

RIBI YOUTH OPPORTUNITIES

GUIDELINES FOR COMPETITION ORGANISERS

Guidance for the Organisers of Regional and RIBI Finals Also applicable for Club and District competitions

General

1. Child Protection guidelines and risk assessment procedures should be followed.
2. The RIBI rules for each event must be used in all Regional and RIBI Finals, including the mark schemes.
3. These Guidance notes are to be read along with the specific Competition rules.
4. Judges selected for the Regional and RIBI Final events should be experts in the field and have experience of marking such competitions, maybe at club or district level.
5. The judges' CV should be sent to the RIBI competition organiser for approval before the event.
6. While it is not preferred, it may be deemed necessary to nominate a Rotarian as a chairman of judges (but not to judge); who can facilitate the process and help the judges reach a fair and speedy decision.
7. Following each Regional competition, the mark sheets used by the judges should be copied to the RIBI organiser for that competition.
8. The venues chosen for Regional competitions and especially the Finals should be chosen to reflect the needs of the particular event. It must have adequate space for the anticipated number of competitors and supporters; including places for the supporters/visitors to wait while judging takes place.
9. The venue must have suitable access and facilities for any participants or supporters with special needs.
10. The venue needs to have suitable facilities to run the event, such as number of kitchen workstations or separate rehearsal rooms; as well as considering easy access and cost.
11. Consider carefully the day of the week on which an event is held, in order to respect religious sensibilities and avoid accidentally excluding any participant or school. Avoid all major religious holidays.
12. If the event is more than about 3 hours long in total, then refreshments should be provided.
13. Where food is provided, keep the cost to attendees to a minimum. Consider sponsorship to offset the cost of the food.
14. The Treasurer for the host District running a Regional or RIBI Final should be responsible for the finances of the event. Organiser's expenses with receipts should be passed to the Treasurer for payment and they will then send these to RIBI to reclaim that money.
15. Summary accounts for the running of the Regional and RIBI Finals are to be forwarded to the RIBI YO committee.
16. Joined up Rotary –
 - a. The organisers of Club, District, Regional and RIBI final events should ensure that The appropriate PR and Comms committee is engaged to promote and the event and Rotary in general through the provision of pre-event and post event activities with press, TV, Radio and any other relevant media.

- b. The organisers of Club, District, Regional and RIBI Final events should ensure the engagement of the appropriate membership services committee to take advantage of the opportunity of the gathered adult supporters to promote membership of the Rotary clubs involved.

Responsibilities of the Regional Organiser

1. Set up a small Committee to assist with organising and running the event.
2. Booking the venue, bearing in mind the date schedule for this event and the subsequent RIBI Final.
3. Selecting the judges (see note above).
4. In sufficient time for Districts to respond, informing them and the entrants of the details of the event, time, place (including map or post code), facilities available, expected finishing time, entry cost etc.
5. Printing of certificates for all participants and the winners.
6. Sourcing a small trophy and prize such as vouchers for the winner; or arrange a small perpetual Regional trophy with the other Districts in the Region.
7. Arranging refreshments as required (see note above).
8. Collecting money from attendees (or the sponsor Rotary Club) to cover costs.
9. Informing the RIBI organiser promptly of the competition results and forwarding a copy of the marking sheets.
10. Regarding any special needs students that enter competitions, it is acceptable for them to enter and work with a helper, if that is the normal situation in school. Obviously the helper would have to be sensitive to the amount of assistance given.
11. For any special needs students that reach a Regional Final, then the Organiser and RIBI Competition coordinator are to jointly do an individual assessment of the needs for that student in relation to the competition they are entering.
12. Involve PR and Comms and Membership committees

Rotary Young Chef

1. RIBI will grant the hosting District a contribution of up to £3,300, against receipts, towards the cost of organising and hosting the RIBI Finals.
2. Commercial sponsorship may be sought to offset the total costs of the event.
3. There is no RIBI budget assistance for the Club, District or Regional Competitions.
4. Rotary clubs should contact schools in or before the September start of term to promote entry into the competition.
5. At club level, individual and area competitions should be completed by early to mid February
6. District Finals should be completed by 1st March to ensure time for the winners to be entered for the regional finals

7. Regional finals should be completed by 21st March

Rotary Youth Speaks

1. The overall costs of hosting the RIBI Finals are typically in the order of £6,500.
2. Commercial sponsorship may be sought to offset this cost.
3. RIBI will grant the hosting District the sum of up to £5,500, against receipts, towards the cost of organising and hosting the RIBI Finals.
4. Rotary clubs should contact schools in or before the September start of term to promote entry into the competition.
5. At club level, individual and area competitions should be completed by early to mid February
6. There is no RIBI budget assistance for the Club, District and Regional Competitions.
7. At club level, individual and area competitions should be completed by early to mid February
8. District Finals should be completed by 1st March to ensure time for the winners to be entered for the regional finals
9. Regional finals should be completed by 21st March

Rotary Young Musician

1. The overall costs of hosting the RIBI Finals are being assessed and a budget will be defined (as at July 2009).
The 08/09 final held in May 2009 was self funding through programme/entrance sales
2. Commercial sponsorship may be sought to offset this cost.
3. Rotary clubs should contact schools in or before the September start of term to promote entry into the competition.
4. RIBI will grant the hosting District the sum of up to £????, (to be defined) against receipts, towards the cost of organising and hosting the RIBI Finals.
5. There is no RIBI budget assistance for Club, District or Regional Competitions.
6. At club level, individual and area competitions should be completed by early to mid February
7. District Finals should be completed by 1st March to ensure time for the winners to be entered for the regional finals
8. Regional finals should be completed by 21st March

Rotary Young Writer



There are no regional events as yet, however, many of the following notes already apply. In the meantime, Districts should submit details of their winners direct to the RIBI competition organiser.

1. A Rotary Club should contact the schools in October/November, ideally the English teacher, or Head teacher.
2. Provide details of competition, posters, flyers etc. closing date, and where entries should be sent to.
3. Provide appropriate prizes.
4. Set deadline - ideally 14th February.
5. Club judging should be completed by 1st March and winners notified.
6. Districts may
7. Winning entries should be forwarded to District by 31st March.
8. Districts should designate one person on the Youth Opportunities committee to head up this competition
9. Winners should be notified and submitted to the RIBI finals by 1st April
10. RIBI will provide prizes for the RIBI final winners and runners up in each age category

Rotary Young Photographer

There are no regional events as yet, however, many of the following notes already apply. In the meantime, Districts should submit details of their winners direct to the RIBI competition organiser.

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2. Provide details of competition, posters, flyers etc. closing date, and where entries should be sent to.
3. Provide appropriate prizes.
4. Set deadline - ideally 14th February.
5. Club judging should be completed by 1st March and winners notified.
6. Winning entries should be forwarded to District by mid March.
7. The District Competition to be completed by the 1st April
8. Districts should designate one person on the Youth Opportunities committee to head up this competition.
9. Winners should be notified and submitted to the RIBI finals by 1st April
10. RIBI will provide prizes for the RIBI final winners and runners up in each age category

Issued on behalf of the
RIBI YO Resource Group