

# ROTARY YOUTH SPEAKS COMPETITION



## Guidance Notes

[rotarygbi.org](http://rotarygbi.org)

Rotary  
Great Britain & Ireland 

# Guidance Notes for 2015 - 2016

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## Introduction

These guidance notes are written for Rotarians' use only and should be read in conjunction with the Youth Speaks information pack. The guidance notes are a supplement to the Information Pack and are not intended to be prescriptive, more a guide to good practice. If there is any conflict between the Information Pack and the Guidance Notes, the Information Pack takes precedence.

The information pack is a stand-alone document containing all the necessary information for competitors, schools, colleges or other organisations, to enable competitors to participate knowledgeably and confidently in the competition.

The information pack must be followed for regional and national finals. Clubs and districts may vary at their discretion and to suit individual circumstances, any of the requirements of the information pack.

An editable Youth Speaks competition poster is available from the members' area of the Rotary website at [rotarygbi.org](http://rotarygbi.org).

Clubs are advised to arrange their own publicity for all stages of the competition. Experience shows that local papers are more interested in local people than large events held locally.

Competition organisers should remember this is a competition for young people as distinct from a Rotary function. Rotary formalities should therefore be kept to a minimum and looking after competitors and their supporters should take priority.

Regional and national competition organisers should consider inviting the local mayor and other prominent people to the competition. This provides an excellent opportunity to spread the word about Rotary youth opportunities.

Competition organisers, particularly for regional and national competitions, should also invite sponsors who may be happy for a local representative to attend regional competitions.

Clubs and districts should place the results and photographs of the competition on their websites and let participating organisations know they have done so.

Competition organisers are encouraged to liaise with appropriate district officers to promote the events to the media and to take the opportunity to promote other Rotary activities.

Clubs should be aware that the English Speaking Union organises a public speaking competition for schools which is very similar to Youth Speaks. At club level it may be possible to hold a joint competition.

Child protection guidelines must be followed and competition organisers are advised to liaise with club and/or district protection officers

Health and Safety procedures must be followed and competition organisers are advised to liaise with club and/or district health and safety officers

For Rotary Year 2015/16, Rotary's insurance brokers, Bartlett & Company Ltd have indicated that the Youth Speaks competition is an acceptable event and therefore notification about Youth Speaks competitions is not necessary. Competition organisers are advised to check the Rotary Insurance policy available on the website each year. Even if competitions are acceptable events, the Rotary event checklist and a risk assessment form in the insurance policy are useful aide memoirs.

Venues chosen should have suitable facilities for the competition and supporters. Competition organisers, particularly for regional and national competitions, should recognise that the competition is an opportunity to showcase Rotary and every effort should be made to create a competition that makes Rotary proud.

Venues must have suitable access and facilities for competitors and supporters with special needs.

Competition organisers should take into account religious and school holidays and examination periods when planning events.

If the event is more than three hours long, light refreshments should be provided or made available. Sponsorship can be obtained from the sale of programmes to help offset the costs.

Travelling time to and from the venue should be considered.

The information packs and guidance notes will be reviewed annually. Any proposed amendments should be submitted to the Rotary Youth Service Chairman, by 31 December 2015 to allow time for consultation prior to ratification at Rotary Assembly in February/March 2016.

## **Who can take part?**

With the age qualifying date of 31 August 2015, it should be noted that some intermediate team members may be 14 and senior team members 18 at the time of some or all stages of the competitions (e.g. a competitor who is 17 on 31st August and turns 18 on 1 September is allowed to enter).

When sending out the information pack, entry form and competition details, correspondence should clearly specify the name of the Rotary club, the recipient for entry forms address and the return date together with any other information required such as team photograph or profile of school. Different information may be required at different stages of the competition

Rotary clubs should follow up with the schools, colleges and organisations to which they have sent information packs.

Competitors, schools, colleges, and other organisations can participate in a Rotary district that is outside of their boundary, **but can only compete in one club or district competition.**

**Students should enter the competition organised by the local Rotary club through their school, college or organisation.**

## **The Four Stages of the Competition**

The four stages of the competition in the information pack are designed to fit in with the school year.

Clubs are advised to contact schools between May and June/July to plan their competitions between September and December.

Clubs and districts are at liberty to amend the information pack for their own competitions. However, it is strongly recommended that clubs and districts follow the information pack, which must be followed for regional and national finals.

Clubs and districts are encouraged to take responsibility for travel and subsistence costs incurred by teams entering the various stages of the competitions. There is no funding from Rotary other than costs, such as venue, judges, prizes and refreshments for the national final.

**Local Heats** These are run by local Rotary clubs, individually or jointly. Two or more clubs can run a joint event if a club does not have sufficient entries for an individual event.

The only prescriptive dates in the competition are the national final date and the entry date. Clubs, districts and regions are at liberty to set their own dates to meet the prescriptive dates.

It is suggested a range of dates for regional competitions is agreed by districts at Rotary Assembly. Setting a range of dates for the regional competition enables districts to do the same prior to their district assemblies. This in turn enables clubs to plan their own competitions.

Clubs should check the competition timetable with their districts.

Club organisers should ascertain from the district organiser the arrangements for the District preliminary rounds and finals prior to their local heat, so that the winner and supporters can be advised of the arrangements for the District competition and the date.

Club organisers should ascertain from the district organiser, prior to the local heat, what information is required by the district organiser for the district competitions and the date it is required. Club organisers should obtain the required information from their winner and pass it on to the District organiser by the required date.

## **District Competitions**

It is recommended that a team be allowed to compete in a district competition only when it has first taken part in a Club Competition or, under exceptional circumstances, has been judged to be of adequate standard by the district youth service chairman or that person's representative.

District finals should be limited to a practical number of teams to make it manageable. For high numbers of teams, it may be sensible to hold preliminary rounds prior to a district final.

District organisers need to provide clubs with the details of the district competition as soon as possible. At the same time district organisers should inform clubs of the information required for the district competitions and the date by which it is required.

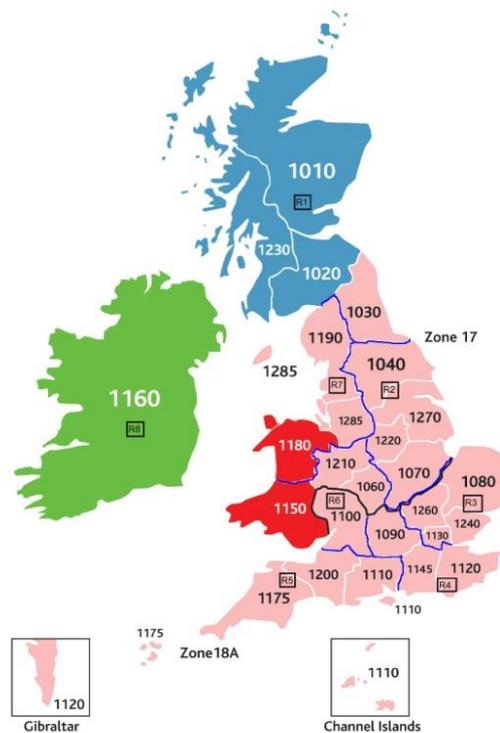
District organisers should ascertain from the regional organiser the arrangements for the regional competition prior to the district final, so that the successful competitors at the district final and their supporters can be advised of the arrangements for the regional competition at the district final.

District organisers should ascertain from the regional organiser, prior to the district final, the information required by the regional organiser for the regional competition and the date it is required. District organisers should liaise with club organisers to obtain the required information from the successful competitors and pass it on to the regional organiser by the required date.

**Regional Finals** For the purposes of organising regional finals, Rotary districts have been combined into the following regions with effect from 1<sup>st</sup> July 2105

**RIBI Youth Service Regions  
Region Districts**

- 1 1010, 1020, 1030, 1230
- 2 1040, 1070, 1220, 1270
- 3 1080, 1130, 1240, 1260
- 4 1090, 1120, 1145
- 5 1110, 1200, 1175
- 6 1060, 1100, 1150, 1210
- 7 1180, 1190, 1285
- 8 1160



It is the responsibility of the District Youth Service Chairs (DYSCs) to:

- agree between themselves which District will be taking on responsibility for organising on of the Regional Youth Competition Finals. This normally rotates
- agree a range of dates
- agree the budget and cost sharing arrangements between participating Districts
- agree prizes and trophies
- once the organising District has been agreed the Regional Coordinator needs to be informed by 15<sup>th</sup> July 2015

Each District should take it in turns to organise the Regional Finals. Use the cycle provided below, ideally, so that Districts only organise one Regional final per year.

Region	2015/16	2016/17	2017/18	2018/19
<b>1</b>	1030	1230		
<b>2</b>	1070	1040		
<b>3</b>	1260	1080	1240	
<b>4</b>	1090	1145		
<b>5</b>	1200			
<b>6</b>	1210	1150		
<b>7</b>				
<b>8</b>	1160	1160	1160	1160

Prior to the staging of Regional Finals the District Youth Service Chairs within each region must agree the number of teams that will go forward from their respective Districts to the Regional Finals. The winning team from each of the eight Regional Finals will be the only team to go forward to the RIBI Final.

Regional organisers should ascertain from the national organiser arrangements for the national final prior to regional finals. This means that the winner of a regional final and their supporters can be advised of the arrangements for the National final at the regional final.

Regional organisers should ascertain from the national organiser, prior to regional finals, what information is required by the national organiser for the national final and the date it is required. Regional organisers should liaise with district organisers to obtain the required information from the winner and pass it on to the national organiser by the required date.

Regional organisers should provide the name of the winner of the regional final and the district contact details to the national organiser within the time specified by the national organiser.

Regional organisers should ensure the regional winner's district organiser provides the national organiser with details required for the national final within the time specified by the national organiser.

### **RIBI Final**

The intermediate and senior national finals will take place on one day in one location.

District contacts should provide the following information for their finalist to the national organiser at least four weeks before the national final:

- Entry form
- 100 word or less pen portrait of their team in the final
- Team photographs if possible

RIBI do not fund any expenses of the regional winners to attend the national final. The district treasurer for the district hosting the national final should be responsible for the finances of the national final. Rotary will reimburse receipted expenses up to the allocated budget.

Any district wishing to host the national finals in future years are invited to apply to Rotary Youth Service Chairman Lynne Deavin [lynne.deavin@btinternet.com](mailto:lynne.deavin@btinternet.com)

### **Competition Guidelines**

- Format** It is recommended that organisers use considerable discretion to allow substitutions
- Judges** It is recommended that three judges are appointed by the organiser for a particular competition.

The following organisations are a good source of judges:

Toastmasters International

[www.d71.org](http://www.d71.org)

Association of Speakers Clubs

[www.the-asc.org.uk](http://www.the-asc.org.uk)

Organisers should agree the format of the feedback. It is recommended that one judge makes general comments prior to the results. Individual comments should be kept private; either spoken on a one to one basis or written. The judges should be encouraged to give advice to the winners for the next round.

### **Judging Criteria**

A time keeper's score sheet is included at the end of these notes. Organisers should use considerable discretion in deciding whether to enter into correspondence or discussions following the event. If people are aggrieved, organisers should try to placate the grievances, particularly if it would help future participation. Organisers should resist reacting to a challenge of the result; however an explanation in general terms on how the decision was made may help.

### **Questioners**

Questioners can be Rotarians as long as they are not from a participating Rotary club. Questioners are advised to ask short clear questions.

### **Prizes**

It is important to present all team members with a certificate for participating at each stage of the competition. A sample certificate, which can be personalised, is available from the member's area of the Rotary website. This can be adapted for club, district, regional or national competitions. A copy of the sample certificate, with possible adaptations in black, is included at the end of these notes.

Clubs and districts should work together in setting prize levels, including trophies, to try to avoid situations where clubs give considerably more than districts can afford.

Regions should agree a policy for prizes and trophies at regional competitions. As the regional finals are in effect a national final some regions do not give prizes as the prize is a place in the national final.

## **Competition Procedure**

### **Arrival**

The order of performance should be determined by ballot either prior to or at the competition, however favourable consideration should be given to reasonable requests to perform at a particular time.

If the order of performance is determined prior to the competitions, the organiser may decide to inform teams prior to the competition rather than at the competition. Late arrivals should be accommodated at the end of the programme if possible.

### **Arrangements**

If a system of lights is to be used organisers are advised to have a set of coloured cards as back up.

Organisers should consider the need and practicality of providing microphones, particularly for the national final. Organisers should consider the benefits of providing microphones and only if absolutely necessary must they be provided. Otherwise it is at the discretion of the organiser. Competitors should be advised whether microphones are being provided or not.

## **Entry Form Details**

Rotary in Great Britain and Ireland (RIBI) reserve the right to retain contact details within the terms of the Data Protection Act to enable RIBI to contact and keep in touch with them as part of the Alumni of Rotary and as future potential members.



### **Time Keeper's Score Sheet**

Over running and under running of the allocated times will be penalised one point for every complete 15 seconds of over run or one point for each complete thirty seconds of under run, for each team member.

Points will not be deducted from the speaker's score for time in answering the question. Amber should be displayed after two minutes to advise the speaker to end their answer.

Chairperson:                      Green light to start  
    Amber after 1.5 minutes  
    Red after 2 minutes

Speaker:                              Green following introduction by the chairperson  
    Amber after 5 minutes  
    Red after 6 minutes

Vote of Thanks:                      Green after introduction by the chairperson  
    Amber after 1.5 minutes  
    Red after 2 minutes



<b>Intermediate/Senior</b>	<b>Chairman</b>		<b>Speaker</b>		<b>Vote of Thanks</b>		
<b>Time Allowed</b>	<b>2 minutes</b>		<b>6 minutes</b>		<b>2 minutes</b>		
<b>Team</b>	<b>Time</b>	<b>Deduction</b>	<b>Time</b>	<b>Deduction</b>	<b>Time</b>	<b>Deduction</b>	<b>Total Deduction</b>