

ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC

GUIDE ON PROCEDURE FOR CONTEST ORGANISATION

This guide has been prepared by the Contest Group of the Royal New Zealand Pipe Bands Association Incorporated for the assistance of Contest Committees.

It is not exhaustive and will require updating at regular intervals.

- 1) All members of the Contest Committee should make themselves thoroughly conversant with the Association Constitution and Contest Rules, and it is recommended that Sub-Committees be established as follows:

Accommodation
Advertising & Publicity
Band Hosts
Catering
Entertainment
Finance (Contest Treasurer)
Grounds
Programme (printing programme, advertising and sales)
Tickets, Newsletters and Ribbons/Name Tags
Trophies
Transport

and ensure that the individuals selected have the necessary skills to complete the task.

- 2) Each of the Sub-Committees comprises at least one person who is a member of the Contest Committee with additional help as required. When decisions have to be made or approved by the Contest Committee the Sub-Committee should bring forward a firm recommendation for consideration.
- 3) Sub-Committees should draft their own correspondence and submit to the Contest Committee for approval.

The Contest Committee should not have to deal in detail with matters that should be handled by the Sub-Committee. The Contest Committee should meet each month commencing about eighteen months prior to the Contest. Additional meetings may be required in the last months before the Contest.

NOTE: The Contest Supervisor is responsible for the layout of the grounds and the running and timing of the Contesting Events. The Organising Committee is responsible for organizing the Contest around these Contesting Events.

The following pages set out the duties and functions of the principal officers and of the Sub-Committees. These are not in the nature of rules, but are intended as a guide only.

CONTEST PRESIDENT:

- 1) The Contest President is the Chairman of the Contest Committee and is responsible for the overall organisation of the Contest and making sure the National Contest Supervisor is kept fully informed at all times.
- 2) He/she should prepare a suitable budget for presentation to the RNZPBA Board. See Financial Planning Guidelines, Appendix 1.
- 3) He/she should ensure that the allocation of Sub-Committees among the members of the Committee is made in such a way as to make the best use of the people concerned, and

ensure that all tasks are properly carried out. He/she should see that extra help is available to particular Sub-Committees when required.

- 4) He/she should obtain a report from each Sub-Committee at each meeting of the Contest Committee to ensure that all necessary arrangements are receiving attention and being completed at the appropriate time.
- 5) He/she should be available throughout the Contest to ensure that each Convenor is doing the task appointed to him/her and, when required, meet special guests invited by the Contest Committee or National President, thus ensuring the smooth running of the Contest.

CONTEST TREASURER:

- 1) Obtain the approval of the Contest Committee to open a bank account, authorise signatories and, before opening the account, ensure that the bank will pay interest on the amounts deposited.
- 2) Arrange for a \$1,000.00 + gst non-refundable advance from the RNZPBA.
- 3) Establish suitable receipting and transaction recording systems.
- 4) Ensure all monies received are banked promptly, and receipted in every case.
- 5) Ensure all payments are made by cheque after approval by the Contest Committee.
- 6) All transactions should be recorded promptly in the cash book.
- 7) Arrange for change to be available to gatekeepers and programme sellers, and for safe custody of these monies during the Contest by arranging regular cash pick-ups by a security firm.
- 8) Chair the Finance Sub-Committee.
- 9) The Treasurer should be aware of Chapter 3 “Functions of the Contest Committee” page 6, 3.2 Schedule of Expenses for Contest Officials and Judges. These expenses for Officials and Judges to be paid before the end of the second day’s events.

CONTEST SECRETARY:

- 1) The Contest Secretary should keep proper Minutes of all meetings of the Contest Committee. To save time at meetings and to ensure prompt action on decisions made, these should be photocopied with copies sent to all committee members as soon as practicable after the meeting. **Copies to be sent to the Management Board and the National Contest Supervisor** as well as copies of all newsletters.
- 2) The Contest Secretary shall attend to all inward and outward correspondence on behalf of the Contest Committee and send all newsletters and correspondence directly to bands and not through an intermediary such as the Executive Officer, with the exception of entry forms which are the responsibility of the Association and not the Contest Committee.
- 3) He/she should keep in close touch with the National Contest Supervisor on all aspects of the organisation of the Contest, and assist the President in ensuring that all decisions are made and matters dealt with at the proper time.
- 4) He/she shall circularise bands from time to time to obtain late entry information required.
- 5) The appointment of an Assistant Secretary should be considered.
- 6) Arrange telephones for the ground and print numbers in the programme.
- 7) Arrange for a photocopier for printing results etc in the Secretary’s Office at the Ground – results sheets can be sold for profit.
- 8) Entry Fees
The Contest Secretary will forward to the Executive Officer seven months prior to the commencement date a list of bands who have indicated their interest in attending the Contest. The Executive Officer will post the official entry forms to this list of bands and advise the Contest Secretary of the number of entries on the closing date for such entries.

ACCOMMODATION:

- 1) It is crucial that the Accommodation Convenor, if not a bandsperson, be fully briefed on bands' requirements and that they regularly attend meetings of the Contest Committee.
- 2) In arranging accommodation for judges, officials, band members and supporters it is essential that contact be made with the hotels/motels as early as possible, at least a year before the date of the Contest.
- 3) It is important for the Accommodation Convenor to obtain an early indication of the bands that think they are likely to attend the Contest, with an indication of their likely requirements for accommodation for both band members and supporters, and estimated times of arrival and departure. Bands should be asked to give details of accommodation required separately for married couples, men and women.
- 4) Obtain from the Executive Officer information in regards to accommodation required for officials including judges, as close as possible to the ground. 25 rooms should be penciled in initially and confirmed when all judging appointments are known.
- 5) All bookings should be made in the name of the band concerned which is solely liable for payment of tariff. No financial obligations should be assumed by the Contest Committee.
- 6) Give the detailed allocation of accommodation to the Contest Secretary so that all bands can be advised promptly of their hotel/motel and of the tariff, deposit requirements etc. Also, judges and officials to be notified of their hotel. Bands should be informed that it is their responsibility thereafter to deal direct with the hotel/motel to which they should send the names of those in their party.
- 7) Where possible bands and their supporters should be accommodated together.
- 8) Keep in touch with the situation through the Contest Secretary and assist in dealing with any problems that may arise.

BAND HOSTS:

- 1) It is essential that an early start be made to compiling a list of those persons willing to assist as band hosts (one for each competing band).
- 2) Because the greatest personnel requirement is for band hosts, it is best if the Convenor of the band hosts collates overall personnel requirements.
- 3) As soon as entries close each band should be assigned a band host, and a meeting arranged for all band hosts at which members of the Contest Committee should also be present. It is especially important that the Convenors of the grounds, accommodation, catering, programmes and transport committees are present at this meeting. It is also advisable to arrange for the Pipe Major, Drum Major and Band Manager of a band experienced in contesting to attend in order to comment on the duties from the point of view of those who have had previous experience as a hosted band. Someone present with experience of hosting would also be advantageous if this is possible.
- 4) Prior to the meeting band hosts should be informed of the band to which they have been appointed, and the name and address of the Secretary, together with information on the arrival and departure times of the band, and the place where their accommodation has been reserved. See Appendix 3 for suggested layout of letter.
- 5) At this stage the programme of Contest events will have been settled, and this information should be made available to band hosts. They should also be given the following outline of their duties, so that any matters requiring clarification can be raised and discussed.
Band hosts are expected to:
 - a) Write to the Secretary of the band they are hosting to enquire whether there is anything to be done to assist the band before arrival. The Secretary should be asked to advise at an early date what is required by way of practice grounds and/or halls and transport for the band throughout the Contest period.

- b) The host should visit the hotel/motel where the band will be staying and let the proprietor know when the band will be arriving and leaving, the times of the events in which the band will be competing, and whether special arrangements will need to be made for meals etc.
- c) Find out where buses are to be parked so that there will be no delay or misunderstanding when transporting the band to Contest events.
- d) Obtain particulars of sightseeing trips with maps, pamphlets or places of interest, and details of entertainment that will be held during the period of the Contest.
- e) Make a note of the whereabouts or the availability of firms or facilities for the repair to possible damage to band equipment or uniforms.
- f) Make themselves conversant with the route of the Street March, the location where the inspection will be held, and the Contest grounds.
- g) Meet the band on arrival. In most cases it will be found that band members will be anxious to get settled into accommodation in readiness for Contest events. However, an early meeting should be arranged with the Manager or Secretary, together with the Pipe Major and Drum Major, to discuss any immediate arrangements that may need to be made.
- h) Let the Secretary or Manager know of the supply of season tickets and programmes that are available for sale to band members and supporters before Contest time, and endeavour to dispose of programmes to all band members.
- i) Make themselves available to their band throughout the Contest until the band departs for home.
- j) Establish a clear understanding with the Manager or Secretary as to what matters the host is to attend to and what matters they will attend to themselves in order to avoid any confusion. This applies particularly to such matters as arrangements with the hotel/motel regarding meals and as to transport. Some bands require very little assistance and band hosts should ask this question when they first write to their band.
- k) The final meeting of band hosts should be called about fourteen days prior to the Contest. Band hosts should be informed as to all aspects of the Contest arrangements so that they are able to deal accurately with any questions that their band may raise. Any difficulties encountered by band hosts can also be resolved.
- l) At some stage the Convenor of this Committee should ensure the band hosts have in fact made contact with their bands and that all is going smoothly. It is helpful to send a circular to band hosts in the early stages.

GROUND:

- 1) Inspect and consider suitable grounds for Contest events and make recommendations to Contest Committee accordingly.
- 2) Arrange for the Contest Secretary to confirm the booking of grounds for all events and terms and conditions applicable.
- 3) Check if public liability insurance cover is needed.
- 4) The National Contest Supervisor will view the grounds and facilities and will advise the Organising Committee of the general layout and tuning areas. The Organising Committee will determine the Bus Parking and will consult with Transport Department and appoint supervisor for bus parking areas. Make sure bands can move forward to their events without interruption.
- 5) Liaise with Local Authority or owner of grounds for Grounds Committee to carry out the necessary preparations. Arrange for painting of lines and flag points and arrange for 14 suitable flags to be used. Shrubs can be placed to mark tune-up areas. Set and Medley Circles to be marked out according to Rule 5.3.6 with an additional four metre circle outside to be roped off for the Judges. Approximately 200 metres of rope will be required with sufficient poles to contain the entire area. Suitable pot plants for decoration should

be placed around the Circles which should be numbered **1, 2 & 3** and have **Set** and **Medley** signs appropriately positioned. The Contest Supervisor and Assistant Supervisor will assist on Thursday with marking the Circles. The Groundsman will need a wheel to do the marking, or alternatively spray cans of white paint, plus a measuring tape.

- 6) A dais must be provided if the Committee wish to have a formal saluting base in the Street March.
- 7) Erect tents – 10 metres x 5 metres minimum – at each circle for the Judges.
- 8) Obtain tables and chairs for the ground as follows:
 - Trestle tables for Judges (located inside tent)
 - 18 chairs – 6 in each tent
 - Another good idea is to use Bar Leaners – 3 around each circle for the Judges to write on.
 - 3 tables for Supervisors - 1 beside Point A at each circle
 - 6 chairs for Timekeepers in Medley events – 2 for each circle
 - tables for trophies as required.
- 9) Golf umbrellas for Judges in case of rain
- 10) Inspect tuning facilities and arrange for seating, announcing, judges' positions, secretarial office space and other arrangements as required.
- 11) 3 suitable clocks are required to record time scheduling. These are the most important pieces of equipment for showing the official times. The clocks need to be in an elevated position so it can be clearly seen by the bands. The Association is looking at purchasing suitable clocks for this job.
- 12) Appoint three people to act as Timekeepers.
- 13) Arrange for transport of all equipment to grounds, arranging in position and return of same to owners after Contest.
- 14) Arrange 8 walkie-talkies for Contest Supervisor & Assistant, Recorders, Announcer and Marshals.
- 15) Engage a suitably qualified Announcer and ensure that he/she is briefed in Gaelic pronunciation. A good public address system should include a mobile microphone for use on the ground at presentation ceremonies etc. The announcement of Sets which are drawn for Grades 1 and 2 is also necessary.
- 16) Arrange for three bells to be available and for delivery of same to the Contest Supervisor at the grounds. Collect same and return to owners after conclusion of events.
- 17) Arrange for three Runners for judging sheets to be on hand at the conclusion of all events.
- 18) Check with the Contest Secretary as to requirements for official seating. Arrange suitable reserved space on stands and supervise reserved stand space.
- 19) Arrange suitable offices on the grounds **as close to boards as possible** for the Executive Officer/Recorders, Trophy Convenor, and the Contest Secretary and Treasurer. The Recorders Office cannot be shared with others and will require:
 - Five trestle tables, six straight back chairs;
 - High quality printer (the Executive Officer will bring the Association's computer);
 - 2 Photocopiers for Recorders Office (in addition to the one for the Secretary's office);
 - Box of A4 plain paper;
 - Telephone line (to access the internet for placement of results on website)
- 20) Arrange and erect signs for these offices and also for the Inquiry Office and First Aid Post.
- 21) Arrange with The Order of St John to provide a First Aid Post. Recommend to the Contest Committee a suitable donation to St John.
- 22) Obtain official badges from the Secretary and issue to Grounds Committee and staff.
- 23) Mace Flourishing course – 70 metres long in front of main stand. Right wheel opposite centre of stand 35 metres from outside of course to countermarch flags (refer Rules).
- 24) Measuring Stick – 1.35 metres long to measure maces for flourishing.

- 25) Display – advise bands of dimensions of ground (unobstructed).
- 26) Sponsorship of Displays – obtain \$3,000 for appearance and prize money.
- 27) Time Scheduling – this is the responsibility of the Contest Supervisor.
- 28) Consider possible routes for Street March. Discuss with Local Authority and make recommendations to Contest Committee. Ensure that Contest Secretary obtains necessary approvals. A traffic plan may be required by the Local Authority.
Inspect route for suitable areas for drop-off and pick-up points, tuning-up, marshalling etc. Ensure streets are closed off to all through traffic and parked cars from early morning. Crowd Control Marshals should be appointed and a blanket collection is a good source of revenue.
- 29) Approach a Marching Association or other similar organisation for provision of placard bearers for the Street March. One bearer is required for each band.
- 30) Bands may provide their own banners and bearers (who must be suitably dressed). Check with bands before appointing bearers. (Entry form asks the question)
- 31) Arrange manufacture of placards for the Street March, delivery of same and distribution to bearers.
- 32) Arrange for marking of Street March course, feet positions at start, A line at the Dress Inspection point and at the finish of course.
- 33) It is imperative that the wheels are a true 90 degrees and that there are no islands or other obstacles in the middle of the road which must be wide enough to take a band marching five wide at a two pace interval. The distance must not be less than 300 metres nor more than 400 metres.
- 34) Liaise with the Police Department for the Street March and for other events as necessary.
- 35) Arrange practise grounds to be available for bands as required, and advise band hosts.
- 36) Make every endeavour to provide, both at the Contest venue and at some point on the Street March, a suitable area for the exclusive use of physically handicapped or disabled persons.

APPOINTMENTS:

The National Contest Supervisor will consult with the Contest Committee to make the following appointments the final decision will be made by the National Contest Supervisor:

- Chief Marshal - plus three assistants;
- Drill Judges – four, from the National Panel of Judges;
- A competent person to judge the Kitto Trophy – Bass section flourishing in Street March and Medley (not necessarily a member of the National Panel);
- Dress and Mace Flourishing - the same person can judge both events and must be a member of the National Panel;
- Celebrity Judge – for the Displays, a local dignitary/personality;
- Guest Judge – for the Displays, a brass band person/drum major perhaps.

MEETINGS:

A meeting venue, preferably at the officials' accommodation, should be arranged for the Thursday late afternoon/early evening with a top table for three and theatre-style seating for 35 – 40. In addition to Contest officials and Judges, the following should also be present: Contest Chairman, Secretary, Treasurer, Marshals, Groundsperson, Celebrity and Guest Judges and anyone else connected with the Contest wishing to attend.

The Association normally holds its AGM on the Sunday morning of the Contest and would appreciate having a suitable room booked, the same or similar to the above.

FINANCE:

- 1) Make recommendations to the Contest Committee as to the number of tickets and passes

- to be printed.
- 2) Make recommendations to the Contest Committee as to complimentary tickets: Association Management Board, Life Members and Management Group Leaders; Judicial Committee; Contest Committee; Contest officials; ground staff etc; Announcer; Judges; Recording staff; Runners; Band Hosts; Trophy Custodians; Tradesmen, such as electrician etc; Special Guests.
All those listed above receive an official pass in the case of those who are working, a complimentary ticket and programme in the case of others.
 - 3) Consider what insurances should be arranged in respect of the Contest. Obtain quotations and make recommendations to the Contest Committee (eg Pluvial, Public Liability, Equipment etc).

ADVERTISING AND PUBLICITY:

- 1) Early contact should be made with the Press and Radio informing them of the Contest. Use them to best advantage. If the Centre/band has a Publicity Officer he/she can be of great assistance as he/she can submit information to the Press and Radio in their preferred form.
- 2) Press Releases on information about the Contest should commence no less than six months prior to the Contest. Keep feeding the Press news items periodically from that time forward relating to the Contest, eg names of adjudicators appointed, total band entries in all grades etc.
- 3) A newspaper supplement just prior to the Contest (two or three days) is an excellent form of advertising.
- 4) Car banners can be distributed locally about four months prior to the Contest. They can be sent to other areas as well but will have most impact in the immediate locality.
- 5) Arrange Card Posters for distribution to local hostleries, retail shops etc.
- 6) Window displays of trophies should be arranged for no less than fourteen days prior to the Contest.
- 7) Newspaper advertising - it is recommended that advertisements be published on the Saturday prior to the Contest, a midweek advertisement, preferably in a supplement issue, and on the days of the Contest.
- 8) Contact the leader of the RNZPBA Promotion Group as soon as it is known that you have the Contest. It may be possible to arrange national coverage of events and he/she will be of assistance in many areas of promotion.
- 9) Radio advertising should be arranged no less than one month prior to the Contest. The most effective form is radio spot advertising during the breakfast sessions, eg "New Zealand Pipe Band Contest time is....".
- 10) Proposals for advertising should be submitted to the Contest Committee for approval, and approval obtained for the amount of expenditure intended which should not exceed 10% of budgeted gate takings. The Contest Committee should be kept fully informed at each meeting.

CATERING:

- 1) Make arrangements for ground staff to have lunch on the Contest grounds as time does not permit them to leave the grounds.
- 2) Arrange meals if required for competitors, officials, gatekeepers, runners and ground staff at suitable nearby halls or restaurants. The officials are 5 Judicial Committee (includes National President and 2 national appointments plus 2 local appointments), 23 Judges, 3 Recorders and the Announcer, Trophy Convenors plus all the Contest Committee.
- 3) Arrange for the Contest Secretary to circularise all bands asking them to advise how many competitors will require meals, so that tenders may be called for catering. Many bands

- will not have time to go back to their hotels/motels for a meal or, in any event, may prefer a cheaper meal than is available at their hotel/motel.
- 4) Obtain tenders for provision of meals for competitors, fix the price allowing for hiring tables, chairs and breakages and collect payment from competing bands at least one month prior to the Contest. **Make sure tea and coffee is available from 8am.**
 - 5) Advise bands through the Contest Secretary of the arrangements made.
 - 6) It is imperative that Judges are notified early in the day where they are to go for lunch, as Judges arrive late and go straight onto the ground. Once the events start it is too late to notify them.
 - 7) Make arrangements for morning and afternoon tea for officials and Judges. National Contest Supervisor will advise whether to provide tea for Judges either before the commencement of the day's events, between events or during events. It is important that tea should not interrupt the progress of an event, nor cause a delay in the continuity of the programme between events.
 - 8) Judges' room and hospitality room – a room is needed somewhere in the stand for Judges to leave their belongings, to retire to complete their reports, and gather after the music events have concluded to hold their regrading meeting. A hospitality room can also be set up for entertaining special guests. (Refer to National President).

PROGRAMME - Printing and Advertising:

- 1) The Programme Sub-Committee to recommend to the Contest Committee the number of programmes that should be printed.
- 2) Obtain quotes for printing the number of programmes required as decided by the Contest Committee.
- 3) Check with the printer as to the quality of paper to be used.
- 4) Refer quotes to the Contest Committee for final decision.
- 5) Recommend to the Contest Committee rates for advertising charges in the programme, and obtain a decision on this.
- 6) Approach prospective advertisers in order to sell advertising in the programme. A list of prospective advertisers should be drawn up with the aid of other Contest Committee members, who could assist in approaching firms where they have personal contacts.
- 7) It is essential for all letters asking firms to take advertising space to be addressed to a specific person in that firm, especially where a contact on the Contest Committee has made the initial approach. All letters should be followed up with a personal approach.
- 8) Arrange to obtain in good time from the Executive Officer all necessary art work, bromides, photos, the President's message and the names of the Judicial Committee. These matters can hold up printing.
- 9) Arrange for any photographs to be included in the programme - eg National President, the local Mayor, the Contest Committee.
- 10) Prepare or obtain all necessary copy for the programme, including National President's message, the Mayor's message, the Contest President's message, history of the local pipe band (if appropriate) and liaise with the Contest Secretary for information from entry forms as soon as available.
- 11) Settle draft programme and deliver to printer. Arrange for proofs to be available. **Note** - all pages of the programme must be proof read prior to printing and cover design must be approved by Management Board. **One member of Management to proof read the programme. Special attention to be given to the proof reading of the time scheduling.**
- 12) Delay printing of programme for as long as possible to accommodate withdrawals. Delivery should be one week prior to Contest. Complimentary copies to be handed out on arrival of individuals or bands.

- 13) Recommend to the Contest Committee a selling price for the programme.

SELLING OF PROGRAMMES:

- 1) The Sub-Committee is responsible for the custody, distribution and sale of all Contest programmes and accounting for all proceeds. Although its duties should be appreciated from the time of appointment, most of the work will fall in the period shortly before the Contest and at the time of the actual Contest.
- 2) Take custody of programmes after receipt from the printer and check quantities.
- 3) Arrange for suitable retail stores, eg band outfitters, music shops etc to pre-sell programmes, preferably in conjunction with trophy displays, during the two to three weeks before the Contest. If there is an opportunity to pre-sell at a street parade of local bands to publicise the Contest, advantage should be taken of this.
- 4) Obtain the approval of the Local Authority to sell on the streets during the Street March or any other desired public place before or during the Contest. The correspondence will be handled by the Contest Secretary after the Contest Committee has received a recommendation from the Sub-Committee.
- 5) Authorisation of complimentary programmes - these should be kept to a minimum, but complimentary programmes should be available to all National and Contest officials and one complimentary programme be available for each band manager on arrival at the Contest.
- 6) Procure and organise programme sellers. As a large number of programme sellers is required at various times during the weekend, the best course is to engage a youth group, eg Boy Scouts, to undertake all sales at Contest events on a 10% commission basis. Some such groups are used to this type of project and will do their own rostering and guarantee the attendance of the required number of sellers.
- 7) Distribution of band members' programmes - at the final meeting of band hosts, each band host should be given sufficient programmes for sale to all band members and supporters in the band for which he/she is responsible. A request for a positive selling approach should be made to the band hosts, and they should be asked to account for cash and any unsold programmes by the Saturday night of the Contest.
- 8) The receipt and custody of cash - the Sub-Committee should ensure that the cash is correctly accounted for by all sales staff and other sales outlets, recorded and receipted by the Contest Treasurer when handed over.
- 9) Account for programmes sold and unsold - the Committee should record the allocations of programmes before and during the Contest and account for all sales and stock unsold at the conclusion of the Contest. Invoices should be sent to all advertisers immediately after the programmes are received, accompanied in each case with a copy of the programme.

TRANSPORT FOR BANDS:

This is best handled by one person who is conversant with bus operators in the Contest venue area. However, provisions should be made to co-opt additional staff if required. Suitable transport must be provided. As National Pipe Band Contests are normally held at the peak of the tourist season, difficulty can be experienced. However, as the journeys involved are comparatively short, local Transport Board buses can usually supply suitable buses even though locker space for luggage is not provided.

TRANSPORT FOR JUDGES AND OFFICIALS:

Two 10 – 12 seater vans will be required to transport the 20+ Judges and officials. As well a car for Contest Supervisors who departs for venues at least 45 minutes prior to Judges. Generally these vehicles are obtained from a local motor vehicle dealer in return for free advertising in the programme and by the announcer over the weekend events.

Provide Drivers for the Judges Transport.

TROPHIES:

- 1) This is an area which creates problems if the trophies are not forwarded by the holders to the Contest Secretary by the time prescribed.
- 2) The National Association will provide two people to assist the Trophy Convenor and the Convenor will arrange for repairs and cleaning if required prior to the Contest.
- 3) Refer to Rules on Trophies - Chapter (7), page 24, paragraphs 7.1 - 7.5 inclusive.
 - "1) Bands will compete for Trophies, Medals and/or Certificates.
 - 2) Cash prizes may, at the discretion of the Board, be competed for at Contests.
 - 3) Bands winning trophies at a Contest must have them engraved at the bands' expense.
 - 4) All Association trophies will be sent by the holders to the Contest Secretary not less than one month before the Contest. All trophies must be in a clean condition before being sent to the Contest Secretary. Bands failing to forward trophies within the prescribed time will be liable to a penalty of \$20 or such other disciplinary action as shall be determined by the Board. The Contest Secretary will be the Custodian of Trophies and will, on their receipt, ensure that all repairs and cleaning necessary to restore them to a condition suitable for presentation is carried out.
The cost of any such repairs and cleaning considered not to be due to fair wear and tear will be recoverable from the band from which the trophy has been received.
 - 5) **Any trophies won at a Contest must remain in New Zealand**
 - 6) **SPECIAL AWARDS**
The Association may, from time to time, approve Special Awards. The purpose, the criteria by which the competition will be assessed, and the judge or judges of any such award, shall be fully set out and advised to competing bands".
- 4) National Association Appointees/Contest Trophy Convenor to prepare:
 - (a) Sufficient blank cards for each competing band, and leave blank until winners known.
 - (b) 1 set of self adhesive labels for each competing band and 2 sets of self adhesives labels for each trophy (53).
 - (c) 1 set of trophy labels to be affixed to a coloured address label (different colours for each grade) and attached to each trophy. The other set of trophy labels to be affixed to the cards of the bands winning trophies. (Use only sufficient cards and self addressed labels to cover prize-winning bands).
 - (d) Trophy labels to be marked with winning bands name (i.e. 1998 NZ Police) and given to engraver (if engraver engaged and on ground) for engraving.
 - (e) 3 sets of Presentation Schedules in conjunction with current Contest Programme Format (as per previously established criteria) and approved by National Contest Supervisor. Schedules to be completed as Trophny Winners found.
1 completed copy Executive Officer.
1 completed copy for Announcer at Presentation Ceremonies.
1 completed copy for persons setting out Trophies for Presentation.
 - (f) Sufficient tartan Rugs to cover tables at Presentation.
At conclusion of Contest completed band cards to be handed to NZ Executive for Association records.

APPENDIX 1

Financial Planning Guidelines

The guidelines so far have covered the logistical aspects of Contest organisation. The Association also recognises the need for careful financial planning and management and the following comments, requirements and suggestions are offered to all national Contest Organising Committees -

1 CHAPTER 2.3.4 (Page 4) of the Contest Rules requires the Association to provide Organising Committees with the financial results of the previous three Contests. That rule also requires Contest Committees to submit financial forecasts and final results in the same format.

2 FORECASTS The Board will liaise with your committee on the financial forecast shortly after this has been submitted.

3 The Board recommends that your committee takes careful note of the constitutional financial requirements as to “who pays for what”. (Chapter 3.2 & 3.3)

4 The Contest Rules provide for the payment of a grant of \$1,000.00 + gst by the Association. (Chapter 2.3.3)

5 EXPENDITURE The financial reports from the previous three Contests will give your committee an idea of the areas that need addressing. Local conditions will play a big part in many of these expense items and the following comments may be of assistance to you.

Promotion/Advertising This is recognised as a difficult area and big spending may not necessarily be effective.

What about considering contacting schools, clubs, associations and businesses with a bulk purchase of tickets (maybe at a discount). A by-product of this could be ongoing recognition and support of the bands in your area.

Social Function The traditional Saturday night function is a danger area for financial losses - this should be self funding and should not be part of the funds required to cover the running costs of the Contest. Any surplus would be part of the Contest profit.

Judges These costs are made up as follows:

- a) travel
- b) accommodation
- c) meals
- d) other expenses, fees.

Comments Accommodation and meals - these should be of a reasonable standard and, therefore, at a reasonable cost.

Ground Hire The cost of hiring the venue will depend on the ownership of the ground. However if it is under the jurisdiction of your local Council it may be possible to rent this at a “friendly” rate on the basis that the Contest attracts a significant number of “out-of-towners” thus injecting funds into the local business community. City and District Councils do like to promote their area - maybe this could be a persuasive promotion on your part.

Sponsored Expenses It may be possible to have such items as printing, photocopying, computer for results, security, telephone hire, public address system and the like partly or wholly sponsored.

Printed Programme As with the social function this ought, at least, to break even with the design and printing costs covered by advertising and sales. It is recommended that a profit should not be anticipated and, therefore, used to help to cover the running costs.

6 **INCOME**

a)

Sponsorship The Association will work with your committee to obtain sponsorship. This can be in different forms - from a major sponsor (with naming rights to the Contest) to individual sponsorships of a particular events, eg. the XYZ Grade 2 Street March.

It would be worthwhile contacting the various banks in your area before deciding which bank to use. If there is a possibility of sponsorship the Association could assist.

Radio stations seem to be keen to be involved and various benefits could be achieved by their involvement.

b)

Gate takings This is the most difficult area to forecast but is, undoubtedly, linked to the effectiveness of your promotion and advertising plan.

The income and expenditure items as listed in the formatted report are not intended to be exhaustive - that would be too restrictive to your planning.

Any suggestions to enhance these Guidelines emanating from your experience in the running of the Contest would be most welcome.

Finally, most Contests do make a profit and this is invariably the result of careful planning and financial controls. The Association, by way of the Management Board and its support teams, will always be available to liaise, assist and advise.

APPENDIX 2

Suggested Timetable of Important Dates for Contest Organisation based on the premise that the Contest will be held twelve months later

EARLY FEBRUARY:

Circular No 1 to all bands, Centres and Australian bands advising preliminary details of Contest.

EARLY MAY:

Circular No 2 to all bands to include questionnaire on accommodation requirements - final date 30 June. Apply to Association for \$1,000.00 advance as per Rules. Submit draft Contest Schedule to Association for approval.

30 JUNE:

Final date for preliminary advice on intention to compete with estimated accommodation requirements.

LATE JULY:

Advice to Executive Officer re interested bands and Circular No 3 to all bands that have signified their intention to compete advising further details.

NOVEMBER:

Closing date for entries. Final programme of events to be discussed with National Contest Supervisor before being forwarded to Association for approval. Programme cover design sent to Association for approval. Draw for all events will be made by National Contest Supervisor and a member of the Management Team. Appointment of Judicial Committee members (2) from Contest Committee. Letters to bands winning trophies at previous Contest re their obligation to return them to the current Contest Committee.

LATE NOVEMBER/EARLY DECEMBER:

Circular No 4 to all competing bands advising accommodation and draw and enclosing questionnaire for the Announcer, plan of ground, name and address of band host.

DECEMBER:

Programme, band members, passes, season tickets, and official ribbons to printers. Decision on official invitations and complimentary tickets. Apply for Booth Licence. Final date for arrival of trophies one calendar month as per Rule. Chapter (7) Paragraph 7.4. (Page 24)

FEBRUARY:

Time Scheduling completed by National Contest Supervisor and sent to Organising Committee for inclusion in the Programme. Arrival of Programmes, band members' passes, season tickets and official ribbons from printers. Final circular to competing bands. Final date for arrival of Announcer's notes.

MARCH:

Mark out grounds, the day prior to the Contest. National Contest Supervisor will assist Judges meeting prior to the Contest, a suitable venue to be arranged within the confines of the Judges' accommodation (if possible). Contest the following two days. Repay amounts borrowed from the Centre.

JUNE:

Final Accounts and Balance Sheet to be in the hands of the Executive Officer as per Rule. Chapter (3) Page (7) Paragraph 3.3.

GENERAL:

- 1) It is important for any Centre or band contemplating applying to run a National Contest to ascertain what local sponsorship is available before applying.
- 2) Once approval is granted actively pursue free advertising from the media and individual sponsorship for any Contest event not already sponsored. (Check with the leader of the RNZPBA Promotions Group).
- 3) Don't overspend on advertising; it should be approximately 10% of budgeted gate takings.
- 4) Judges' accommodation should be close to venue (where possible) based on share twin with overseas judges and National Contest Supervisor in single rooms (where possible). Judges evening meals on Thursday, Friday and Sunday should be away from the ground.
- 5) It is normal for a hospitality room to be provided for the Contest President and National President to host guests, officials and invited band representatives. But the two Presidents should ensure that this facility is not abused.
- 6) Photocopy Expenses of Judges and Officials Chapter (3) Paragraph 3.2 and include on an expenses claim sheet to be distributed at the Judges and Officials meeting. **Judges and Officials expenses must be paid before the end of the second day's programme.**

APPENDIX 3

Suggested layout of form sent to Band Hosts together with a list of duties

Dear

This note is to inform you that you have been chosen to be host to the following band:

.....

The Secretary is:

The Band is staying at:

.....

Band Arrives:

Band Departs:

Training Grounds or Hall:

.....

Enclosed for your guidance is a list of duties. If you require any further information, please contact me.

A meeting of all Band Hosts will be held in January, a get-to-know each other, with questions and, hopefully, answers. This is to be followed by a meeting in February, about a week before the Contest, for supply of Season Tickets, Programmes, Meal Tickets and Band Host Ribbons, Dates and places to be notified nearer the time.

Thank you.

Yours faithfully