

ROTARY
YOUTH
SPEAKS COMPETITION

Guidance Notes



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 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 www.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 are encouraged to place the results and photographs on their websites and let parent or guardian/schools/organisations 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 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.

Venues chosen should have suitable facilities for the competition and their 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 could be sought or 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 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 Youth Speaks competition is an acceptable event and therefore notification about Youth Speaks 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 all schools and college communities including those that are home educated and any other young people's community organisations, for example, community RotaKids, community Interact, Scout Groups, Girl Guides.

With the age qualifying date of 31 August 2018, 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, clearly, should specify the name of the Rotary club, the recipient for the entry forms, address and the return date together with any other information required such as profile of the school. 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.

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 compete in only one club or District Competition.**

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

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

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.

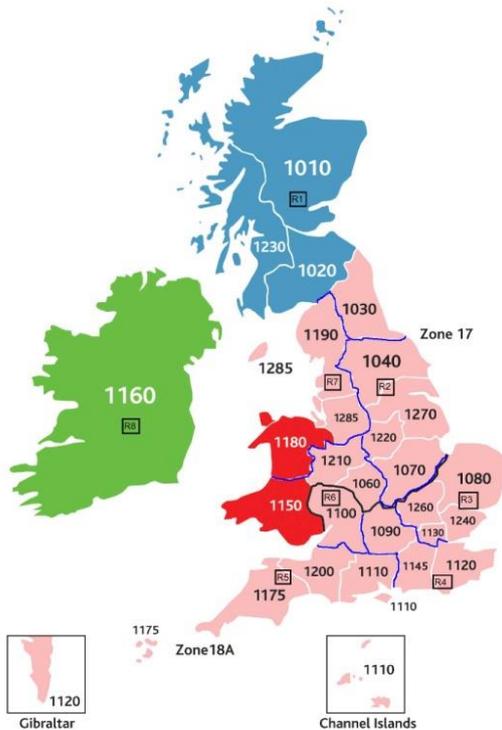
District organisers need to provide clubs with the details of the District Competition as soon as possible. At the same time district organisers should inform clubs of the information required for the District Competitions and the date by which it is required.

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 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 purpose of organising Regional Finals, the Districts within the 8 RIBI Regions for 2018/2019 will remain the same:



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

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

- agree amongst themselves which district will be taking on responsibility for organising 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 RIBI Youth Competitions Co-ordinator needs to be informed by 15th July 2018

Each district should take it in turn to organise the Regional Finals.

Prior to the staging of Regional Finals, the District Youth Service Chairman 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 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 details required for the National Final within the time specified by the national organiser.

National Final

The Intermediate and Senior national finals will take place on **Saturday 11th May 2019** at **The Rotary Showcase in Nottingham**.

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 words or less pen portrait of their team in the final

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. Rotary will reimburse receipted expenses up to the allocated budget.

Any district wishing to host the National Finals in future years, is invited to apply to Rotary Youth Service Chairman Chris Williams chrisgw001@gmail.com

Competition Guidelines

Format

It is recommended that organisers use considerable discretion to allow substitutions to teams.

Judges

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

The following organisations are a good source for judges:

Toastmasters International www.d71.org

Association of Speakers Clubs www.the-asc.org.uk

Professional Speakers Association: For judges nationally, you can find the name of the nearest regional president at www.thepsa.co.uk/regions/

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.

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

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, and so avoid 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.

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. This is a team competition and each team member must conduct themselves so that they are attentive and listening to whichever of the team members is speaking. A reminder that the team **MAY NOT** use props or enter into a dramatic performance as this is a public speaking competition.

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

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