one Observer
    - one Judge (at the train berthing location, to take measurements)

### **3.3 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

“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



**Maryland Transit Administration**

6 St. Paul Street  
Baltimore, MD 21202

410.539.5000 | TTY 410.539.3497 | Toll Free 1.866.743.3682

**2017 APTA Rail Rodeo Competitors and Colleagues,**

We look forward to welcoming you to the 2017 APTA International Rail Rodeo and Conference in Baltimore, Maryland. With the full support of the Maryland Department of Transportation, we are thrilled to host this quality program and are thankful that you are able to join us.

The Maryland Transit Administration (MTA) is one of the largest multi-modal transit systems in the United States attracting more than 380,000 daily riders through its local and commuter buses, Light Rail, Metro Subway, Maryland Area Regional Commuter (MARC) Train service and Paratransit (Mobility) system.

The annual APTA International Rail Rodeo and Conference is the premier forum to showcase the hard-working men and women who keep our rail systems moving across the entire nation. Without your tireless efforts, our customers would not be able to successfully connect to their destinations and life's opportunities.

This year's conference will draw the attendance of rail and transit professionals from the nation's leading transit agencies. From the National Aquarium to our world-famous crab cakes to America's #1 ballpark, Camden Yards, we hope that you will take advantage of all that Baltimore has to offer during your visit.

This is an opportunity for all rail professionals to gather together to network, to learn from one another, to build camaraderie and to engage in some friendly competition showcasing your skills and teams' success. Your week here in Baltimore is about highlighting your critical role to transit and your respective communities.

I would like to thank each of you for your attendance and for your contribution to the transit industry. Enjoy your time in Baltimore as guest of the MTA. We wish all the competitors the best of luck. I look forward to seeing you at what promises to be the best Rail Rodeo, yet.

Sincerely,

Paul Comfort  
Maryland Transit Administration  
Administrator & CEO



**Maryland Department of Transportation**  
Larry Hogan, Governor | Boyd K. Rutherford, Lt. Governor  
Pete K. Rahn, Secretary | Paul Comfort, Administrator



# APTA 2017 INTERNATIONAL RAIL RODEO SCHEDULE

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**Hosted by  
Maryland Transit Administration (MTA)**

**June 6 – 11, 2017**

Transportation to and from the hotel or the Cromwell Light Rail Facility will be provided by Maryland Transit Administration (MTA) buses.

**RODEO HOTEL:**

Hilton Baltimore  
401 W Pratt Street  
Baltimore, MD 21201  
**United States Phone (602) 262-2500**

**RODEO SITE:**

Maryland Transit Administration  
Cromwell Light Rail Facility  
7390 Baltimore Annapolis Boulevard  
Glen Burnie, MD 21061

**Tuesday, June 6**

*Travel day for Rail Rodeo Committee*

**Wednesday, June 7**

*Travel day for Rodeo Participants*

<b>6:00 – 7:00 am</b>	Registration <i>Ruth</i>
<b>7:30 am</b>	Rodeo Committee departs to Cromwell Light Rail Facility
<b>8:00 – 8:30 am</b>	Breakfast <i>Food Tent @ Cromwell</i>
<b>8:30 – 10:30 am</b>	Rodeo Committee meeting <i>ET Shop @ Cromwell</i>
<b>10:30 am – 12:00 pm</b>	Tour of Cromwell Light Rail Facility Shop
<b>12:00 – 1:00 pm</b>	Lunch <i>Food Tent @ Cromwell</i>
<b>1:00 pm</b>	Rodeo Committee departs to hotel or tour:
<b>1:00 – 3:00 pm</b>	Technical Tours Available
<b>5:00 – 7:00 pm</b>	Afternoon Registration <i>Ruth</i>

**Thursday, June 8**

<b>6:30 – 7:30 am</b>	Registration <i>Ruth</i> <i>Responsible Group Volunteer Group</i>
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**Maintainers**

<b>7:00 – 7:30 am</b>	Breakfast for All Attendees <i>Peale</i>
<b>8:00 – 11:30 am</b>	Rail Rodeo Maintainers Orientation and Training sessions <i>Carroll</i>
<b>11:30 am</b>	Maintainers travel to Cromwell for lunch
<b>12:00 – 1:00 pm</b>	Lunch <i>Food Tent @ Cromwell</i>
<b>1:00 – 2:00 pm</b>	Maintainers Group Welcome and Tour of Cromwell Facility
<b>1:00 – 5:00 pm</b>	Maintenance Vendors/Event Set up – Maintenance Tent
<b>2:30 pm</b>	Maintenance depart for hotel
<b>5:00 pm</b>	Maintenance Vendors depart for hotel

**Operators**

<b>7:00 – 7:30 am</b>	Breakfast <i>Peale</i>
<b>8:00 – 9:00 am</b>	Operators and Operations Travel to Cromwell
<b>9:00 am</b>	Operators Group Welcome <i>ET Shop</i>

## Thursday, June 8 (cont.)

### Operations

- 9:00 am– 12:00 pm** Rail Rodeo Operations Orientation and Training Session - Cromwell  
*ET Shop*
- Lottery Selection
  - Escort, Judges, and Coaches Assignments
  - Safety orientation
  - Bring APTA Rodeo Handbook and Maryland Transit Administration Rule Book. Uniforms are not required
- 12:00 – 1:00 pm** Lunch  
*Food Tent @ Cromwell*
- 1:00 – 4:00 pm** Breakout Training
- Operator yard instruction (Review of Course)
  - Customer Service Training
  - Exterior & interior Vehicle Familiarization
  - Hands on Vehicle Training
- 4:00 - 5:00 pm** Question & Answer  
*ET Shop*
- 5:00 pm** Operators depart to hotel
- 5:00 – 5:30 pm** Rodeo Committee debrief Meeting  
*ET Shop*
- 5:30 pm** Rodeo Committee depart for hotel

## Friday, June 9

### Maintainers

- 7:00 am** Maintainers depart the hotel to Cromwell
- 7:30 - 9:00 am** Breakfast  
*Food Tent at Cromwell*
- 9:00 am – 3:40 pm** Maintainers Competition  
*Maintenance Tent at Cromwell*
- 12:00 – 1:00 pm** Lunch  
*Food Tent @ Cromwell*
- 4:00 pm** Maintainers depart for hotel
- 6:00 pm** Vendors and Maintainers depart to hotel

## Friday, June 9 (cont.)

### Operators

- 7:30 am** Operators and Operations Committee depart to Cromwell
- 8:00 - 9:00 am** Breakfast  
*Food Tent @ Cromwell*
- 9:00 – 12:00 am** Operator Hands On Training  
Escorts and Judges report for Training
- Course Overview – *ET Shop*
  - Customer Service – *Shop Floor*
  - Vehicle Inspection – *Yard Apron*
  - Operating Course Overview - *Mainline*
- 12:00 – 1:00 pm** Lunch  
*Food Tent @ Cromwell*
- 5:00 – 6:00 pm** Operators Question & Answer  
*ET Shop @ Cromwell*
- 6:00 pm** Operators depart for Hotel
- 6:00 – 6:30 pm** Rodeo Committee debrief  
*ET Shop @ Cromwell*
- 6:00 pm** Rodeo Committee depart to hotel

## Saturday, June 10

### 2017 International Rail Rodeo Competition and Family Day

### Maintainers

- 8:00 am** Maintainers Travel to Cromwell
- 9:00 – 10:00 am** Breakfast  
*Food Tent @ Cromwell*
- 10:00 am – 12:00 pm** Maintainers Written & Safety Test  
*ET Shop*
- 10:00 am** Families Travel to Cromwell
- 12:00 – 2:30 pm** Lunch  
*Food Tent @ Cromwell*
- 2:30 – 3:30 pm** Combined Competition (Operators and Maintainers)  
*Maintenance Tent @ Cromwell*
- 3:45 pm** Maintainers, Vendors and Families depart to hotel
- 6:00 – 6:30 pm** Swap Meet Set-Up at the Hotel  
*Holiday Ballroom*

## Saturday, June 10 (cont.)

- 6:30 – 7:30 pm** Swap Meet at the Hotel  
*Holiday Ballroom*
- 7:30 – 10:30 pm** Shuttle bus Service provided between venue and hotel – every half hour
- 8:00 – 10:00 pm** Host Reception/National Aquarium – Shuttle service provided every half hour

### Operators

- 5:00 am Sharp** Operators Uniform Inspection at hotel  
*Ruth*
- 5:45 – 6:15 am** Rodeo Committee, Judges and Operators Travel to Cromwell Operators Holding Area  
*Maintenance Tent*
- 6:15 – 7:45 am** Breakfast  
*Foot Tent*
- 6:45 – 7:15 am** Judges goes over the score sheets
- 7:30 am – 2:30 pm** Operator Competition
- 10:00 am** Families Travel to Cromwell
- 12:00 – 2:30 pm** Lunch  
*Food Tent*
- 2:30 – 3:30 pm** Combined Competition (Operators & Maintainers)  
*Maintainer Tent @ Cromwell*
- 3:45 pm** Operators, Maintainers and Rodeo Committee depart to hotel
- 6:00 – 6:30 pm** Swap Meet set up  
*Holiday Ballroom*
- 6:30 – 7:30 pm** Swap Meet  
*Holiday Ballroom*
- 7:45 – 9:00 pm** Shuttle bus Service provided to the national Aquarium

- 8:00 – 11:00 pm** Host Reception/National Aquarium every half hour
- 9:30 – 11:00 pm** Shuttle Bus Service between Venue and Hotel – Every half Hour

## Sunday, June 11

- TBD** Rail Rodeo Committee Debriefing Meeting  
*TBD*
- 7:15 – 10:00 pm** Rail Rodeo Awards Dinner  
*Holiday Ballroom*