

ROTARY
YOUNG
WRITER COMPETITION

Guidance Notes



rotarygbi.org

Rotary
Great Britain & Ireland 

Guidance Notes for 2018 – 2019

Content:

Theme Page 2

Introduction Page 2

General – RIBI Youth Competitions Page 2

RIBI Policies to be Followed Page 3

- Child Protection/Safeguarding
- Health and Safety
- Insurance
- General Data Protection Regulations (GDPR)

Who Can Take Part? Page 4

The Three Stages of the Competition Page 4 - 5

- Local Heats
- District Finals
- National Final

Competition Guidelines Page 5

- Task
- Judging Criteria
- Prizes
- Prize Examples

Guidance Notes for 2018– 2019

THEME – ‘MY INSPIRATION’

Introduction

These Guidance Notes are written for Rotarians use only and should be read in conjunction with the Young Writer 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 any of the requirements of the Information pack.

An editable Young Writer competition poster is available from the RIBI website.

General - RIBI Youth Competitions

The Young Writer logo above is available from the member's area of the RIBI website

Clubs are advised to arrange their own media publicity for all stages of the competition. Experience shows that local papers are only interested in local people rather than large events held locally. Final submission dates should be sent to competitors.

Clubs and districts could place the results and entries on their websites and let schools know they have done so.

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

Venues chosen should have suitable facilities for the competition and supporters. Competition organisers, particularly for 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.

The Information Packs and Guidance Notes will be reviewed annually. Any proposed amendments should be submitted to the Rotary Home Team – Competitions Co-Ordinator, Bill Campbell billcampbell2121@gmail.com, by 31 December 2018 to allow time for consultation.

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 Writer competition is an acceptable event and therefore notification about Young Writer 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?

The competition is open to all schools and college communities including those that are home educated and any other young peoples' community organisations, for example, community RotaKids, community Interact, Scout Groups, Girl Guides.

With the age qualifying date of 31st August 2018 it should be noted that some junior entrants may be 11, intermediate entrants may be 14 and some senior entrants may be 18 at the time of some or all the stage competitions i.e. a competitor may be 17 on 31st August but turns 18 on 1st September but is allowed to enter. **All competitors should include their date of birth on the application form.**

When sending out the Information Pack, correspondence should clearly specify the name of Rotary club, recipient for entries, address and the return date, together with any other information required. At all stages, GDPR/Privacy Statements must accompany any requests/forms which collect personal information.

Rotary clubs should follow-up with the schools, colleges and organisation where they have sent Information packs.

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

Students should enter the competition organised by the local Rotary club through their respective group as detailed above.

The Three Stages of the Competition

The three 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 to be followed' **must not** be amended. It is strongly recommended that clubs and districts follow procedures outlined in the Information Pack.

The Information Pack must be followed for the national finals.

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 could approach local newspapers with the idea of holding a joint local competition.

The only prescriptive date in the competition timetable is the entry date and the final submission date for the national final competition.

Clubs and district are at liberty to set their own entry date to meet the prescriptive dates.

It is suggested that districts decide their entry date prior to their district assembly. This in turn enables clubs to plan their own local heats.

Clubs should check the competition timetable with their districts.

Districts should provide the arrangements for the district competition to clubs as soon as possible.

Clubs should send their age group winning entries, by the closing date, to the district organiser.

Clubs could seek to display their entries at local libraries with information about other youth opportunities and Rotary.

Clubs and districts could place the results and entries on their websites and let schools know they have done so.

District Competitions

It is recommended that districts create an opportunity for winners of the Young Writer and Young Photographer to receive recognition, certificates and prizes at a specific event. An example of a convenient way of doing this is to make the presentations at the District Youth Speaks final when the winning entries could be displayed.

If districts do nominate a specific event this will determine the closing date for the district competition. Make sure to allow enough time for judging and advising winners of the specific event.

District organisers need to provide clubs with the details of the district competition as soon as possible.

National Competition

Organised by Rotary. One entry per age group per district may be submitted by **Saturday, 6th April 2019** to the organiser, Peter Dowse, 14 Stocksfield, Kelvedon Hatch, Brentwood, Essex, England, CM15 0BU.

Competition Guidelines

Task

To produce a hand written or typed story in prose entitled, '**My Inspiration**'. The written entry could be fiction or non-fiction, a story, or a poem as long as the piece relates to the theme. Questions have been asked about spelling and although this is not an issue the only advice to be given are that judges of this competition have made comment upon spelling in the past.

An A4 page or up to 500 hundred words is a suggested suitable submission.

Entries should be sent to the stage organiser by the closing date.

Entries may not be returned unless specifically requested

Judging Criteria

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 entrants 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, to try to avoid embarrassing situations where clubs give considerably more than districts can afford.

Districts could consider a small levy on club entries to fund district prizes

Prize Examples

An opportunity to read entry on local radio