

ROTARY
YOUNG
CHEF COMPETITION

Guidance Notes



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Great Britain & Ireland

Guidance Notes for 2018 – 2019

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Guidance Notes for 2018 – 2019

Introduction

These Guidance Notes are written for Rotarians use only and should be read in conjunction with the Young Chef Information Pack. The Guidance Notes are a supplement to the Information Pack and are not intended to be prescriptive at club and district level, more a guide to good practice. If there is any conflict between the Information Pack and the Guidance Notes, the Information Pack takes precedence. If you have any queries please contact your District Youth Service Chairman or the Rotary Young Competition Co-Ordinator, Bill Campbell, at young-chef@rotarygbi.org

The Information Pack is a standalone 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 any of the requirements of the Information pack for their competitions but should bear in mind that they could be putting their competitors at a disadvantage if they go on to regional/national finals.

A Young Chef Competition poster and logo (as above) are available from the RIBI website.

Clubs are advised to arrange their own media publicity for all stages of the competition. Experience shows that local papers are mainly interested in local people rather 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 be kept to a minimum. Looking after competitors and their supporters should be a priority. Any preferential treatment should be given to the competitors and their supporters rather than to Rotarians.

Regional and national competition organisers should consider inviting the local mayor and/or dignitaries to the competition. This would provide an excellent opportunity to spread the word about our youth opportunities.

Competition organisers, particularly for regional and national competitions could extend an invitation to the sponsors. Sponsors may be happy for a local representative to attend regional competitions.

Clubs and districts are encouraged to place the results and photographs on their websites and let schools know this has been done. This must be done in accordance with GDPR, Privacy and Photography guidance, available on the RIBI website.

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

Venues chosen should have suitable facilities for the competition and supporters. Attention should be made with regard to available workstations for competitors. Competition organisers, particularly for regional and national competitions should recognise this competition is an opportunity to showcase Rotary and every endeavour should be made to create a competition that makes Rotary proud.

Venues must have suitable access and facilities for competitors or 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 available. Sponsorship could be sought to offset the cost.

The Information Pack and Guidance Notes will be reviewed annually. Any proposed amendments should be submitted to the Rotary Home Team – Youth Competitions Co-Ordinator, young-chef@rotarygbi.org by 31 December 2018 to allow time for consultation prior to publication of the 2019-20 Guidance and Information Packs.

RIBI Policies and Procedures to be followed

(For the purpose of this guidance, when referring to 'youth competitions' we mean the Young Chef, Youth Speaks, Young Musician, Young Photographer, Young Writer competitions).

Child Protection/Safeguarding: The RIBI Safeguarding Guidelines MUST be followed. Youth competition organisers are advised to liaise with Club and/or District Safeguarding Officers.

Health and Safety: Health and Safety procedures MUST be followed. Youth competition organisers are advised to liaise with Club and/or District Health and Safety Officers. Even if youth competitions are acceptable events under the RIBI Insurance Policy, the Rotary Event Checklist and a Risk Assessment Form MUST be completed.

Insurance: Youth competition organisers MUST check the RIBI Rotary Club Insurance Guide annually - available on the RIBI website. As our insurance policies are reviewed on an annual basis, changes to cover may be made from year to year.

For Rotary Year 2018-19, Rotary's insurance brokers, Bartlett & Company Ltd, have indicated that the Young Chef competition is an acceptable event and therefore notification about Young Chef competitions is not necessary.

General Data Protection Regulations (GDPR): With GDPR effective 25 May 2018, all personal information collected MUST be GDPR compliant, including information for all youth competitions. With this in mind, all of the forms and procedures for youth competitions are being reviewed and updated to be GDPR compliant and will be available for the youth competition entries. Once available and on the RIBI website to download (anticipated mid-late July 2018), they will also form part of this guidance document which is being issued in advance.

The following are being developed/revised for the 2018/19 youth competitions and MUST be adhered to by all those administering, collecting or holding personal information in respect of the youth competitions:-

- A privacy notice compliant to GDPR will be introduced to cover all youth competitions and must be publicised and adhered to by all those involved with the youth competitions.
- Youth competition Entry Forms are being revised to be GDPR compliant. Those organising youth competitions must only accept the revised GDPR compliant Entry Forms. Districts should check that the appropriate GDPR compliant Entry Form was used from the outset at club level should the participant progress to the district level stage of a youth competition.
- **No photographs** of entrants are to be requested in advance of a youth competition and are not to be included in programmes for the events at any stage. The provision of a photograph and appropriate written permission to use it for publicity purposes must be obtained from the parent/guardian and must be sought only after the winner has been identified. Permission for photographs should be sought in conjunction with the arrangements to contact the winner regarding PR opportunities.
- All forms upon which personal information is collected must have a separate 'privacy notice' section ON the form, detailing a summary of what personal information is collected, how it will be used, who it will be shared with at the various stages, and for what purpose. The privacy notice on the form must also advise when the personal information will be destroyed (see below). There must also be a reference to the more comprehensive general youth competitions privacy notice that will be available on the RIBI website.
- As per the parameters set by the RIBI Home Team and the privacy notice for all youth competitions, all documentation, including spreadsheets, databases, etc, (whether at club, district, regional or national level) relating to youth competitions containing personal information **must be destroyed 3 months after the date of the relevant youth competition NATIONAL final** (in the case of the Young Writer and Young Photographer youth competitions, the documentation would be destroyed 3 months after the deadline date of the Final Round as these two competitions do not have a national final 'event'). In other words, a club involved in a Young Musician competition has a responsibility to ensure that all those persons involved in administering that competition and holding personal information, must destroy the entry forms and all other documentation/spreadsheets etc. associated with the Young Musician competition 3 months after the Young Musician National Final.

Who can take part?

This competition is open to all students in full time education between ages 11 and 17 on 31 August 2018. Students who are in part-time (day release) education are not eligible to take part. The qualifying criteria of all entrants in the national final will be rigorously checked; any entrant who does not meet the above conditions will not be allowed to take part.

Please note this competition is intended for amateurs; for the purpose of the competition, an amateur is considered to be a person who is not in full, or regular part time, employment in the catering trade. Eligible entrants who have been temporarily employed by restaurants during the school holidays may take part. The competition is **not open to students who are enrolled on a full time catering course who are studying for a qualification above 'A' level (or equivalent) standard.**

With the age qualifying date of 31 August 2018, it should be noted that some competitors may be 18 at the time of some or all the stage competitions.

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

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

Rotary clubs should follow-up with the schools, colleges and organisations to which they have sent Information Packs.

When sending out the Information Pack/entry form/competition details, the recipient for the entry forms and the return date should be specified clearly, together with any other information required such the menu. Different information may be required at different stages of the competition. At all stages, GDPR/Privacy Statements must accompany any requests/forms which collect personal information.

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 various sections of the Information Pack to suit their competition and administrative needs. However, the section on 'RIBI Policies and Procedures to be followed' **must not** be amended. It is strongly recommended that districts follow the Information Pack as entrants in the regional and national finals will be expected to follow the procedures outlined in the Information Pack. A contestant who has not followed these guidelines in a district final will find themselves at a disadvantage when it comes to competing in the regional and national finals.

The Information Pack must be followed for the regional and national finals.

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

Local Heats

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

Clubs should agree with host schools or colleges how many courses are to be cooked in their local heat.

The only prescriptive dates in the competition timetable 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. 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 local heats.

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 at the local heat or as soon as possible thereafter.

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 by which 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 Finals

For high numbers of entrants, it will be necessary 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 what information is 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. Regional competitions should be completed by the end of March to allow time for the preparation of the national final programme.

District organisers should ascertain from the regional organiser, prior to the district final, what information is required by the regional organiser for the regional competition and the date by which 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, districts of RIBI have been combined into the following regions;

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

Each district should take it in turn to organise the regional finals. District Youth Service Chairman should liaise with their colleagues in the respective districts which form a region and agree which district in a region will organise the regional final ideally, so that districts only organise one regional final per year. One district within RIBI will be responsible for organising the national final.

Prior to staging of regional finals, the District Youth Service Chairman within each region shall agree the number of entrants that will go forward from their respective districts to the regional finals. The winning entrant from each of the eight regional finals will be the only entrant eligible to go forward to the national final.

Format for agreeing and arranging regional finals:

- agree a range of dates;
- the budget and cost sharing arrangements amongst participating districts;
- prizes and trophies.

Regional organisers need to provide district organisers with the details of the regional final prior to district finals. At the same

time regional organisers should inform district organisers what information is required for the regional final and the date by which it is required.

Regional organisers should ascertain from the national organiser the arrangements for the national final prior to regional finals, so 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 by which 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 the details required for the national final within the time specified by the national organiser.

National Final

The 2019 National Final: **Saturday, 27th April 2019** – Venue: **Leeds City College, Printworks Campus, Hunslet Road, Leeds LS10 1JY**

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

- Entry Form
- Menu

District organisers should ensure their national finalist brings the following information to the national final:

- Time Plan
- Menu and Ingredients Form
- Recipe Form (available at the end of these Guidance Notes)

RIBI does 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. RIBI will reimburse receipted expenses up to the allocated budget.

Any district wishing to host the national final in future years is invited to apply to RIBI Home Team, Competition Co-Ordinator. youth-service@rotarygbi.org.

Organisers of the national final need to: -

- ensure the venue is suitable for the national final in terms of size, kitchen work stations, space for visitors etc.
- make space available to allow our sponsor Filippo Berio to display a range of their products
- include a cookery demonstration which includes produce from our sponsor
- have a venue that can accommodate up to 120 people
- have a professional photographer available
- ensure programme information is available in good time
- consult with the RIBI Competition Co-Ordinator to ensure continuity

Competition Guidelines

Task

To prepare in two hours, a three-course healthy meal comprising starter, main course and dessert for two people costing less than £20.00 or euro equivalent.

The task for local heats and district finals may have local variations. Interested parties should check the task with their local Rotary club.

Judges

It is recommended that three judges are appointed by the organiser for a particular competition.

Organisers of regional and national competitions should not use judges who have judged a previous round as this could be construed as giving an unfair advantage to a competitor who has “met” that judge before.

The following organisations are a source for judges:

The Craft Guild of Chefs: www.craftguildofchefs.org

British Culinary Federation: www.britishculinaryfederation.co.uk

If a Rotarian judges at district competitions, organisers should be aware of possible conflicts of interest.

Judges should be allowed to use their discretion in carrying out their task, but without intimidating the competitors in any way. Organisers may wish to advise judges on how informal or formal they might be in carrying out their task.

Organisers should agree with the judges a suitable tasting area with as much privacy as possible.

At the end of the competition, the organiser will collect the judges score sheets. These will be retained by the competition organiser for a minimum of 3 months after the date of the National Final, after which they must be destroyed to comply with GDPR and the competition Privacy Policy.

A Rotarian with no interest in the participating teams will review the scores to ensure accuracy before the results are announced.

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 score sheet for judges is available at the end of these Guidance Notes. Clubs should contact their District Youth Service Chairman for a copy.

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.

Prizes

It is important to present all competitors 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 RIBI website. This can be adapted for club, district, regional or national competitions.

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

Regions should agree a policy for prizes and trophies at regional competitions. Some regions do not give prizes as the “prize” is a place in the national final.

Prize examples

Time spent working with a chef in a professional kitchen.

Competition Procedure

Introduction

Viewing access to the cooking area enhances supporters’ experience of the event. Organisers, in consultation with the judges, are requested to use their discretion in allowing viewing access to the cooking area. Supporters, particularly parents often appreciate being able to see their competitor at work. Viewing access should be at a distance from the competitors and managed safely with a few admitted at a time.

Cooking Areas

The cooking areas should be determined by ballot either prior to or at the competition, however adjustments may be required if a competitor has an allergy.

Table-Setting Time

An electronic version of the Menu and Ingredients Form is available at the end of these Guidance Notes.

Preparation Time

Organisers should ensure a kitchen assistant is on hand to source equipment and advise competitors how to use equipment. If kitchen assistants offer additional advice the judges should be informed.

Organisers are advised to minimise access only to those involved in the competition, e.g, judges, kitchen assistant, costings checker, photographer, persons transferring completed dishes to the tasting area and display tables.

After completion of the preparation period, time could be saved by allowing supporters access to the cooking area to assist with the clearing up during judging. This should be allowed only if it doesn’t interfere with the judging.

Competition organisers could consider providing entertainment for the supporters during the preparation time. Examples are: a jazz band from a school, talks on Rotary, plus another talk of general interest, before a buffet lunch.

Recipe Form (Required for National Final Only)

NAME:

Course	Ingredients	Method
Starter		
Main Course		
Dessert		

Score Sheet

	Costing	Planning	Healthy choice of dishes	Presentation of table (inc. flowers, cloth etc.)	Meal served at correct temperature	Neatness of working and hygiene	Range of skills used	Taste and presentation of starter	Taste and presentation of main course	Taste and presentation of dessert	Total
Maximum Score	5	10	10	10	10	15	20	20	30	20	150
Competitor 1 Menu											
Competitor 2 Menu											
Competitor 3 Menu											
Competitor 4 Menu											
Competitor 5 Menu											
Competitor 6 Menu											
Competitor 7 Menu											
Competitor 8 Menu											